



## **VOLUNTEER POSITION DESCRIPTION PLANNING COMMISSION**

**POSITION TITLE:** Planning Commission Member

**LOCATION:** Commissioners Chambers and other possible locations in Kitsap County

**JOB SUMMARY:**

Assist the Department of Community Development in carrying out its duties in the development of the Comprehensive Plan, implementing development regulations and reviewing other planning documents, ordinances and code revisions.

**JOB DUTIES:**

Function as part of the commission by assisting in the preparation and execution of the comprehensive plan, land-use ordinances and official controls and amendments. Conduct Public Hearings to take testimony from community members; make findings and conclusions from information gathered and transmit recommendations to the Kitsap County Board of Commissioners.

**SKILLS AND QUALIFICATIONS:**

Requires the ability to read and interpret written reports. Should have a working knowledge of land-use codes. Must be able to take public testimony and make recommendations. Must be able to function as part of an advisory team. Should be willing and able to handle pressure situations. Must be willing and available to attend twice monthly meetings and other meetings as required.

**BENEFITS AND TRAINING AVAILABLE:**

Department of Community Development staff will provide an orientation and training. There is an opportunity to attend a yearly conference. Members may choose to receive a \$50 reimbursement/compensation for each meeting attended.

**RESPONSIBLE TO:**

Department of Community Development and makes recommendations to the Board of County Commissioners

**TIME COMMITMENT:**

Planning Commission regularly scheduled public hearings or work-study sessions are held on the first and third Tuesday of every month at 5:30 p.m. in the Commissioners Chambers of the Kitsap County Administration Building, 619 Division Street, Port Orchard. The Commission may also hold public hearings and study sessions at other times and locations as needed.

**Applications will be accepted until the position is filled.**

**For more information, contact Kitsap County Volunteer Services at [rpirtle@kitsap.gov](mailto:rpirtle@kitsap.gov).**