



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6462
May 7, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6462: 2024 Board & Commission Appointments (Resolution No. 1659)	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Appointment members to vacant and expiring advisory board and commission positions.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2024-2025 Board and Commission Vacancies 2. City Council Rules of Procedure, Section 8 3. Resolution No. 1659
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

The purpose of this agenda bill is to appoint members to vacant and expiring positions on the Arts Council, Design Commission, Parks & Recreation Commission, Open Space Conservancy Trust, and Utility Board.

BACKGROUND

Each spring, the City conducts the annual recruitment process to fill positions expiring and/or vacant on the City’s advisory boards and commissions. The following board and commission positions were advertised in March-April:

- [Arts Council](#) (2 positions; terms expire May 31, 2028)
- [Design Commission](#) (2 positions; terms expire May 31, 2028)
- [Open Space Conservancy Trust](#) (2 positions; terms expire May 31, 2028)
- [Parks & Recreation Commission](#) (1 position; term expires May 31, 2028)
- [Planning Commission](#) (2 positions; terms expire May 31, 2028)
- [Utility Board](#) (2 positions; terms expire May 31, 2028)

Please Note: The Planning Commission is being reconstituted per direction given at the City Council Planning Session on March 1, 2024 ([AB 6428](#)) and at the City Council Meeting on April 2, 2024 ([AB 6441](#)). At the City

Council meeting on April 16, 2024 City Council completed a first reading of Ordinance No. 24C-06 ([AB 6454](#)) and scheduled a second reading and adoption on May 7, 2024. Upon adoption of Ordinance No. 24C-06 the Planning Commission membership will be reduced to five members effective June 1, 2024. Due to the reconstitution of the Planning Commission the two seats with positions expiring will not be filled.

ISSUE/DISCUSSION

RECRUITMENT PROCESS

Position vacancies (see Exhibit 1) were advertised across several platforms, including a website news release, City Manager Reports, the MI Weekly newsletter, social media, and City Council and boards and commission meetings.

Emails were also sent to board and commission members whose terms are expiring to reapply if they were interested. In addition, all board and commission members were encouraged to reach out to community members that might be willing to volunteer to apply for a position.

In response to outreach efforts, 17 applications were received by the April 26, 2024 deadline: three for the Arts Council, two for the Design Commission, six for the Open Space Conservancy Trust, seven for the Parks & Recreation Commission, three for the Planning Commission¹, and four for the Utility Board.

Four applications for reappointment were received for positions on the Arts Council, Open Space Conservancy Trust, and Parks & Recreation Commission. One Design Commissioner and one Planning Commissioner met the term limit as defined in [MICC 3.34.030\(B\)\(4\)](#) and [MICC 3.46.030\(B\)\(4\)](#). One Design Commissioner, one Planning Commissioner², and one Utility Board member did not apply for reappointment.

The application materials were forwarded to the City Council for review on April 29, 2024.

APPOINTMENT PROCESS

The board and commission appointment process as detailed in Section 8.12 of the City Council Rules of Procedure (see Exhibit 2) provides that all appointments are made by a vote of the City Council during a regularly scheduled meeting. Each Councilmember will complete a written ballot, casting a vote for the identified open seat on a board or commission. If there is more than one open seat on a board or commission, then each position will be voted on separately (the position with the longest term will be voted on first). Ballots will be submitted to the City Clerk via email for Councilmembers attending the meeting virtually to comply with the Rules of Procedure and [RCW 42.30.060\(2\)](#). The City Clerk will read aloud the votes by each Councilmember.

The applicant(s) that receive the most votes, provided they have received a minimum of four votes, will be appointed to the open seats on the Arts Council, Design Commission, Open Space Conservancy Trust, Parks & Recreation Commission, and Utility Board. The names of the applicants selected will be added to a resolution (see Exhibit 3), with final approval required by a vote of the City Council.

¹ Staff will contact the Planning Commission applicants and inform them of the reconstitution.

² One current Planning Commissioner did submit an application, but that application was withdrawn on April 10, 2024.

Design Commission Appointments

Under [MICC 3.34.030](#), the membership in the Design Commission must include at least one specialist from each of the following categories: architecture, landscape architecture, urban planning, and civil engineering. Additionally, it must include at least two lay persons (one of whom must own property or business within the City’s business or commercial areas). If no certified specialist seeks or is available for appointment, persons who are knowledgeable in matters of design and aesthetic judgment by training, education, and/or experience may then be appointed in their place.

The current Design Commission membership has two architects, one civil engineer, one landscape architect, and three lay persons (one of whom owns property/business within the City’s business or commercial areas) as noted in the table below. Upon expiration of the current term, there will be two positions open for appointment and, the Design Commission membership will be missing an urban planner. Consequently, to comply with the membership requirement in [MICC 3.34.030](#), if an urban planner applies and qualifies for appointment, they must be considered and appointed to one of the open positions before other applicants.

Design Commission			
Position No.	Specialty	Term	Seeking Reappointment
1	Landscape Architect	2027	--
2	Lay Person – Property/Business Owner	2027	--
3	Lay Person	2024	No
4	Architect	2024	No
5	Civil Engineer/Architect	2025	--
6	Lay Person	2025	--
7	Architect	2027	--

RECOMMENDED ACTION

1. Vote on applicants to fill open board and commission positions.
2. Approve Resolution No. 1659, appointing those voted on to fill the vacancies on the Arts Council, Design Commission, Open Space Conservancy Trust, Parks & Recreation Commission, and Utility Board.