



## **CITY OF MOUNTLAKE TERRACE BOARDS AND COMMISSIONS**

The Mountlake Terrace City Council is seeking candidates for vacancies on its advisory boards and commissions. Appointed by the City Council, the board and commission members offer their knowledge and experience to advise and inform the City Council on a variety of issues to help shape the community.

Most boards and commissions meet about once per month on a regularly scheduled night and time. Each year, the city will have a recruitment period to fill terms beginning on July 1. Applicants must be bonafide residents of Mountlake Terrace, with one exception for non-residents, and able to regularly attend meetings.

### **Non-Resident Opportunity**

The Arts Commission must have five of its seven members be residents of the city, so non-residents are welcome to apply for this body.

### **You may apply for openings on any of the following boards and commissions**

- Arts Advisory Commission
- Community Policing Advisory Board
- Diversity, Equity and Inclusion Commission
- Planning Commission
- Recreation and Parks Advisory Commission

See the descriptions below of each of the city's boards and commissions:

### **ARTS ADVISORY COMMISSION**

The seven-member Arts Advisory Commission seeks out, promotes, and sponsors activities that enhance the cultural atmosphere of the community. Each year in the fall, the Commission works with Friends of the Arts to sponsor the Terrace Juried Art Show. Meetings are held on the third Tuesday of each month at 5:30 p.m. at the Recreation Pavilion. Terms on this commission are three years in duration.

### **COMMUNITY POLICING ADVISORY BOARD (CPAB)**

The CPAB meets monthly to assist in enhancing police-community relations, communications, and community confidence. In addition, they help organize community events such as National Night Out and other special projects as determined by the Board. The Board consists of seven members. Meetings are scheduled for the last Tuesday of each month at 6:30 p.m. at the Police Station and terms expire after three years.

### **DIVERSITY, EQUITY AND INCLUSION COMMISSION (DEIC)**

The DEIC consists of seven members with a mission of promoting and embracing diversity through action, education, and guidance. The Commission seeks to foster an understanding that

includes, accepts, respects and appreciates each individual member of our community. Being a new Commission, the initial terms will be staggered, with subsequent appointments having a term of three years. Therefore, three of the initial terms will expire on June 30, 2022 and four of the initial terms will expire on June 30, 2023. Meetings are held on the third Wednesday of each month at 7:00 p.m. at City Hall.

### **PLANNING COMMISSION**

The Planning Commission consists of seven members and makes recommendations to the City Council about community development issues, especially those affecting future land use and growth. Applicants should have an interest in community planning, including considering revisions to the city's Comprehensive Plan and development code. Commissioners should be knowledgeable about planning and development issues. The Commission meets on the second and fourth Monday of each month at 7:00 p.m. at City Hall. The terms expire after four years.

### **RECREATION AND PARK ADVISORY COMMISSION (RPAC)**

Although advisory in nature, RPAC promotes the use of recreation facilities and programs, participates in city wide special events and volunteer park projects including playground installations, park clean-up activities, maintaining communication with subcommittees, and other related volunteer organizations providing recreation services within the community. Major projects include updating the Comprehensive Recreation and Park Plan as part of the city's Comprehensive Plan and making recommendations on these projects to the City Council. RPAC meets on the second Tuesday of each month at 7:00 p.m. at the Recreation Pavilion.

### **HOW TO APPLY**

Applications are available online ([www.cityofmlt.com/FormCenter/Boards-Commissions-5/Application-Form-for-Mountlake-Terrace-B-44](http://www.cityofmlt.com/FormCenter/Boards-Commissions-5/Application-Form-for-Mountlake-Terrace-B-44)) or by calling the City Clerk's office at (425) 744-6206. An annual recruitment is conducted each year (usually in the spring); however, you may apply anytime because openings may occur throughout the year. Please complete and return your application to the City Clerk, who will hold it until the recruitment closes. A City Council subcommittee may contact you for an interview once they have reviewed your application. The subcommittee will make their recommendation for appointments to the full City Council who will confirm the appointment at a City Council meeting.

### **OTHER VOLUNTEER OPPORTUNITIES**

If serving on a board or commission does not interest you, but you are still interested in volunteering in Mountlake Terrace, please call the City Clerk at (425) 744-6206 for contact information.



## **APPLICATION FOR MOUNTLAKE TERRACE BOARDS AND COMMISSIONS**

We invite you to become an active participant in shaping your community!  
*(Use reverse side if more space is needed)*

**Name**

**Phone number**

**Address**

**Email address**

**Occupation**

**Board/Commission for which you are applying?**

**Are you willing to serve on another board or commission if not chosen for this one?**

**If so, list your second choice**

**Third choice**

**Why are you interested in serving on a City of Mountlake Terrace board or commission?**

**Are you able to regularly attend the meetings? (See attached meeting schedule):** \_\_\_\_\_

**Describe any community activities or volunteerism you have done and please include any leadership roles.**

**Do you have experience in working as part of a team? If so, please describe briefly.**

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**Whether or not you have team experience, do you enjoy working with others?**

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**Please list any occupational/educational skills or background you feel are relevant to serving on this board.**

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**Please list any interests or hobbies if applicable to your application to this board or commission.**

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**Please attach your resume and/or briefly summarize your recent work experience. If retired, student or not working, please let us know or describe your previous work experience.**

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Please fill out this application completely and return it by email ([cityhall@mltwa.gov](mailto:cityhall@mltwa.gov)), in person, by mail (City Clerk, City of Mountlake Terrace, PO Box 72, Mountlake Terrace, WA 98043), or online ([www.cityofmlt.com/FormCenter/Boards-Commissions-5/Application-Form-for-Mountlake-Terrace-B-44](http://www.cityofmlt.com/FormCenter/Boards-Commissions-5/Application-Form-for-Mountlake-Terrace-B-44)). For more information contact the City Clerk at (425) 744-6206.