

GMHB EXHIBIT 19

CITY OF MERCER ISLAND RESOLUTION NO. 1621

A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON APPROVING A SCOPE OF WORK, MASTER SCHEDULE, AND PUBLIC PARTICIPATION PLAN FOR THE 2024 COMPREHENSIVE PLAN PERIODIC REVIEW.

WHEREAS, the Growth Management Act (GMA) was adopted by the WA State Legislature; and

WHEREAS, the GMA requires counties and cities in Washington State to adopt and periodically review comprehensive plans; and

WHEREAS, the last periodic review of the Mercer Island Comprehensive Plan was adopted by Ordinance 16-07 on June 6, 2016; and

WHEREAS, the next periodic review of the Mercer Island Comprehensive Plan must be completed by June 30, 2024; and

WHEREAS, on February 15, 2022, the Mercer Island City Council was briefed on the proposed 2024 Comprehensive Plan Periodic Review Scope of Work, Master Schedule and Public Participation Plan; and

WHEREAS, on February 16, 2022, the Mercer Island Planning Commission was briefed on the proposed 2024 Comprehensive Plan Periodic Review Scope of Work, Master Schedule and Public Participation Plan; and

WHEREAS, the Mercer Island City Council and Planning Commission provided comments and requests to amend the 2024 Comprehensive Plan Periodic Review Scope of Work, Master Schedule and Public Participation Plan by March 1, 2022; and

WHEREAS, the Mercer Island City Council and Planning Commission requests to amend the 2024 Comprehensive Plan Periodic Review Scope of Work, Master Schedule and Public Participation Plan were logged and provided to the City Council with Agenda Bill 6040; and

WHEREAS, in Agenda Bill 6040 dated March 7, 2022, the Community Planning and Development Department recommended the approval of the 2024 Comprehensive Plan Periodic Review Scope of Work, Master Schedule and Public Participation Plan; and

WHEREAS, on March 15, 2022, the City Council considered requests to amend the 2024 Comprehensive Plan Periodic Review Scope of Work, Master Schedule, and Public Participation Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AS FOLLOWS:

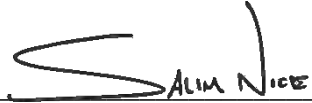
Section 1. The 2024 Comprehensive Plan Periodic Review Scope of Work and Master Schedule in Exhibit A are hereby approved.

Section 2. The 2024 Comprehensive Plan Update Public Participation Plan in Exhibit B is hereby approved.

Section 3. A Comprehensive Plan Housing Work Group and Economic Development Work Group shall be formed subject to the terms of the charters in Exhibit C.

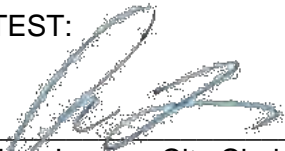
PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON THE 15TH DAY OF MARCH 2022.

CITY OF MERCER ISLAND



Salim Nice, Mayor

ATTEST:



Andrea Larson, City Clerk

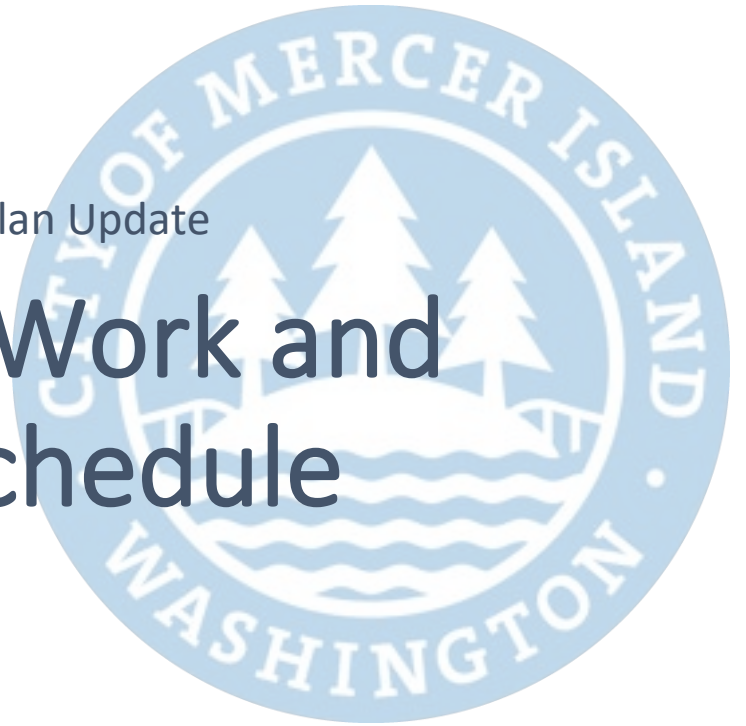
EXHIBITS

- A. 2044 Comprehensive Plan Periodic Review Scope of Work and Master Schedule
- B. 2044 Comprehensive Plan Periodic Review Public Participation Plan
- C. Housing Work Group and Economic Development Work Group Charters

