

# Mercer Island Comprehensive Plan Housing Work Group Charter

Approved: March 15, 2022

## MISSION

The Comprehensive Plan Housing Work Group is appointed to advise the Planning Commission and City Council on amendments to the Housing Element of the Comprehensive Plan. The Housing Work Group will review data, public input, and develop draft amendments to the Housing Element in support of the periodic review of the Comprehensive Plan.

## ARTICLE I GENERAL PROVISIONS

- Section 1.1 Relationship to Other Regulations. This charter is supplementary to Title 3 Mercer Island City Code ("MICC") and applicable WA State laws codified in the Revised Code of Washington ("RCW").
- Section 1.2 Responsibilities of Housing Work Group. The members of the Comprehensive Plan Housing Work Group accept the responsibility of the office and declare their intention to execute the duties defined under state law, city code, and this charter to the best of their ability and to respect and observe the requirements established by the City Council.
- Section 1.3 Term. The Housing Work Group term shall terminate on June 20, 2024, or immediately after an initial draft of proposed amendments to Comprehensive Plan housing goals and policies is provided to the Planning Commission, whichever comes first; unless the City Council extends it.

## ARTICLE II DUTIES OF HOUSING WORK GROUP, MEMBERS, AND CHAIR

- Section 2.1 Duties and Responsibilities of Housing Work Group. The Housing Work Group shall undertake the duties and responsibilities defined in this charter. The duties of the Housing Work Group shall be limited to those enumerated below:
1. Review findings of the Mercer Island Housing Needs Assessment as well as direction and guidance from the State Department of Commerce, Puget Sound Regional Council and the King County Countywide Planning Policies related to planning for housing supply and affordability.
  2. Receive input from stakeholders on possible housing goal and policy amendments;
  3. Prepare an initial draft of amendments to the Comprehensive Plan housing goals and policies; and

4. Provide additional commentary on housing issues to the Planning Commission and City Council.

Section 2.2 Members. The Housing Work Group shall consist of 4 members: 2 selected from among the members of the City Council and 2 selected from among the members of the Planning Commission. Each body shall determine their method for selecting members to serve on the Housing Work Group. Membership on the Housing Work Group shall be limited to existing members of each body. The term of each member will expire on June 30, 2024, unless extended by the City Council. Vacancies occurring other than through the expiration of terms shall be filled by a member of the same body the vacated seat was selected from.

Section 2.3 Chair and Duties. The Housing Work Group shall select a Chair to serve for the term of the Housing Work Group, who will be responsible for the following duties:

1. Run / Facilitate Housing Work Group meetings in a fair, efficient, productive, and informative manner;
2. Act as a spokesperson to City Council, Planning Commission, and when necessary, to the public and/or media; and
3. Work with Community Planning and Development staff on schedule / calendar and meeting agendas.

### **ARTICLE III MEETINGS**

Section 3.1 Regular Meetings. A regular meeting schedule shall be established by the members of the Housing Work Group. Any regular meeting may be canceled or re-scheduled by the Chair or the Community Planning and Development Director

Section 3.2 Special Meetings. Special meetings of the Housing Work Group may be called by any of the following: the Chair, the City Manager, Community Planning and Development Director, or the Mayor.

Section 3.3 Attendance. Attendance at regular and special meetings is expected of all Housing Work Group members. Any member anticipating absence from a meeting should notify the Chair and staff liaison from the Community Planning and Development department.

Section 3.4 Decisions. Decisions will be made by consensus or by a majority vote of the members in attendance at a meeting.

Section 3.5 Open to the Public. The Economic Development Work Group is subject to the Open Public Meetings Act (OPMA). All regular and special meetings of the Housing Work Group are open to the public, and notice of meetings shall be given pursuant

to the OPMA. The scheduling and holding of all Housing Work Group meetings are to be done in accordance with this charter and Washington state law.

