

RESOLUTION NO. 655

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE AMENDING AND RESTATING A PROCESS FOR THE RECRUITMENT AND SELECTION OF APPOINTMENTS TO CITY COMMISSIONS**

WHEREAS, the City Council of the City of University Place has established by resolution or ordinance various advisory commissions; and,

WHEREAS, the City Council shall appoint all Commission members through an established recruitment, selection, and appointment process, and the ordinance or resolution establishing each City Commission identifies the Commissions' powers and duties; and,

WHEREAS, to ensure fairness and consistency in the recruitment process for appointments to vacancies on these advisory Commissions, the City Council has agreed to a formalized recruitment and appointment process.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE AS FOLLOWS:**

Section 1. Amending and Restating. Resolution numbers 296, 318, and 322 establishing and governing the recruitment process for selecting City Commission members are hereby amended and restated.

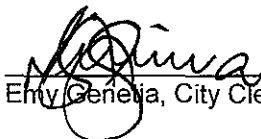
Section 2. Recruitment Process Established. The recruitment process for selecting City Commission members will be administered by the City Clerk's Office, and is established in the attached exhibits: Exhibit A, Commission Recruitment and Appointment Process, and Exhibit B, Application Packets.

Section 3. Effective Date. This resolution shall take effect immediately upon its adoption.

**ADOPTED BY THE CITY COUNCIL ON SEPTEMBER 13, 2010.**

  
Debbie Klosowski, Mayor

ATTEST:

  
Emily Geneva, City Clerk

# RESOLUTION NO. 655 - EXHIBIT A

## COMMISSION RECRUITMENT AND APPOINTMENT PROCESS

### FIRST WEEK OF SEPTEMBER

City Clerk to review Commission listing for terms expiring at the end of the year.

- Upon review, City Clerk to send term expiration notices to City Council, Commission Chairs, and support staff.
- City Clerk to send term expiration letter to Commission member(s).

### FIRST WEEK OF OCTOBER

City Clerk to advertise for Commission vacancy via:

- Local newspaper
- Webpage
- City newsletter
- City Hall
- Library
- Fire Department

Deadline for application is the 3<sup>rd</sup> week in November.

### FOURTH WEEK OF NOVEMBER

City Clerk to send a memorandum to City Council, respective Commission Chair, and support staff providing a list of all applicants and noting areas of expertise for new applicants.

- Include present Members interested in being considered for reappointment.
- Members seeking reappointment are required to interview before Council

### FIRST WEEK OF DECEMBER

City Clerk to set-up and coordinate candidate interviews.

- Contact candidates to inform them of potential interview date and times.
- Send out letter confirming interview date and times.

Checklist:

- Commission Chairs & Co-Chairs conducting interviews will submit a list of top three strengths, specific skills, or background for each candidate as well as qualification limits that may prove helpful for making appointment to the commission.
- City Council to check with support staff for input/recommendation.

### SECOND AND THIRD WEEK OF JANUARY

1. Candidate Interviews with Council
  - New candidates - Several standard lists of revolving questions are to be approved by Human Resources and are to be asked of all new candidates.
  - Any different questions are to be asked of all individual candidates.
  - Reappointments – Members seeking reappointment may be asked a different set of standardized questions approved by Human Resources due to their prior service on the Commission.
2. Candidate Appointments
  - Appointments will expire on January 31
  - Confirmation letter from Mayor with copy to City Council, Commission Chair, and support staff.
  - Record change on Commission files and webpage.
  - Coordinate Press Release on City newsletter via Community Relations Office.