2044 Comprehensive Plan Update

Scope of Work and Master Schedule

City of Mercer Island, WA



Department of Community Planning and Development
Resolution 1621, Exhibit A
March 15, 2022

Contents

Scope of Work.....	1
Schedule.....	2
Table 1. Comprehensive Plan Periodic Review Master Schedule.	3
Tasks.....	5
Element-Specific Subtasks	9
Table 2. Comprehensive Plan Element-Specific Subtasks.....	9

1 **Scope of Work**

2 **Purpose**

3 The Washington State Growth Management Act (GMA) requires King County and incorporated
4 jurisdictions within King County to update their Comprehensive Plan on or before June 30, 2024. This
5 proposed project to update the 2015 Mercer Island Comprehensive Plan to plan for growth through the
6 year 2044 is intended to satisfy this state requirement.

7
8 At its core, the *Comprehensive Plan* sets forth a vision and establishes goals, policies, and implementation
9 actions for managing and growing into the future. The vision is a statement of how the Comprehensive
10 Plan will guide the City. Comprehensive Plan goals describe what objectives the City will pursue to further
11 the vision. The policies and implementation actions established in the Comprehensive Plan describe what
12 the City will do to achieve its goals and provide crucial guidance for the City in capital improvements,
13 development regulations and other supporting programs and services.

14
15 The Comprehensive Plan considers projected growth during a twenty-year period called a “planning
16 horizon”. Currently, the GMA requires cities and counties to update each respective plan every nine years
17 to extend the planning horizon.

18
19 There are five categories of amendments expected during this periodic Comprehensive Plan update as
20 follows:

- 21
22 1. Amendments required by the GMA;
23
24 2. Amendments required by regional planning documents such as the Puget Sound Regional
25 Council (PSRC) *Vision 2050* and King County Countywide Planning Policies;
26
27 3. Amendments required to extend the planning horizon to the year 2044;
28
29 4. Amendments to reflect City actions since the last update; and
30
31 5. Other amendments as directed by City Council, referred to herein as local choices.

32
33 Within each category, there may be technical and/or policy amendments required. Technical
34 amendments generally provide little to no discretion and focus on necessary data compilation and
35 analysis, often required by state, regional or county agencies. Policy amendments generally are more
36 discretionary as they typically involve local responses to findings highlighted by technical amendments.

37
38 **Strategy**

39 The primary focus of this periodic Comprehensive Plan update is to ensure consistency with technical
40 and/or policy changes by state, regional or county agencies and to incorporate new growth projections to
41 extend the planning horizon to the year 2044. The population growth projection is provided by the
42 Washington State Office of Financial Management (OFM). The expected regional growth in population
43 and employment for the central Puget Sound area is distributed to counties by the Puget Sound Regional
44 Council (PSRC) via the policies established in *Vision 2050*. Forecasted growth is allocated to individual
45 cities within King County via countywide planning policies. Updating growth projections is largely a
46 technical process because the projections have already been set by state, regional, and county efforts.

1 The proposed strategy for this periodic Comprehensive Plan update is largely “surgical” in nature with a
2 few key exceptions. That the City is planning a largely surgical update reflects both the quality of the
3 existing Comprehensive Plan as well as the results of the countywide new growth projections process
4 from 2021. Generally, the existing Comprehensive Plan vision, goals, and policies still align with the results
5 of the new growth projections process, hence the proposed surgical nature of this periodic
6 Comprehensive Plan update to ensure consistency with technical and/or policy changes by state, regional
7 or county agencies.

8
9 The two key exceptions to this surgical strategy that will require more extensive technical and policy work
10 are drafting an Economic Development Element and updating the Housing Element to address the findings
11 and recommendations from the *Housing Needs Assessment*.

12
13 The Economic Development Element will include goals and policies to define the City’s role in economic
14 development. This effort will require additional public outreach to ensure that the Economic Development
15 Element aligns with the City’s vision for economic development through the planning horizon. The
16 expanded scope and public participation plan for the Economic Development Element reflect the broader
17 nature of this effort.

18
19 As a prelude to a Housing Element update, the City will prepare a *Housing Needs Assessment*. The *Housing*
20 *Needs Assessment* is a technical document that defines housing need across all income segments based
21 on housing inventory and projected growth. Goal and policy amendments during the Comprehensive Plan
22 update may be required to address housing needs. If such amendments are needed to address
23 recommendations in the *Housing Needs Assessment*, a process broader than the surgical update may be
24 required. As such, the scope and public participation plan for the Housing Element update allows
25 additional room for goal and policy work in response to the *Housing Needs Assessment*.