#### **ARTICLE IV     CONDUCT OF MEETINGS**

- Section 4.1     Conduct. All meetings of the Housing Work Group shall be conducted in accordance with this charter and Washington state law. Where this charter fails to provide otherwise, the meetings shall be conducted in accordance with parliamentary rules and procedures in the most current edition of the Robert's Rules of Order.
- Section 4.2     Chair. The Chair shall preside at all Housing Work Group meetings and has the powers generally assigned such office in conducting the meetings. It shall be the Chair's duty to see that the transaction of Housing Work Group business is in accord with this charter and Washington state law. The Chair of the meeting shall be a full voting member but shall not initiate or second a motion.
- Section 4.3     Agenda Setting. An agenda for every regular meeting shall be prepared and distributed by the Community Planning and Development department to each member not less than 5 calendar days prior to the date of the meeting at which such agenda is to be considered. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and other materials as may pertain to the agenda.
- Section 4.4     Agenda Modification. All meetings shall be conducted in accordance with the agenda. To the extent it does not violate public notice requirements, the printed agenda of a regular meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Housing Work Group members present.
- Section 4.5     Minutes. A staff liaison shall be provided by the Community Planning and Development department to prepare minutes of meetings and keep such record, attend to correspondence of the Housing Work Group, and perform such other duties as may be deemed necessary. Minutes of all regular meetings shall be kept and made part of a permanent public record. All actions of the Housing Work Group shall be considered conclusive as to general import as of the date of such action. Details of phraseology, conditions, etc., shall be subject to correction at the time of consideration and approval of the meeting minutes.

## **ARTICLE V PUBLIC INVOLVEMENT**

- Section 5.1. Purpose. High quality public input is desired by the Housing Work Group and is needed to help inform the Housing Work Group's analysis, recommendations, and commentary. The Housing Work Group goals for public involvement are to:
1. Undertake a fair, meaningful, and effective outreach to stakeholders, with opportunities for interested parties to participate in a comfortable setting.
  2. Use a consistent and adaptable process that allocates limited time efficiently and encourages input that is relevant, clear, and specific.
- Section 5.2 Time Limits. Time limits on public input can be established to allow for the efficient use of the Housing Work Group's time. The Housing Work Group shall have the discretion to determine speaking times as needed.
- Section 5.3 Conduct. The public may address the Housing Work Group only after being recognized by the Chair of the meeting. All speakers must give their names. If audience dialogue becomes disruptive, the Chair may recess the meeting or request that the meeting be adjourned.
- Section 5.4 Alternative Communication. To communicate with the Housing Work Group on a matter not scheduled for discussion, the public may communicate with the Housing Work Group in writing and/or speak during an optional portion of each meeting entitled "Appearances" near the beginning of the agenda. The Housing Work Group shall have the discretion to omit "Appearances" from the agenda. The Chair of the meeting shall endeavor to minimize the amount of cumulative redundant testimony by the public.

## **ARTICLE VI CONFLICT OF INTEREST, EX-PARTE CONTACT, AND APPEARANCE OF FAIRNESS DOCTRINE**

- Section 6.1 Conflict of Interest. Chapter 42.23 RCW prohibits members from using their positions to secure special privileges or special exemptions for themselves or others. If an actual or perceived conflict of interest exists that affects the work of the Housing Work Group, it is the responsibility of each member to refrain from any prior discussion of such matter with other members of the Housing Work Group, to openly describe the issue, and then recuse him/herself from the meeting during the period of discussion and action thereon.

## **ARTICLE VII DISPOSITION OF DUTIES**

- Section 7.1 Review Data and Guidance. Review findings of the Mercer Island Housing Needs Assessment as well as direction and guidance from the State Department of Mercer Island Planning Housing Work Group Charter (adopted: March 15, 2022)

Commerce, Puget Sound Regional Council and the King County Countywide Planning Policies related to planning for housing supply and affordability.

- Section 7.2 Stakeholder Input. The Housing Work Group shall receive input on housing goals and policies from stakeholders during regular meetings. This input can be summarized by the Housing Work Group when providing commentary on the initial draft of amendments to Comprehensive Plan housing goals and policies.
- Section 7.3 Preparing an Initial Draft of Proposed Amendments to Comprehensive Plan housing goals and policies. The principal output of the Housing Work Group shall be an initial draft of amendments to Comprehensive Plan housing goals and policies. A majority of the Housing Work Group (3 members) must approve the initial draft of proposed amendments. The Chair will forward this initial draft to the Mercer Island Planning Commission. A selected member of the Housing Work Group will present the initial draft to the Planning Commission at a regular meeting of that body.
- Section 7.5 Additional Commentary. The Housing Work Group may include additional commentary with the initial draft of proposed amendments to Comprehensive Plan housing goals and policies. The additional commentary must be approved by a majority of the Housing Work Group. The additional commentary can include facts and rationale behind proposed amendments, housing issues in need of further discussion, and/or identify possible implementation actions to be considered following the Comprehensive Plan periodic review.
- Section 7.5 The City Council may request that the Housing Work Group reconvene to provide additional commentary or recommendations based on direction received from the Department of Commerce and/or King County related to “targets” for provision of housing of certain types or for certain segments of the population.