### FEBRUARY

Annual Commission Workshop

- Welcome and introduction of newly appointed Commission member(s)
- Recognition/Appreciation for former Commission member(s)

### FINAL STEP

City Clerk to coordinate the formal orientation schedule for newly appointed Commission member(s) with respective Commission group and support staff



# CITY OF UNIVERSITY PLACE

## COMMISSIONS APPLICATION PROCESS

This packet contains the information you will need to apply to serve on one of the City's citizen commissions. This packet contains:

- Cover letter from the Mayor
- Information about the City
- General application form
- Supplemental application form
- Information regarding the commission, including information from the resolution establishing the commission, current members, norms and expectations, and current work plan

The following steps will get you through the process for application:

1. Review the application packet. Take time to carefully read through the information about the commission to which you desire to be appointed.
2. Contact the Chair of the commission and make plans to attend the group's next regular meeting. Attend the meeting and become familiar with topics addressed by the group and their meeting style.
3. If you remain interested in applying, fill out the application forms and submit them to the City Clerk's office at City Hall.
4. The commission may call you back for an interview, along with other applicants. The commission will most likely forward a recommendation to the City Council.
5. The City Council may call you in for an interview, along with other candidates. Following their interview, the Council will make appointments.
6. Once City Council appointment has been made, new commission members will have an orientation meeting with the commission chair and city staff. During this orientation, you will receive materials and documents appropriate to the work of your commission.



# CITY OF UNIVERSITY PLACE

Office of the Mayor

Fellow Citizen:

Thank you for your interest in serving the City of University Place as a member of one of our commissions. Our City functions most effectively when citizens care enough to give of their time and expertise. People like you truly make this community great!

The commissions act in an advisory capacity to the City Council. Their feedback and recommendations are given much credence, and the Council maintains open lines of communication and discussion with these groups. It is truly an honor and a responsibility to be appointed to one of these bodies.

The City Council seeks candidates who:

- are residents of, or have business interests in University Place
- reflect the make-up and diversity of our community
- offer technical and/or professional expertise
- are passionate about serving the community

In addition to these general requirements, experience and knowledge in the specific area addressed by the committee or commission for which you are applying is a definite advantage. The Council seeks informed input from these groups, and your education and/or experience qualifies you to provide unique and insightful feedback and recommendations.

Information is being provided in this packet to help you determine your level of interest in filling a commission vacancy. I urge you to read through the documents carefully. Additionally, you are required to attend a regular meeting of the commission in which you are interested. This will give you a good idea of the topics addressed, as well as how the group functions. The more informed you are, the better you will be able to judge your ability to contribute in a positive way.

Thank you, again, for your dedication to serve University Place in this way.

Sincerely,

Debbie Klosowski,  
Mayor



# CITY OF UNIVERSITY PLACE

## ABOUT THE CITY

Nestled between the Cascade and Olympic mountain ranges, and hugging the sparkling waters of Puget Sound, University Place boasts scenic views, convenient access to regional destinations, and unmatched quality of life.

### History

In the 1800's, the Methodist church sought a larger site for Puget Sound University (currently the University of Puget Sound). Through a combination of donated and purchased land, the Church obtained 420 acres near present day Lemons Beach and Parkway Loop. They designated 60 acres for the campus, and intended to fund its construction by selling the adjacent lots. The financial panic of 1893 devalued the land and excavation of the site halted. After being forfeited for non-payment of taxes, the lots were sold in 1901. The name "University Place" remained, however, along with a map of the planned campus.

Approximately 100 years after the community received its name, a movement began toward local government and local control. In November 1994, proponents succeeded in passing a ballot measure which established 7.86 square miles of unincorporated Pierce County into the City of University Place.

### Form of Government

University Place was incorporated on August 31, 1995. It is governed by a **COUNCIL/MANAGER** form of government. The 7-member City Council is directly elected by the citizens and serves for staggered four-year terms. The City Council establishes policy by enacting ordinances and resolutions determined to reflect the needs of the community. The Mayor is elected by the Council from among its members for a 2-year term and presides at City Council meetings. The Council appoints the City Manager, adopts the City budget, approves appropriations and contracts in the City's name, levies taxes, and enacts franchises. Several commissions, made up of citizen volunteers, advise the City Council.

The City Manager is appointed by the City Council to serve as chief executive officer of the City, to manage daily business by directing the work of the City Staff (administration of personnel, policies, funds and programs), and to enforce the laws of the City. City services are provided by six major departments.