26
27 **Schedule**

28 City Council is scheduled to consider the approval of this project scope, schedule, and public participation
29 plan in March 2022. Once approved, work will immediately commence. Final City Council adoption of
30 the periodic Comprehensive Plan update is proposed for April 2024. Filing of the 2044 Mercer Island
31 Comprehensive Plan to state, regional and county agencies will immediately follow the Comprehensive
32 Plan update adoption. A proposed Master Schedule is provided in Table 1 followed by a summary of tasks
33 and sub tasks.

1 **Table 1. Comprehensive Plan Periodic Review Master Schedule.**

Task #	Task Description	2022												2023												2024					
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
1	Develop a scope of work and public participation plan	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
2	Public Participation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
3	Consultant contracts	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.1*	EDE stakeholder and SME interviews	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.2*	EDE Community Vision Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.3*	EDE Vision Survey	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
4	Housing Needs Assessment and Economic Analysis Planning Commission and City Council Briefings	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.4*	Economic Development Work Group meeting with stakeholders and SMEs	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-3.1*	Housing Work Group prepares initial list of housing policy responses	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
5	Land Use Element Planning Commission review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
6	Transportation Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-3.2 & 3.3*	Housing Work Group meeting with SMEs to refining draft Housing Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.5*	Economic Development Work Group meeting with stakeholders to refine the first draft of the EDE	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
7	Housing Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
8	EDE Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.8*	EDE Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
9	Utilities Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
10	Capital Facilities Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

Task #	Task Description	2022												2023												2024					
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-4.3*	Overall Comprehensive Plan update Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
11	Planning Commission Comprehensive Plan update tune up	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
12	SEPA Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
13	Planning Commission Overall Comprehensive Plan update public hearing	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
14	Planning Commission Overall Comprehensive Plan Deliberations	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
15	Planning Commission Comprehensive Plan Update Recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
16	City Council receives Planning Commission recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
17	City Council overall Comprehensive Plan update public hearing	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
18	City Council overall Comprehensive Plan update deliberations	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
19	City Council adopts Comprehensive Plan update	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
20	City files adopted Comprehensive Plan update with PSRC, Commerce, and King County	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

Note: * Tasks labeled "PP" are drawn from the Public Participation Plan. Please see the Public Participation Plan for a description of and numbering for these tasks.

1 **Tasks**

2 **Task 1 – Develop a Scope of Work and Public Participation Plan** **January – March 2022**

3 City staff will prepare a draft scope of work (SOW) and public participation plan (PPP) for the
4 Comprehensive Plan update. The City Council and Planning Commission will provide input on the SOW
5 and PPP before the City Council adopts them by resolution

6 *Deliverable:* A SOW and PPP for the *Comprehensive Plan* update.
7

8 **Task 2 – Public Participation** **Duration of Comprehensive Plan update**

9 Public participation will be integrated throughout the project as established by the PPP developed during
10 Task 1. Public participation strategies will include public comment periods, public meetings, stakeholder
11 and subject matter expert consultations, community workshops, and public hearings. Specific
12 engagement strategies are detailed in the PPP.

13 *Deliverable:* Public participation opportunities throughout the Comprehensive Plan update, see PPP for
14 more detail.
15

16 **Task 3 – Consultant Contracts** **March – April 2022**

17 The City will retain qualified professional consultant services for specific projects during the
18 Comprehensive Plan update. Task 3 will involve preparing and executing contracts for consultants.

19 *Deliverable:* Consultant contracts for work during the Comprehensive Plan update.
20

21 **Task 4 – Housing Needs Assessment and Economic Analysis Planning Commission** **June 2022**
22 **and City Council Briefings**

23 The City will prepare two technical reports that provide data on housing and the Mercer Island economy.
24 First, the City will produce a *Housing Needs Assessment* (HNA). The HNA is a document detailing the
25 expected housing needs in the City throughout the planning period based on the forecasted growth,
26 existing housing stock, and land use assumptions in the Comprehensive Plan. The GMA requires the City
27 to plan for accommodating the projected growth through the planning horizon, including housing needs
28 for people across all income levels. The HNA will help the City ensure that the Comprehensive Plan
29 accounts for the projected growth in housing. The Planning Commission will be briefed on the HNA before
30 progressing to work on the Housing Element later in the Comprehensive Plan update.

31 In addition to the HNA, the City will produce an Economic Analysis of the local economy. The Economic
32 Analysis will provide data that current economic conditions and expected growth during the planning
33 period. The information in this technical report will underpin the later work on the Economic
34 Development Element.