# Mercer Island Comprehensive Plan Economic Development Work Group Charter

Adopted: March 15, 2022

## MISSION

The Comprehensive Plan Economic Development Work Group is appointed to advise the Planning Commission and City Council on the drafting of an Economic Development Element of the Comprehensive Plan. The Economic Development Work Group will review data, public input, and develop a draft Economic Development Element in support of the periodic review of the Comprehensive Plan.

## ARTICLE I GENERAL PROVISIONS

Section 1.1 Relationship to Other Regulations. This charter is supplementary to Title 3 Mercer Island City Code ("MICC") and applicable WA State laws codified in the Revised Code of Washington ("RCW").

Section 1.2 Responsibilities of Housing Work Group. The members of the Comprehensive Plan Economic Development Work Group accept the responsibility of the office and declare their intention to execute the duties defined under state law, city code, and this charter to the best of their ability and to respect and observe the requirements established by the City Council.

Section 1.3 Term. The Economic Development Work Group term shall terminate on June 20, 2024, or immediately after an initial draft of Economic Development Element of the Comprehensive Plan is provided to the Planning Commission, whichever comes first; unless the City Council extends it.

## ARTICLE II DUTIES OF ECONOMIC DEVELOPMENT WORK GROUP, MEMBERS, AND CHAIR

Section 2.1 Duties and Responsibilities of Economic Development Work Group. The Economic Development Work Group shall undertake the duties and responsibilities defined in this charter. The duties of the Economic Development Work Group shall be limited to those enumerated below:

1. Review findings of the Mercer Island Housing Needs Assessment as well as direction and guidance from the State Department of Commerce, Puget Sound Regional Council and the King County Countywide Planning Policies related to planning for housing supply and affordability.
2. Receive input from stakeholders on possible economic development goals and policies;

3. Prepare an initial draft of an Economic Development Element of the Comprehensive Plan; and
4. Provide additional commentary on economic development issues to the Planning Commission and City Council.

Section 2.2 Members. The Economic Development Work Group shall consist of 4 members: 2 selected from among the members of the City Council and 2 selected from among the members of the Planning Commission. Each body shall determine their method for selecting members to serve on the Economic Development Work Group. Membership on the Economic Development Work Group shall be limited to existing members of each body. The term of each member will expire on June 30, 2024, unless extended by the City Council. Vacancies occurring other than through the expiration of terms shall be filled by a member of the same body the vacated seat was selected from.

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- Section 7.2 Stakeholder Input. The Economic Development Work Group shall receive input on the draft Economic Development Element of the Comprehensive Plan from stakeholders during regular meetings. This input can be summarized by the Economic Development Work Group when providing commentary on the initial draft of an Economic Development Element of the Comprehensive Plan.
- Section 7.3 Preparing an Initial Draft of an Economic Development Element of the Comprehensive Plan. The principal output of the Economic Development Work Group shall be an initial draft of an Economic Development Element of the Comprehensive Plan. A majority of the Economic Development Work Group (3 members) must approve the initial draft Economic Development Element of the Comprehensive Plan. The Chair will forward this initial draft to the Mercer Island Planning Commission. A selected member of the Economic Development Work Group will present the initial draft to the Planning Commission at a regular meeting of that body.
- Section 7.5 Additional Commentary. The Economic Development Work Group may include additional commentary with the initial draft of an Economic Development Element of the Comprehensive Plan. The additional commentary must be approved by a majority of the Economic Development Work Group. The additional commentary can include facts and rationale behind proposed amendments, economic development issues in need of further discussion, and/or identify possible implementation actions to be considered following the Comprehensive Plan periodic review.
- Section 7.5 The City Council may request that the Economic Development Work Group reconvene to provide additional commentary or recommendations on matters pertaining to economic development.