CITY OF UNIVERSITY PLACE  
APPLICATION FOR APPOINTMENT  
TO CITIZEN COMMISSIONS

*Note: All information on this form becomes public information when submitted. Please type or print clearly.*

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission (PARC)
- Planning Commission

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip University Place, WA 984\_\_\_\_\_  
Are you over the age of 18?  Yes  No

Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
UP Resident?  Yes  No  
If No, date of birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

Professional and/or Community Activities:  
\_\_\_\_\_  
\_\_\_\_\_

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No

If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

Are there any special accommodations that you require?  Yes  No  
If Yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

*(form continued on reverse side)*

# CITY OF UNIVERSITY PLACE

Please provide names and phone numbers of three references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of an emergency, please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***If applicant is under 18 years of age, parent or legal guardian must read and sign below:***

I certify that I am the parent or legal guardian of the participant above named; that I have read and understood the foregoing release and waiver; and that in consideration of allowing the participant to participate in the City's volunteer program, I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage, or death of the participant against the City of University Place, its officials, employees, and agents. I further grant my full consent and authorization for the above-named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while working in the volunteer program.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_



## CITY OF UNIVERSITY PLACE

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT PUBLIC SAFETY COMMISSION

*Note: All information on this form becomes public information when submitted. Please type or print clearly.*

Describe why you are interested in serving on the Public Safety Commission:

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How would you describe community oriented policing?

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In what ways have you experienced community oriented policing in University Place?

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What is your opinion, at this time, of the police services that the City of University Place contracts for through Pierce County?

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## CITY OF UNIVERSITY PLACE

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT ECONOMIC DEVELOPMENT COMMISSION

*Note: All information on this form becomes public information when submitted. Please type or print clearly.*

Describe why you are interested in serving on the Economic Development Commission:

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What do you feel is the most important task of the Economic Development Commission?

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Describe results you have seen of the Economic Development Commission's work in University Place.

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What, in your opinion, is the most significant issue that needs to be addressed by the Economic Development Commission at this time?

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## CITY OF UNIVERSITY PLACE

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT PARKS AND RECREATION COMMISSION

*Note: All information on this form becomes public information when submitted. Please type or print clearly.*

Describe why you are interested in serving on the Parks and Recreation Commission:

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What do you feel is the most important task of the Parks and Recreation Commission?

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Describe results you have seen of the Parks and Recreation Commission's work in University Place.

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What, in your opinion, is the most significant issue that needs to be addressed by the Parks and Recreation Commission at this time?

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## CITY OF UNIVERSITY PLACE

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT PLANNING COMMISSION

*Note: All information on this form becomes public information when submitted. Please type or print clearly.*

Describe why you are interested in serving on the Planning Commission:

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What do you feel is the most important task of the Planning Commission?

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Describe results you have seen of the Planning Commission's work in University Place.

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What, in your opinion, is the most significant issue that needs to be addressed by the Planning Commission at this time?

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## CITY OF UNIVERSITY PLACE

# ABOUT THE PUBLIC SAFETY COMMISSION

History: In February 2002, the University Place City Council determined the need to establish a Community Oriented Policing Mission Statement. University Place Resolution Number 639 amended and restated previous resolutions and lays out the structure of the current Public Safety Commission. Specific items from these resolutions are highlighted below.

Purpose and Mission Statement: The Public Safety Commission advises the City Council regarding public safety issues and serves as a clearinghouse and forum through which businesses, groups, block watches, apartment complexes, and citizens voice their public safety concerns and ideas. The Commission will work collaboratively and proactively to address public safety concerns in University Place. Through City Council interaction and public education the Commission strives to promote and enhance public safety awareness to the citizens of University Place.

Membership: The eight voting members and one alternate are appointed by the City Council to a two-year term. Active members from Police, Fire, School, and Youth will be non-voting Commission liaisons. The youth representative term shall be up to one year. There are no term limits.