35 *Deliverable:* A final draft of the *Housing Needs Assessment* and *Economic Analysis*.
36

37 **Task 5 – Land Use Element Planning Commission Review** **July – October 2022**

38 New growth projections will be incorporated into the Land Use Element of the Comprehensive Plan.
39 Incorporating the new growth projections will be a technical update of the Land Use Element, with
40 minimal changes to goals and policies. No changes to land use designations are expected. Assumptions
about growth inform the other updates of the Comprehensive Plan and so the work on the Land Use

1 Element should be completed early in the periodic review. The Planning Commission will review and
2 prepare a public hearing draft of the updated Land Use Element in the early stages of the Comprehensive
3 Plan update.

4
5 *Deliverable:* A public hearing draft of the Land Use Element.
6

Task 6 – Transportation Element Planning Commission Review **July – October 2022**

7 The GMA requires that the Comprehensive Plan be internally consistent, using the same assumptions
8 about growth throughout all Comprehensive Plan elements. Updating the growth projections in the
9 Comprehensive Plan will require updates to the Transportation Element. These updates will largely be
10 technical amendments to ensure that expectations about transportation demand are consistent with
11 assumptions about growth elsewhere in the Comprehensive Plan. The Planning Commission will review
12 the amendments to the Transportation Element necessary to update the growth projections and maintain
13 internal consistency.

14
15 *Deliverable:* A public hearing draft of the Transportation Element.
16

Task 7 – Housing Element Planning Commission Review **October – December 2022**

17 The findings in the HNA will likely require updates to the goals, policies, and programs established in the
18 Housing Element. The Planning Commission will review the HNA findings and recommend updates to the
19 Housing Element as needed. The updates to the Housing Element are one aspect of the Comprehensive
20 Plan update where substantive amendments to goals and policies are expected.

21
22 *Deliverable:* A public hearing draft of the Housing Element.
23

Task 8 – Economic Development Element Planning Commission Review **January – April 2023**

24 An Economic Development Element establishes goals and policies that provide for economic vitality in the
25 City through the planning horizon. The Comprehensive Plan does not currently have an Economic
26 Development Element; adopting one during the update is a local choice. Preparing an Economic
27 Development Element is an aspect of the Comprehensive Plan update where significant public
28 participation will be required to ensure that the goals and policies of the element reflect the collective
29 vision of a vital economy on the island. The Planning Commission will review the proposed Economic
30 Development Element during the latter half of the Comprehensive Plan update project.

31
32 *Deliverable:* a public hearing draft of the Economic Development Element.
33

Task 9 – Utilities Element Planning Commission Review **March – June 2023**

34 The GMA requires a Utilities Element that ensures utility capacity will keep pace with the projected
35 growth. The Utilities Element includes an inventory of facilities that will need to be consistent with the
36 new growth projections. Work on the Utilities Element will include an update of the utilities inventory
37 and assessment of future needs. The Planning Commission will review the amendments to the Utilities
38 Element necessary to update the growth projections and maintain internal consistency.

39
40 *Deliverable:* A public hearing draft of the Utilities Element.
41

Task 10 – Capital Facilities Element Planning Commission Review **March – June 2023**

42 The GMA requires a Capital Facilities Element that ensures capital facility capacity keeps pace with the
43 projected growth. The Capital Facilities Element includes an inventory and level of service (LOS) analysis

1 of facilities to ensure that capital facility LOS keeps pace with projected growth. The Planning Commission
2 will review the amendments to the Capital Facilities Element necessary to update the growth projections
3 and maintain internal consistency.

4
5 *Deliverable:* A public hearing draft of the Capital Facilities Element.
6

Task 11 – Planning Commission Comprehensive Plan Update Tune Up **July 2023**

7 The Planning Commission will review the overall Comprehensive Plan update and consider the feedback
8 received during the community workshop. More information about the community workshop is provided
9 in the PPP. This review will allow the Planning Commission to incorporate public input in advance of their
10 public hearing.

11
12 *Deliverable:* A public hearing draft of the overall *Comprehensive Plan* update.
13

Task 12 – SEPA Review **August – September 2023**

14 The City is required to review potential environmental impacts under the State Environmental Policy Act
15 (SEPA). Prior to adopting the Comprehensive Plan update, the City must issue a SEPA determination. The
16 SEPA determination will be issued after the Planning Commission has prepared a public hearing draft of
17 amendments to the Comprehensive Plan and before the Planning Commission holds a public hearing.

18
19 *Deliverable:* A SEPA determination covering the amendments proposed with the Comprehensive Plan
20 update.
21

Task 13 – Planning Commission Public Hearing **September 2023**

22 Prior to making a recommendation to the City Council, the Planning Commission will hold a public hearing
23 on the Comprehensive Plan update.

24
25 *Deliverable:* Public input regarding the Comprehensive Plan update for the Planning Commission.
26

Task 14 – Planning Commission Deliberations **October – November 2023**

27 Prior to making a recommendation to the City Council, the Planning Commission will consider the input
28 received during the public hearing on the Comprehensive Plan update.

