



CITY OF POULSBO

BOARDS, COMMISSIONS AND CITY COUNCIL

The City of Poulsbo (on an on-going basis) solicits applicants to fill current and/or future vacancies on its Boards and Commissions. Applicants must reside within the city limits of Poulsbo, with the exception of some positions on the Community Police Advisory Board and Tree Board.

Completed applications should be submitted to the City Clerk, 200 NE Moe Street, Poulsbo, Washington 98370. Appointments to the Boards and Commissions are made by the Mayor and confirmed by the City Council. Serving on a Board or Commission is an opportunity to "get involved" in the community and the operations of your local government.

Planning Commission

The Planning Commission conducts public hearings relating to the Comprehensive Plan and its implementation including zoning, platting and subdivision regulations. The Commission also reviews and makes recommendations to the City Council on the adoption and enforcement of coordinated plans and regulations for the physical development of the city. (Seven members; meets the 2nd and 4th Tuesdays of each month at 7:00 PM in the City Council Chambers.)

Parks and Recreation Commission

The Parks and Recreation Commission is responsible for giving advisory recommendations to the City Council on all regulations, resolutions, plans, policies, projects and proposals relating to the city parks system, recreational facilities or open space, and to promote public use and awareness of the city's park facilities and services, to hold public meetings to solicit public input for the parks and open spaces planning process, and to apprise the City Council, Public Works Department and Parks and Recreation Department of the community's park and recreational needs. (Seven members; meets the 4th Monday of each month at 7:00 PM in the City Council Chambers.)

Civil Service Commission

The Civil Service Commission ensures that: rules and regulations are implemented to provide for examinations, appointments, promotions, transfers, reinstatements, demotions, suspensions and discharges for eligible employees in the police department; all tests are practical and consist of subjects which fairly determine the qualifications of the applicant; and all hearings and investigations before the Commission are governed by the rules of the Commission. (Three members; meets the 1st Monday of each month at 7:00 PM in the City Council Chambers.)

Lodging Tax Advisory Committee

The Poulsbo Tourism Grant is funded by the City's lodging tax. Each year, the Lodging Tax Advisory Committee (LTAC) reviews applications on behalf of the City to utilize this tax to promote and support tourism in Poulsbo. LTAC has five voting representatives which consist of (1) elected official from the City who serves as Chair, (2) members who represent businesses that collect lodging tax, and (2) members from organizations eligible to apply for the grant. LTAC provides a list of recommendations to the City Council to approve for funding. The committee meets several times throughout the year. More information can be found at: <https://cityofpoulsbo.com/parks-recreation/lodging-tax-grant-program/>

Community Police Advisory Board

The Community Police Advisory Board was established in December 1991 to insure quality citizen input and information exchange concerning police services within the city. The duties of the Board will be to: make recommendations to the Mayor, City Council and Police Chief concerning police protection and services within the city; review and make recommendations concerning police department policies, procedures and programs; promote public awareness of the city's police services and programs; and serve as a liaison between the Police Department and the community. (Nine members: not less than 5 city residents, at least two to be owners or managers of businesses located within the city, one a representative from the North Kitsap School District and one student at North Kitsap High School; meets once each calendar quarter at the Poulsbo Police Department on such day and time as may be determined by the Board.)

Poulsbo Tree Board

The Poulsbo Tree Board was established in 1997 to advise and educate the Mayor, City Council and citizens on issues pertaining to trees in the city. This includes the promoting of responsible planting of trees on public and private property; promoting public education and proper tree maintenance of trees; advocating trees within the city; providing for aesthetics within the city through the formulation and implementation of tree programs; developing innovative and joint funding for tree projects from a variety of sources; and providing the Mayor and City Council with a yearly report regarding Tree Board activities. (Seven members, meets the 2nd Monday of each month at 7:00 PM in the City Council Chambers.)

City Council

On occasion the City Council has a vacancy due to the resignation of a Councilmember. The Council is the legislative body of the city and has the power to organize and regulate the city's internal affairs, to define the functions, powers and duties of its officers and employees, and to fix the compensation and working conditions of such officers and employees. The Council adopts and enforces ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city. Appointments to the City Council are made by the City Council. (Meets the 1st, 2nd and 3rd Wednesdays of every month, at 7:00 PM in the City Council Chambers.)



Boards and Commission Application

The City of Poulsbo appreciates your interest in serving the citizens of Poulsbo as a volunteer. Please take a moment to complete the requested information below.

Please use the reverse side of the application to tell us in a 350 word essay why you are interested in becoming a volunteer member of this board/commission and what you feel you would contribute if selected. Feel free to attach additional information you feel would help in the selection process.

Please return your completed application to:

Attn: City Clerk's Office, City of Poulsbo ~ 200 NE Moe Street ~ Poulsbo, WA 98370

Board/Commission Position: _____

Name: _____

Home Address: _____

Business Address: _____

(Required if applying for a Board and Commission in the Business Owner capacity)

Home Phone: _____ **Business or Cell Phone:** _____

E-mail Address: _____

Education: *(Include High School and post High School institutions attended name and address)*

- _____
- _____

Licenses Held *(if applicable)*

- _____
- _____

Employment History

Current Employer: _____

Job Title/Position: _____

Previous Employer: _____

Job Title/Position: _____

(Application Continued on Reverse Side)

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For City Use Only			
Date of Appointment:		Date of Reappointment:	
Date of Original Term Expiration:			
Date			

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Date of Appointment:		Date of Reappointment:	
Date of Original Term Expiration:			
Date			