Meetings: The Commission will meet on the third Thursday of each month at 6:00 p.m., at City Hall. Meetings held on a different date will be considered a Special Meeting. Special Meetings will require notice of the meeting posted at the Fire Department, Library, and City Hall and to be faxed to the City's official newspaper. All meetings will be held in the City and comply with the Open Public Meetings Act. Five members of the Commission constitute a quorum necessary to act on any matter before the Commission. Any recommendation that a majority of the Commission believes should be forwarded to the City Council shall be so forwarded and shall include the minority opinion. Members are expected to attend all meetings. If an absence is unavoidable, the Member needs to notify the Commission Chair or City staff. This action will classify the absence as "excused". Positions shall be deemed vacated after being absent for 4 consecutive unexcused regular meetings or missing more than 50% of the Commission meetings in a calendar year.

Organization: The Commission will elect its own chairperson and vice-chairperson. The Vice-Chairperson presides in the absence of the Chairperson. The Commission will determine its own rules for transaction of business, and will keep a written record of its meetings, attendance, and recommendations. These records shall be public records and filed with the City Clerk.

Conflict of Interest: Each voting member present shall vote on all questions put to the Commission unless a conflict of interest under state law is present. Commission members may submit written comments for the record on an issue that will be voted on in their absence.



# CITY OF UNIVERSITY PLACE

## NORMS AND EXPECTATIONS

### PUBLIC SAFETY COMMISSION

#### **Commission Operating Principles**

- The Commission operates by consensus but when necessary will take majority opinion in matters where clear consensus is not possible.
- In matters concerning special requests for recommendation or opinions from City Council, the Commission will hold meetings independently or jointly, as requested by Council to gather and/or formulate findings. All opinions of Commissioners will be heard after which a vote will be formally taken to arrive at a group recommendation.
- To provide Council with a broad perspective of issues, the Commission will formally provide a written report of recommendation noting dissenting views and perspectives.
- While Commissioners are encouraged to attend Council presentations and briefings on findings and recommendations, only the Commission Chair, Vice-Chair or those appointed by the Chair will present official opinion and recommendations of the Commission.
- All opinions and ideas will be respected and considered, and whenever possible, work towards a collaborative resolution.
- Each Commissioner shall vote on all questions put to the Commission, unless a conflict of interest or an appearance of fairness question under state law is present. Failure to vote shall be deemed to be an affirmative vote.
- Our regularly scheduled monthly meetings on the third Thursday will start and end on time, except for when we don't meet in July and August.
- Members are expected to attend meetings and send formal notification to city staff if absence is unavoidable.
- Members will be expected to actively take part in implementing the Commission's work plan. This may include attending events on days outside of our regularly scheduled meetings.
- The Commission Chair or Vice- Chair will facilitate meetings.
- Agenda items will be developed by city staff with input from Commission Chair.

#### **Commission Member Responsibilities**

- Attend scheduled Commission meetings and contribute constructively to discussions
- Understand and be able to articulate the Commission's purpose, goals and work plan.
- Actively participate in community outreach efforts to educate and inform community about Public Safety priorities and strategies.
- Provide feedback and input to City Council on Public Safety issues



## CITY OF UNIVERSITY PLACE

# ABOUT THE ECONOMIC DEVELOPMENT COMMISSION

History: In December 2002, the City of University Place established an Economic Development Commission, resulting from the efforts of an Economic Development Task Force. University Place Resolution Numbers 378, 380, and 425, were amended and restated by the most recent Resolution Number 628 which lays out the structure of the Commission. Specific items from these resolutions are highlighted below.

Purpose and Mission Statement: The Economic Development Commission advises the City Council on community-wide economic development issues, actively supports the implementation of the adopted Economic Development Strategic Action Plan, provides input on economic development issues, serves as a sounding board for business community interests, and acts as the “eyes and ears” of the City in the business community. The Commission assists with community outreach efforts on economic development initiatives that impact the community.

Membership: The seven members (appointed by the City Council) are City residents, business owners, property owners, University Place Chamber members, or business professionals working in the City. To ensure a broad range of perspectives, no more than two members of the Commission will be employed in the same kind of occupation, business, trade or profession. Members are appointed to 4-year terms, with no term limits. An act of the City Council is required to create sub-Commissions and *ad hoc* Commissions.