29
30 *Deliverable:* Public input regarding the Comprehensive Plan update for the Planning Commission.
31

Task 15 – Planning Commission Comprehensive Plan Update Recommendation **November 2023**

32 Making a recommendation to the City Council on the Comprehensive Plan update is the final action the
33 Planning Commission will take on the periodic review.

34
35 *Deliverable:* the Planning Commission recommendation to the City Council regarding the Comprehensive
36 Plan update.
37

Task 16 – City Council Receives Planning Commission Recommendation **January 2024**

38 The City Council will be briefed on the Planning Commission recommendation for the overall
39 Comprehensive Plan update. This briefing will prepare the City Council to hold a public hearing on the
40 proposed amendments.
41

1 *Deliverable:* A first draft of an ordinance to adopt the Comprehensive Plan update.

2

Task 17 – City Council Public Hearing

February 2024

3 Once the Planning Commission makes a recommendation to the City Council, the Council will consider the
4 recommendation during a public hearing. The public hearing can take place over the course of several
5 City Council Meetings. The City Council will adopt the Comprehensive Plan update by ordinance following
6 the public hearing.

7

8 *Deliverable:* Public input on the Comprehensive Plan update.

9

Task 18 – City Council Deliberations

March – April 2024

10 Prior to adopting the Comprehensive Plan update, the City Council will consider the input received during
11 the public hearing on the Comprehensive Plan update.

12

13 *Deliverable:* A refined ordinance to adopt the Comprehensive Plan update.

14

Task 19 – City Council Adopts the Comprehensive Plan Update

April 2024

15 The City Council will adopt the 2024 Comprehensive Plan update by ordinance following a public hearing.
16 The target date for adoption is April 2024.

17

18 *Deliverable:* 2044 Comprehensive Plan Update adoption by ordinance.

19

**Task 20 – City Files Adopted *Comprehensive Plan* Update With PSRC, Commerce, and
King County**

May 2024

20 The City Council will adopt the 2024 Comprehensive Plan update by ordinance following a public hearing.
21 The target date for adoption is April 2024.

22

23 *Deliverable:* Certification of the 2044 Comprehensive Plan Update.

24

25

Element-Specific Subtasks

There are specific tasks that will be associated with the update of each Comprehensive Plan Element. Table 3 shows the element-specific subtasks that make up the Comprehensive Plan update. The majority of these subtasks are required by state, regional, and King County planning policies. Some element-specific subtasks are local choices. Some of the local choice subtasks have been added to the scope of work by other actions such as the Annual Docket or recently adopted development code changes. Local choice subtasks are highlighted in green in Table 3.

Table 2. Comprehensive Plan Element-Specific Subtasks.

Land Use Element		
Subtask Number	Task Description	Required or Local Choice
LU-1	Revise Land Use Element Section III to incorporate new growth projections	Required
LU-2	Add policy to Land Use Element Goal 18 to adopt the City Stormwater Management Plan by reference	Required
LU-3	Update capacity discussion in Land Use Element Section III to incorporate forecasted growth in population and employment.	Required
LU-4	Update Figure TC-1 with new map, relocate figure to be under Goal 2. Include policy referencing Figure TC-1	Local Choice
LU-5	Review Town Center policies under Goal 2 to be consistent with the 2021 commercial use requirements update, including 'no net loss' of commercial land in Town Center policy.	Local Choice
LU-6	Add policy(s) to Land Use Element Goal 14 regarding preserving existing commercial use square footage in Town Center.	Local Choice
LU-7	Adopt Climate Action Plan by reference in Land Use Element Section V, Goal 28	Local Choice
LU-8	Review and, if necessary, amend climate change policies in response to the Climate Action Plan	Local Choice
LU-9	Revise symbology of Figure 1 Land Use Map to optimize the map for web viewing	Local Choice
LU-10	Review Land Use Goals and Policies for consistency with planning actions taken since the previous update.	Local Choice
LU-11	Add a goal and policy(s) regarding the creation of a parks zone to the Land Use Element.	Local Choice
Housing Element		
Subtask Number	Task Description	Required or Local Choice
H-1	Develop a Housing Needs Assessment (HNA)	Required
H-2	Update Housing Element Section II to reflect the 2044 growth projections	Required
H-3	Adopt policies under Housing Element Goal 3 articulating the existing affordable housing program(s) in the City.	Required
H-4	Add policy under Housing Element Goal 1 explaining that manufactured housing is not regulated differently than site-built housing	Required
H-5	Review Housing policies for potential changes needed based on the HNA results	Required
H-6	Ensure Housing Element is consistent with SHB 1220	Required

