

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2025-20

SUBJECT: Parks & Recreation Commission

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 12/01/2025
- ☒ Passed by the City Council: 12/17/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
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Kati Diehl
Deputy City Clerk

12/18/2025
Date

RESOLUTION NO. 2025-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, AMENDING SECTIONS 5 AND 7 OF RESOLUTION 2012-10 IN ORDER TO INCREASE THE ALLOWABLE MEMBERSHIP OF NON-CITY RESIDENTS FROM TWO TO THREE, ADJUST THE REGULARLY SCHEDULED MEETING TIME FROM 7:00 PM TO 5:30 PM, AND INCREASE THE MEETING FREQUENCY FROM EVERY OTHER MONTH TO MONTHLY STARTING IN JANUARY INSTEAD OF FEBRUARY.

WHEREAS, the City Council passed Resolution No. 2021-05 on April 7, 2021, amending sections 4 and 5 of resolution 2012-10 to increase the membership of the Parks and Recreation Commission from seven members to nine members.; and

WHEREAS, the Poulsbo City Council adopted Ordinance No. 2012-12 on August 1, 2012, repealing Section 2.36 Parks and Recreation Commission from the Poulsbo Municipal Code, in order to allow its re-formation by Council resolution, with the goal and intention being to give more flexibility to the Council to assign and provide direction to boards formed by the City Council; and

WHEREAS, the Park and Recreation Director, in agreement with the Parks & Recreation Commission, has recommended that the regularly scheduled meeting time of the Parks and Recreation Commission be adjusted from 7:00 pm to 5:30 pm; and

WHEREAS, the Park and Recreation Director, in agreement with the Parks & Recreation Commission, has recommended that the regularly scheduled meeting frequency of the Parks and Recreation Commission be adjusted from gathering the fourth Monday of every other month to the fourth Tuesday of every month, starting in January instead of February, and

WHEREAS, the Park and Recreation Director, in agreement with the Parks & Recreation Commission, has recommended the membership of the Commission be modified to include –

from two non-residents – to up to three non-residents of the city who live in the 98370 zip code, and the City Council has decided to follow the recommendation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

SECTION 1. Adjustment of Member Requirements

Section 5 of Resolution No. 2012-10 is hereby amended to reflect the increased membership of Nonresidents of the City who live in the North Kitsap School District Boundaries to join the Parks and Recreation Commission and to read as follows:

SECTION 5. Residency or other special member requirements.

A. ~~The Parks & Recreation Commission shall consist of nine voting members.~~

Members of the park and recreation commission shall meet the following residency qualifications:

1. At least ~~seven~~ **six designated positions** ~~members~~ shall be **for** residents of the City of Poulsbo at the time of appointment and throughout their tenure in office. Any resident member who ceases to live within the Poulsbo city limits during the term of his/her office shall forfeit the office; and
2. Up to ~~two~~ **three** members may be nonresidents of the city who live in the **98370 zip code. North Kitsap School District.** Any nonresident member who ceases to live within the **98370 zip code North Kitsap School District** during the term of his/her office shall forfeit the office.

SECTION 2. Adjustment of the regular scheduled meeting time.

Section 7 of Resolution No. 2012-10 is hereby amended to adjust the meeting time of the Parks and Recreation Commission from 7:00 pm to 5:30 pm, changing the meeting date from Mondays to Tuesdays, meeting frequency to monthly, starting meetings in January instead of February, and to read as follows:

SECTION 7. Meetings.

- A. The park and recreation commission shall meet on the fourth ~~Monday~~ **Tuesday** of every ~~other~~ month beginning in ~~February~~ **January** at seven ~~7:00~~ **5:30 p.m.** in Poulsbo City Hall. In the event that any regular meeting day falls upon a city holiday, the meeting shall be conducted on the following ~~Monday~~ **Tuesday**, unless a special meeting date is set in advance. Special meetings may be held as often as the commission deems necessary. All meetings shall be open to the public, in accordance with Chapter 42.30 RCW, the Open Public Meetings Act.

SECTION 3. Effect.

Except as expressly amended by this Resolution, all provisions of Resolution No. 2012-10 and 2021-05 remain unchanged and in full force and effect.


RESOLVED this 17th day of December, 2025.

APPROVED:

Signed by:

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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

Signed by:

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CITY CLERK, RHIANNON FERNANDEZ

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