Meetings: All meetings will be held in the City and will comply with the Open Public Meetings Act. A quorum is necessary to act on any matter before the Commission. Four members of the Commission constitute a quorum. The Commission meets on the third Thursday of each month at 7:30 a.m. at City Hall. Meetings held on different dates or times are considered special meetings. Members are expected to attend all meetings. If an absence is unavoidable, the Member needs to notify the Commission Chair or city staff. This action will classify the absence as “excused”. Positions shall be deemed vacated after being absent for 4 consecutive unexcused regular meetings or missing more than 50% of the Commission meetings in a twelve month period.

Organization: The Commission elects its own Chairperson (2-year commitment) and Vice-Chairperson. The Vice-Chairperson presides in the absence of the Chairperson. Both are voting members of the Commission. The Commission will determine its own rules for transaction of business, and will keep a written record of its meetings, attendance, and recommendations. These records will become public records and are filed with the City Clerk.



# CITY OF UNIVERSITY PLACE

## NORMS AND EXPECTATIONS

### ECONOMIC DEVELOPMENT COMMISSION

#### **Commission Operating Principles**

- The Commission operates by consensus but when necessary will take majority opinion in matters where clear consensus is not possible.
- In matters concerning special requests for recommendation or opinions from City Council, the Commission will hold meetings independently or jointly, as requested by Council to gather and/or formulate findings. All opinions of Commission members will be heard after which a vote will be formally taken to arrive at a group recommendation.
- To provide Council with a broad perspective of issues, the Commission will formally provide a written report of recommendation noting dissenting views and perspectives.
- Each Commissioner shall vote on all questions put to the Commission, unless a conflict of interest or an appearance of fairness question under state law is present. Failure to vote shall be deemed to be an affirmative vote.
- While Commission members are encouraged to attend Council presentations and briefings on findings and recommendations, only the Commission Chair and/or Vice-Chair will present official opinion and recommendations of the Commission, unless another member is so designated. Commission members will identify when their opinions are personal, and not representative of the Commission as a whole.
- Members will represent city-wide business perspectives.
- All opinions and ideas will be respected and considered, and whenever possible, work towards a collaborative resolution.
- Meetings will start on time and end on time.
- Members are expected to attend meetings and send formal notification to the Commission Chair or city staff if absence or is unavoidable.
- Members will be expected to actively take part in implementing the Commission's work plan.
- The Commission Chair will facilitate meetings. The Vice-Chair will facilitate in Chair's absence.
- Agenda items will be developed by city staff with input from the Commission Chair.

#### **Commission Member Responsibilities**

- Attend scheduled Commission meetings and contribute constructively to discussions
- Understand and be able to articulate the Commission's purpose, goals and work plan.
- Actively participate in community outreach efforts to educate and inform community about economic development priorities and strategies.
- Provide feedback and input to City Council on issues impacting economic and business development.



## CITY OF UNIVERSITY PLACE

# ABOUT THE PARKS AND RECREATION COMMISSION

History: In April 2002, the City of University Place established a Parks and Recreation Commission in its current form. University Place Resolution Number 588, amended by Resolution Numbers 593 and 600, lays out the structure of the Commission. Specific items from these resolutions are highlighted below.

Purpose and Mission Statement: The Parks and Recreation Commission studies and makes recommendation to City Council on community-wide parks and recreation issues and Capital Improvement Plan, actively support the implementation of the adopted Parks, Recreation and Open Space Plan, supports and promotes a healthy and vital Recreation Program, serve as a liaison to the University Place's Parks and Recreation Friends Groups, advocate for parks and recreation and acts as the "eyes and ears" of the City in parks and recreation issues. As directed by City Council supports and promotes community outreach efforts, fundraising, volunteerism and special events.