Transportation Element

Subtask Number	Task Description	Required or Local Choice
T-1	Ensure that the 10-year traffic forecast is consistent with growth projections	Required
T-2	Update Transportation Element Section V to ensure future funding capability will be consistent with current conditions and growth projections	Required
T-3	Ensure that the multiyear transportation financing plan is consistent with updated growth projections	Required
T-4	Update the transportation inventory	Required
T-5	Add policy under Transportation Element Goal 12 to adopt the Pedestrian and Bicycle Facilities Plan by reference	Local Choice
T-6	Add policy under Transportation Element Goal 12 that establishes a timeline for reviewing the Pedestrian and Bicycle Facilities Plan	Local Choice
T-7	Amend Town Center intersections list in Transportation Element Section III Table 1	Local Choice
T-8	Adopt the streetscape manual by reference	Local Choice

Utilities Element

Subtask Number	Task Description	Required or Local Choice
U-1	Ensure that utility capacity is consistent with growth projections	Required

Capital Facilities Element

Subtask Number	Task Description	Required or Local Choice
CF-1	Update the Capital Facilities Inventory	Required
CF-2	Ensure that capital facilities inventory, LOS, and projection of future needs are consistent with adopted growth projections	Required
CF-3	Add impact fee policies describing what impact fees pay for	Required

Economic Development Element

Subtask Number	Task Description	Required or Local Choice
EDE-1	Conduct an Economic Analysis	Local Choice
EDE-2	Develop an Economic Development Element	Local Choice
EDE-2	Ensure the Economic Development Element is consistent with projected growth	Required

Parks, Recreation, and Open Space Element

Subtask Number	Task Description	Required or Local Choice
PRO-1	Adopt a Parks, Recreation, and Open Space Element that adopts the Parks, Recreation, and Open Space Plan by reference	Required

2044 Comprehensive Plan Update

Public Participation Plan

City of Mercer Island, WA



Department of Community Planning and Development
Resolution 1621, Exhibit B
March 15, 2022

Contents

Public Participation Plan	1
Roles.....	1
City Council	1
Planning Commission.....	2
Housing Work Group.....	2
Economic Development Work Group	2
City Staff.....	2
Subject Matter Experts	2
Stakeholders	2
Public Participation Goals and Tasks.....	3
Goal 1 – Inform the Public Throughout the Comprehensive Plan Update	3
Tasks.....	3
Goal 2 – Gather Input on Economic Development Element Goals and Policies.....	3
Tasks.....	3
Goal 3 – Gather Input on updates to the housing goals and policies.....	4
Tasks.....	4
Goal 4 – Gather Public Input on the Overall Comprehensive Plan Update	4
Tasks.....	5
Engagement Phases	5
Phase I: Ongoing Notices	5
Phase II: Identify Policy Responses	5
Phase III: Refine Drafts.....	5
Phase IV: Build Consensus	6
Table 1. Public Participation Phases, Information Flow, and Tasks.....	7
Public Participation Schedule.....	8
Table 2. Public Participation Schedule.....	8

Public Participation Plan

The Growth Management Act (GMA) requires the City to update its Comprehensive Plan on or before June 30, 2024 (RCW 36.70A.130(5)(a)). This update will extend the Comprehensive Plan planning horizon to the year 2044. The 2044 Comprehensive Plan Periodic Review and Update (Comprehensive Plan update) will satisfy this requirement. Public participation is a vital aspect of the Comprehensive Plan update process. Public participation improves the planning process by gathering the shared knowledge and experience of the community and fostering public confidence in the proposed Comprehensive Plan amendments. This document details the goals, tasks, phases, and schedule for public participation during the Comprehensive Plan update.

The Comprehensive Plan update will primarily be a targeted “surgical” update. The focus of the majority of the work will be technical updates to the growth projections and associated infrastructure needs detailed in the Comprehensive Plan. As such, most of the work in the Comprehensive Plan update will not require extensive public outreach. There are two aspects of the Comprehensive Plan update that will have a broader scope than the technical updates, creating more opportunities for public participation. These two aspects are adopting an Economic Development Element and updating housing goals and policies to respond to the findings in the Housing Needs Assessment. These two components of the Comprehensive Plan update will require more goal and policy work than the remainder of the project.

The drafting and adoption of an Economic Development Element will include extensive opportunities for the public to provide input. The Economic Development Element goals and policies will define how the City chooses to grow its economy. This will require additional public outreach to ensure that the Economic Development Element aligns with the public’s vision for economic development through the planning horizon. The public participation plan for the Economic Development Element reflects the broader nature of this part of the project.

The City will prepare a *Housing Needs Assessment* as part of updating the growth projections in the Comprehensive Plan. The *Housing Needs Assessment* is a technical document that defines housing need based on the projected growth. Policy responses during the Comprehensive Plan update may be required to address housing needs. If policy amendments are needed to address the findings in the *Housing Needs Assessment*, those amendments would require a broader public participation. As such, the public participation planned for the Housing Element update allows additional room for community input. Updates to Housing Element goals and policies will give stakeholders several opportunities to provide input during the Comprehensive Plan update.

