



PLANNING COMMISSION CITY OF MERCER ISLAND

PCB 24-14
June 5, 2024
Special Business

AGENDA BILL INFORMATION

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| TITLE: | PCB 24-14: Planning Commission Administration – Election, Bylaws, and Housing Work Group Appointment | <input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Recommendation |
| RECOMMENDED ACTION: | Elect the Planning Commission Chair and Vice Chair, appoint a member to the Housing Work Group. | |

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| STAFF: | Alison Van Gorp, CPD Deputy Director |
| EXHIBITS: | n/a |

EXECUTIVE SUMMARY

The purpose of this Planning Commission Bill is to elect new officers, discuss the process for reviewing and amending the bylaws, and to appoint a new member to the Housing Work Group.

ISSUE/DISCUSSION

Election

Section 3.1 of the [Planning Commission Bylaws](#) requires that the Commission must elect a Chair and Vice-Chair at its June meeting, or as soon as possible thereafter. The process for the election dictates that the Staff Liaison shall conduct the elections for Chair as follows:

- A. Any Commissioner may nominate a candidate for Chair; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the Staff Liaison to cast a unanimous ballot for that nomination for Chair. Approval is by majority vote of Commissioners present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the Planning Commission.
- F. Elections will continue until a Chair is elected by a majority vote of the Planning Commission.
- G. The Staff Liaison shall declare the nominee receiving the majority vote as the new Chair.

This process is repeated for the election of the Vice Chair.

Bylaws

The City Council recently approved an amendment to the City Code that changes the composition of the Planning Commission ([AB6460](#)). The Commission will be reduced to five members beginning June 1, 2024. The terms of the current Planning Commissioners will expire on December 31, 2024. On January 1, 2025, the Commission will be reconstituted with two paid land use practitioners that do not reside in Mercer Island, one paid land use practitioner that resides in Mercer Island, and 2 unpaid lay people who reside in Mercer Island.

The [Planning Commission Bylaws](#) must be amended to reflect these changes in the City Code. City staff, including the City Clerks Office, City Attorney’s Office, and CPD staff, will prepare a draft amendment to the Bylaws for Planning Commission review and approval at a future meeting. At that time, Planning Commissioners may propose additional amendments to the Bylaws.

Housing Work Group

The Housing Work Group (HWG), comprised of three City Council members and two Planning Commissioners, was originally convened to draft the Housing Element ([AB6089](#)). The City would like to reconvene the HWG to assist staff in drafting a development code amendment aimed at addressing the deficit in multi-family/mixed-use housing identified in the [Land Capacity Analysis Supplement](#). This amendment must be adopted concurrent with the Comprehensive Plan periodic review amendments, before the end of the year.

The Planning Commission initially appointed Carolyn Boatsman and Kate Akyuz to the HWG. Commissioner Boatsman’s term on the Planning Commission expired on May 31, 2024, and a new member must now be appointed.

It is anticipated that the HWG will meet weekly from the last week of June through early August, except the first week of July (Independence Day Holiday). This compressed schedule will be necessary to prepare the draft code amendment in time for legislative review and adoption by the end of the year. The Planning Commission should select a member that is available during this time period.

NEXT STEPS

Election - The Planning Commission Chair and Vice chair elected on June 5 will serve for the coming year. A new election will be held in June 2025.

Bylaws - Staff will prepare a draft amendment to the bylaws as described above for review and approval by the Planning Commission at a future meeting. Once amended, the bylaws will remain in effect until such time that the City Council, Commission, or City staff determine further amendments are needed.

Housing Work Group - The HWG will reconvene later this month to assist staff in developing a draft code amendment to address the deficit in multi-family/mixed-use housing identified in the Land Capacity Analysis Supplement. The work group’s recommended draft code amendment will return to the Planning Commission for legislative review in the fall.

RECOMMENDED ACTIONS

1. Elect the Planning Commission Chair and Vice Chair
2. Appoint a member to the Housing Work Group