



## **Fort Worden Neighborhood Advisory Committee**

The Neighborhood Advisory Committee (NAC) will be comprised of no less than five and no more than seven members who have full-time residences within an ½ mile radius of Fort Worden.

The NAC will advise and make recommendations to the Fort Worden Public Development Authority on behalf of the immediately surrounding neighborhood. Members will represent the neighborhood's interest as Fort Worden plans larger-scale events (ones that are projected to have 3,000 or more attendees) when its venues are rented by third parties and/or partner tenants. Specifically, NAC will advise on matters related to noise mitigation and transportation management to reduce the impact of such events on the surrounding neighborhood. From time to time, the committee will serve as a sounding board for transportation planning by the City of Port Townsend, Washington State Parks, and Fort Worden on joint efforts to manage transportation to and from Fort Worden.

### *Criteria for membership on Neighborhood Advisory Committee*

Members will be required to:

- Serve a three-year term, beginning in May of 2019.
- Participate in a briefing and orientation on the Fort Worden Public Development Authority and its obligations and responsibilities as a public entity.
- Review policies, event plans, and procedures presented to the committee.
- Attend two meetings per year, one in May and one in October for a pre-peak season review of events and a post-peak season debriefing on events.
- Review the agenda and read materials distributed prior to meetings.
- Be prepared to comment at meetings as requested.
- Solicit information and feedback from surrounding neighbors on behalf of the NAC.
- Follow Roberts' Rules of Order for meetings.

The intent in the formation of the committee is to establish a communication channel between Fort Worden and its neighbors to share information and feedback in a timely manner surrounding larger-scale events. The NAC will expire on April 24, 2022.

Candidates for membership on the NAC must submit a letter of interest to [kanderson@fortworden.org](mailto:kanderson@fortworden.org); attention: Neighborhood Advisory Committee Application Review Committee. **Submission deadline is April 15, 2019.** Letters of interest should include the following information:

- Name and address (for verification of residency within a ½ mile radius of Fort Worden) and responses to the following questions:
- What is your past experience with Fort Worden?
- How long lived in the area?

- Why are you interested in serving on the committee (include experience working collaboratively with others to serve a community)?
- Can you represent the neighborhood as a whole?

The Fort Worden Public Development Authority Board of Directors will select NAC members from candidates who have submitted letters of interest reviewed and recommended by staff, executive committee members or their delegates and will announce the members selected on **April 24, 2019**.

As a National Historic Landmark and public asset, Fort Worden maintains its commitment to be a “good neighbor” and to engage and support its community.

### Neighborhood Advisory Committee Street Map