Roles

The Comprehensive Plan update will engage various groups. These groups have unique roles in the process, summarized below.

City Council

The Mercer Island City Council are the elected officials endowed with the legislative authority to adopt Comprehensive Plan amendments. The City Council also directs Planning Commission and staff work programs. The City Council will review the proposed Comprehensive Plan amendments throughout the Comprehensive Plan update. Ultimately, the City Council will adopt the Comprehensive Plan update after considering the Planning Commission, staff recommendations and public input.

1 Planning Commission

2 The Planning Commission is a volunteer advisory committee made up of island residents. The commission
3 was established to review and make recommendations to the City Council on amendments to the
4 Comprehensive Plan. They provide the City Council with the lay perspective on planning issues. The
5 Planning Commission review of the Comprehensive Plan update will include the majority of the public
6 participation, including a public hearing prior to making their recommendation to the City Council.

7
8 Housing Work Group

9 A Housing Work Group will work on drafting updated Housing Element goals and policies. The Housing
10 Work Group will be made up of two Planning Commission members and two City Council members. The
11 Housing Work Group will meet with stakeholders and subject matter experts during the Comprehensive
12 Plan update to get input on housing goal and policy amendments to address housing needs.

13
14 Economic Development Work Group

15 An Economic Development Work Group (EDWG) will work on drafting new goals and policies for the
16 Economic Development Element. The Economic Development Work Group will be composed of two
17 Planning Commission members and two City Council members. The work group will meet with
18 stakeholders and subject matter experts during the Comprehensive Plan update to refine the draft
19 Economic Development Element.

20
21 City Staff

22 City staff provides professional and technical recommendations to the Planning Commission and City
23 Council. Staff will prepare drafts and make recommendations throughout the Comprehensive Plan
24 update.

25
26 Subject Matter Experts

27 Subject matter experts (SME) are professionals that work in a Comprehensive Plan related field (i.e.
28 affordable housing nonprofit staff, King County Economic Development Council, etc.). SMEs can provide
29 the City with their professional and technical expertise during the Comprehensive Plan update.

30
31 Stakeholders

32 Stakeholders are groups and individuals that have an interest in the outcome of the Comprehensive Plan
33 update. Stakeholders are diverse and can have numerous and conflicting concerns. The Comprehensive
34 Plan update will benefit from engaging these groups and individuals to gather varied perspectives and
35 build consensus on the proposed updates. Engaging stakeholders with diverse viewpoints will help the
36 Planning Commission and City Council understand the plurality of public opinions on goals and policies in
37 the Comprehensive Plan. Some of the Comprehensive Plan update stakeholders are listed below.

- 38
39
- 40 ▪ Local business owners;
 - 41 ▪ Housing providers;
 - 42 ▪ Developers;
 - 43 ▪ Builders and contractors;
 - 44 ▪ Local and regional policy advocacy organizations;
 - 45 ▪ Homeowners and Renters; and
 - The general public.

Public Participation Goals and Tasks

Public participation is central to planning under GMA. Public participation is one of the statewide planning goals established in RCW 36.70A.020(11), which states:

“Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.”

In pursuit of this statewide planning goal, this public participation plan details the public participation goals and tasks the City will use throughout the Comprehensive Plan update.

Goal 1 – Inform the Public Throughout the Comprehensive Plan Update

Keeping the public informed throughout the Comprehensive Plan update will help ensure stakeholders know what to comment on, when comments will be effective, and how to provide their perspective to decision makers.

Tasks

- 1.1** Maintain a project webpage on the City website. The project webpage will list working drafts, project timeline, and public comments.
- 1.2** Publish notice of special public meetings such as community workshops in *The Mercer Island Reporter* and on the City website.
- 1.3** Maintain a mailing list of interested parties. Interested parties will be notified of public meetings.
- 1.4** Invite multi-family housing property managers to share meeting notices regarding the plan, particularly the housing and economic development elements of the plan.

Goal 2 – Gather Input on Economic Development Element Goals and Policies

Drafting a new Economic Development Element will require extensive public input on proposed vision, goals, and policies. Stakeholders and subject matter experts (SME) should be engaged throughout the refinement of proposed Economic Development Element goals and policies.

Tasks

- 2.1** City staff will conduct SME and key stakeholder interviews to establish a list of priority policy issues to address in the Economic Development Element. Key stakeholders are those with specific interest in economic development in the City. After the interviews, staff will prepare a list of important economic development issues to get more information on during the workshop and survey (Tasks 2.2 and 2.3).
- 2.2** City staff will hold an Economic Development Vision Community Workshop to get public input on a vision for economic development and identify priority policy topics to be addressed in the Economic Development Element.
- 2.3** City staff will conduct a survey to gather public input on the vision for economic development and identify priority policy topics to be addressed in the Economic Development Element.