Membership: The seven members (appointed by the City Council) are City residents, except the Council may appoint up to one member who may reside outside the City. Members will immediately forfeit their appointment when they lose their residency status by moving outside the city limits. All members serve without compensation. It is desirable but not mandatory that Members are drawn from throughout the city. Members are appointed to 4-year terms. All vacancies will be filled by appointment from the City Council. Positions shall be deemed vacated after being absent for 4 consecutive unexcused regular meetings or missing more than 50% of the Commission meetings in a twelve month period.

Meetings: All meetings will be held in the City (except training or field trips) and comply with the Open Public Meetings Act. The Commission will meet on the second Thursday of each month at 6:30 pm at City Hall. Meetings held on a different date will be considered a Special Meeting. Special Meetings will require notice of the meeting posted at the Fire Department, Library, City Hall, and faxed to the City's official newspaper.

Organization: The Parks and Recreation Commission shall elect its own Chair and Vice-Chairperson. The Vice-Chairperson presides in the absence of the Chairperson. Both are voting members of the Commission. A quorum of the Parks and Recreation Commission is necessary to act on any matter before the Commission. Four members of the Commission constitute a quorum. The Commission will determine its own rules for transaction of business, and will keep a written record of its meetings, attendance and recommendations, which will be filed with the City Clerk as a public record.





# NORMS AND EXPECTATIONS

## PARKS AND RECREATION COMMISSION

### **Commission Operating Principles**

- The University Place Parks and Recreation Commission is a group of 7 University Place citizens appointed by the City Council. This group advises the City Council on various parks and recreation issues, including CIP (Capital Improvement Projects), land acquisition, park development, and recreation programs.
- The Parks and Recreation Commission mission statement is to act as a liaison between City Council and the community and to advise the City Council on matters concerning Parks and Recreation.
- In matters concerning special requests for recommendation or opinions from City Council, the Commission will hold meetings independently or jointly, as requested by Council to gather and/or formulate findings. All opinions of Commission members will be heard after which a vote will be formally taken to arrive at a group recommendation.
- To provide Council with a broad perspective of issues, the Commission will formally provide a written report of recommendation noting dissenting views and perspectives.
- Each Commissioner shall vote on all questions put to the Commission, unless a conflict of interest or an appearance of fairness question under state law is present. Failure to vote shall be deemed to an affirmative vote.

### **Meetings**

- The Parks and Recreation Commission meets the 2<sup>nd</sup> Thursday of each month at 6:30 pm. Meetings are held in the Council Chambers of the University Place City Hall, located at 3715 Bridgeport Way West. Meetings are scheduled for two hours.

### **Participation Expectations**

- Regular Meeting Participation: Members are expected to attend all Commission meetings. Members are expected to attend meetings and send formal notification to the Commission Chair or city staff if absence or is unavoidable. This action will classify the absence as “excused”. Members are expected to attend the entire meeting, and actively participate.
- Other Meetings: Members are expected to attend study sessions as scheduled. The following meetings are held during the year, and Members will be expected to attend: Commission tours of University Place Parks; one day-long retreat; two joint City Council/PARCS meetings; one annual Council/Commissions meeting.
- Other Activities: Members are strongly encouraged to participate in one or more city-sponsored activities. Members will also be asked to act as liaison to one of the city supported partners or Commissions that partner with the City’s Parks and Recreation program.



## CITY OF UNIVERSITY PLACE

# ABOUT THE PLANNING COMMISSION

History: In December 1997, the City of University Place established a Planning Commission, following the implementation of an Interim Planning Commission in 1995. University Place Ordinance Number 338, amended by Ordinances Number 405 lay out the structure of the Commission. Specific items from these ordinances are highlighted below.

Purpose and Mission Statement: The Planning Commission advises the City Council on growth management, general land use and transportation planning, long range capital improvement plans, and other matters as directed by the Council. The Commission also holds hearings on and develops a comprehensive plan for the City, making recommendations to the Council on amendments to the comprehensive plan, the zoning code and map, and the development regulations of the City.

