



PLANNING COMMISSION CITY OF MERCER ISLAND

PCB 25-02
January 22, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	PCB 25-02: Planning Commission Bylaws Discussion	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Recommendation
RECOMMENDED ACTION:	Review bylaws.	

STAFF:	Andrea Larson, City Clerk
EXHIBITS:	1. Planning Commission Bylaws

EXECUTIVE SUMMARY

The purpose of this agenda bill is to review the Planning Commission Bylaws and discuss any proposed amendments (Exhibit 1). Staff will return with the bylaws for adoption by the Planning Commission at the February 26, 2025, Meeting.

BACKGROUND

In 2023, at the direction of the City Manager (see [PCB23-23](#)), the Planning Commission, and other City advisory boards and commissions, revised its bylaws to align with City Council Rules of Procedure as appropriate and to bring consistency across all City board and commission bylaws.

ISSUE/DISCUSSION

The City Council reconstituted the Planning Commission through [Ordinance No. 24C-06](#) on May 7, 2024. With the reconstitution, amendments are needed to the Planning Commission bylaws to bring them into compliance with [Mercer Island City Code \(MICC\) Chapter 3.46 – Planning Commission](#).

Attached as Exhibit 1 is a draft version of the Planning Commission bylaws containing the proposed amendments from staff. Several amendments were made to sections that referenced MICC 3.46 to bring these sections into compliance.

Staff are also recommending additional amendments to the bylaws for references to the Code of Ethics, Section 2.6 – Training and Section 6.6 – Prohibited Conduct. At its December 3, 2024 meeting (see [AB 6588](#)) City Council repealed Mercer Island City Code Chapter 2.60 Code of Ethics and opted to rely on state law to govern the conduct and ethics of officials, which includes all members of the City Council, City boards and commissions, and other City Council-appointed task groups or committees of the City of Mercer Island. In the future, City Council will revisit a presentation on ethics for boards and commissions. At that time, staff will propose an amendment to the bylaws to incorporate this training.

Additional Items for Planning Commission Consideration

The meeting start time for City Council and other City advisory boards and commissions vary from 5:00 pm or 5:30 pm. The current start time for Planning Commission meetings is 6:00 pm. If the Planning Commission chooses, it may amend the Regular Meeting start time.

Commissioner proposed amendments will be considered at the February 26, Planning Commission Meeting. Staff request that Commissioners review the bylaws over the next few weeks and send in proposed amendments to andrea.larson@mercerisland.gov no later than Friday, February 7. Any amendments submitted will be put into a matrix and included in the packet materials for the February 26 Planning Commission Meeting.

NEXT STEPS

Following Planning Commission direction on proposed amendments and considerations listed above, staff will return at the February 26, 2025, Planning Commission Meeting with a draft for adoption.

RECOMMENDED ACTION

Review bylaws.