



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND**

**AB 6277
June 6, 2023
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 6277: 2023 Board & Commission Annual Appointments (Resolution. No. 1644)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
RECOMMENDED ACTION:	Appoint members to vacant and expiring board and commission positions.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2023-2024 Boards and Commission Vacancies 2. City Council Rules of Procedure, Section 8 3. Resolution No. 1644
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 the vacant and expiring positions on the Arts Council, Design Commission, Parks & Recreation Commission, and Planning Commission.

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-May:

- [Arts Council](#) (3 positions; 1 position term expires May 31, 2026, 2 positions terms expire May 31, 2027)
- [Design Commission](#) (2 open positions; terms expire May 31, 2027)
- [Parks & Recreation Commission](#) (2 open positions: terms expire May 31, 2027)
- [Planning Commission](#) (3 open positions: 1 position term expires 2024, 2 positions terms expire May 31, 2027¹)

¹The Planning Commission recruitment was updated on May 3, 2023 to reflect three open positions after a resignation.

ISSUE/DISCUSSION

RECRUITMENT PROCESS

Position vacancies 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 continuing to serve on a board or commission. 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, 28 applications were received by the May 12, 2023 deadline: two for the Arts Council, six for the Design Commission, thirteen for the Parks & Recreation Commission, and seven for the Planning Commission.

Six applications for reappointment were received for positions on the Arts Council, Design Commission, Parks & Recreation Commission, and Planning Commission. Two Arts Council members and one Planning Commissioner did not apply for reappointment.

The application materials were forwarded to the City Council for review on May 16, 2022.

APPOINTMENT PROCESS

The board and commission appointment process (see Exhibit 2, [City Council Rules of Procedure](#), specifically Section 8.12) 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). Councilmembers attending the meeting virtually, ballots will be submitted to the City Clerk via email 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, Parks & Recreation Commission, Planning Commission. 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.

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, the Design Commission membership will be missing an urban planner, landscape architect and a lay person who owns property/business within the City’s business or commercial areas. Consequently, if an urban planner, landscape architect or a lay person who owns property/business within the City’s business or commercial areas applies and qualifies for appointment, they must be considered and appointed to the open positions before other applicants.

Design Commission			
Position No.	Specialty	Term	Seeking Reappointment
1	Landscape Architect	2023	Yes
2	Lay Person – Property/Business Owner	2023	Yes
3	Lay Person	2024	--
4	Architect	2024	--
5	Civil Engineer/Architect	2025	--
6	Lay Person	2025	--
7	Architect	2027	--

RECOMMENDED ACTION

Vote on applicants to fill open Board and Commission positions.

Approve Resolution No. 1644, appointing those voted on to fill the vacancies on the Arts Council, Design Commission, Parks & Recreation Commission, and Planning Commission, and setting the appointment date as June 9, 2023.