Membership: There shall be seven (7) members of the Planning Commission. Members shall be city residents, except the City Council may appoint one member who may reside outside the City. Members of the planning commission will immediately forfeit their appointment if they move outside the city limits. Members of the planning commission shall serve without compensation. No more than two members shall be engaged in the same occupation, business, trade or profession. In addition, it is desirable, but not mandatory, that the planning commission members be drawn from throughout the city. Vacancies shall be filled by the Council. Members may be removed by City Council motion. A Planning Commission member automatically forfeits their position by having more than two unexcused absences, or four excused absences, during a twelve-month period.

Meetings: The Commission will meet on the first and third Wednesday of each month at 7:00 p.m., in the City Council Chambers at City Hall. Meetings held on a different date will be considered a Special Meeting. Special Meetings will require notice of the meeting posted at the Fire, Library, City Hall and faxed to the City's official newspaper.

Organization: The Planning Commission shall elect a chair and vice-chairperson from its members. The Vice-Chairperson presides in the absence of the Chairperson. Both are voting members of the Commission. A majority vote of a quorum of the Planning Commission is necessary to legally act on any matter before the Commission. The Commission will determine its own rules for transaction of business, and will keep a written record of its meetings, transactions, and findings which will be a public record. The Commission will keep a tape recording or other verbatim record of any public hearing.

Conflict of Interest: Each voting member present shall vote on all questions put to the Commission unless a conflict of interest under state law is present. Commission members may submit written comments for the record on an issue that will be voted on in their absence.



# CITY OF UNIVERSITY PLACE

## NORMS AND EXPECTATIONS

### PLANNING COMMISSION

#### **Commission Operating Principles**

- A seat on the Planning Commission carries a three-year term. Commissioners are appointed by the City Council and serve the City of University Place as an advisory board in matters of land use, growth management, transportation planning, capital improvements, housing, and environment. Their recommendations are forwarded to the City Council.
- The Planning Commission gathers public opinion by requesting citizen input, either written or verbal, at meetings and public hearings, then using this input together with their own expertise and experience, to formulate recommendations to the City Council.
- Planning Commissioners consider local, state and federal laws, scientific data, demographic information, and social and political trends in land use and environmental management in order to provide the City Council with the best recommendations.
- The Planning Commission's ultimate task is to help the City realize its vision for the future by maintaining a Comprehensive Plan and Development Regulations which contain the goals, policies, and regulations aimed at achieving that vision.
- To provide Council with a broad perspective of issues, the Committee will formally provide a written report of recommendation noting dissenting views and perspectives.
- Each Commissioner shall vote on all questions put to the Commission, unless a conflict of interest or an appearance of fairness question under state law is present. Failure to vote shall be deemed to be an affirmative vote.

#### **Time Commitment**

- Serving on the University Place Planning Commission usually requires attendance at two evening meetings every month, a regular meeting and a study session. There may be occasional subcommittee meetings when necessary. Meetings are scheduled on the first and third Wednesday of each month, from 7:00 pm until 9:00 pm.
- Commission members are expected to attend all meetings. Absences for cause should be reported to the Planning Commission Chair. To assist the Chair in determining a quorum, the Development Services Department Administrative Assistant should also be notified. A maximum of four absences is allowed each year.
- Average time to read and prepare for each meeting is approximately two hours. Where the materials refer to a specific location, Commissioners often visit the location and taken note of its features and the neighboring community.
- To ensure that Council fully understands the decisions of the Commission, some members attend City Council meetings to further discuss the Commission's recommendations. Joint meetings of the Council and Commission may also occur.

# CITY OF UNIVERSITY PLACE

## **Type of Work**

- The work program for the Commission is typically established at a January meeting. The scheduling of individual items may be influenced by State or Federal mandates or by request of the City Council. Departure from the schedule for special new items must take this into account.
- During Planning Commission meetings, members discuss issues and hear from members of the public. All meetings are open to the public and citizens are encouraged to participate.
- Planning Commissioners should become familiar with the Comprehensive Plan and the City organization. The Comp Plan outlines the type of topics that will come under consideration and discusses how the decisions were made. It also describes criteria for future Commissioners to follow.
- Commissioners are often asked to evaluate properties throughout the city. It is, therefore, important for them to be familiar with the city and its environs.