- 1 **2.4** The Economic Development Work Group will meet with economic development SMEs to refine
2 the preliminary draft of economic development goals and policies to address the priority policy
3 issues identified in tasks 2.1 through 2.3. This meeting will result in a first draft of the Economic
4 Development Element.
- 5 **2.5** The Economic Development Work Group will meet with a stakeholder panel to get input on and
6 refine the first draft of the Economic Development Element.
- 7 **2.6** The Planning Commission considers the Economic Development Work Group and stakeholder
8 input during its first touch of the Economic Development Element.
- 9 **2.7** The Planning Commission considers the Economic Development Work Group and stakeholder
10 input during its second touch of the Economic Development Element.
- 11 **2.8** The City will hold a community workshop to get feedback on and refine the third draft of the
12 Economic Development Element.
- 13 **2.9** The Planning Commission considers the public input from the community workshop during its
14 third touch of the Economic Development Element.
15

16 **Goal 3 – Gather Input on updates to the housing goals and policies**

17 Housing goals and policies might need to be updated after the City has prepared a *Housing Needs*
18 *Assessment* (HNA). Any necessary changes are expected to be minor refinements of the existing housing
19 policies to account for the findings in the HNA. Input from housing stakeholders and SMEs will be sought
20 to ensure that the goals and policies adequately address the findings in the HNA.
21

22 Tasks

- 23
- 24 **3.1** Housing Work Group prepares an initial list of housing policy responses based on the HNA
25 findings.
- 26 **3.2** The Housing Work Group will partner with multi-family property managers to host a Renters
27 Forum to share findings of the HNA and directly listen to the needs and hear ideas from the rental
28 community.
- 29 **3.3** The Housing Work Group will meet with SMEs to refine the initial list of policy responses to be
30 incorporated into the first draft of amendments to housing goals and policies.
- 31 **3.4** Planning Commission first two touches on the draft housing goal and policy amendments.
- 32 **3.5** Planning Commission third touch on the draft housing goal and policy amendments, resulting in
33 a public hearing draft.
- 34 **3.6** The Planning Commission will hold a public hearing on the Comprehensive Plan update (Task 4.2,
35 below), which will include the amendments to the Housing Element.
36

37 **Goal 4 – Gather Public Input on the Overall Comprehensive Plan Update**

38 Gathering public input on the overall Comprehensive Plan update will be vital to ensure the update
39 satisfies the statewide planning goal for public participation. This will increase community support for the
40 update.
41
42

1 Tasks

2

3 **4.1** Create a dedicated Comprehensive Plan update public comment email inbox.

4 **4.2** Planning Commission refines draft amendments and responds to public comments during public
5 meetings.

6 **4.3** Hold a community workshop on the Comprehensive Plan update after the Planning Commission
7 has prepared a pre-hearing draft of the overall Comprehensive Plan update. The community
8 workshop will precede a Planning Commission public hearing.

9 **4.4** The Planning Commission will hold a public hearing and deliberations before making a
10 recommendation to the City Council on the Comprehensive Plan update.

11 **4.5** The City Council will hold a public hearing and deliberations before adopting the Comprehensive
12 Plan update by ordinance.

13 **Engagement Phases**

14 Public participation for the Comprehensive Plan update will be divided into four distinct phases. Each
15 phase will be composed of outreach tasks to achieve the public participation goals outlined above. The
16 four phases are:

17

18 **Phase I – Ongoing Notices**

19 **Phase II – Identify Policy Responses**

20 **Phase III – Refine Drafts**

21 **Phase IV – Build Consensus**

22

23 **Phase I: Ongoing Notices**

24 The purpose of Phase I is to ensure that the public stays up to date on the Comprehensive Plan update
25 project throughout its duration. By providing public notice throughout the Comprehensive Plan update,
26 the City will keep the public informed of the status of the project and how to provide comments. Phase I
27 will take place through the duration of the Comprehensive Plan update. The tasks undertaken during
28 Phase I are related to public participation goals 1 and 4.

29

30 **Phase II: Identify Policy Responses**

31 The purpose of Phase II is to engage the general public, stakeholders, and SMEs to set the agenda for
32 making goal and policy updates. The focus of this phase will be amendments to the Housing Element and
33 drafting the new Economic Development Element. Phase II will take place early in the drafting process
34 for these two elements. The input gathered in this phase will highlight priority goal and policy
35 amendments needed to address the housing and economic development issues the community is
36 concerned about. The tasks undertaken during Phase II are related to public participation goals 2 and 3.

37

38 **Phase III: Refine Drafts**

39 The purpose of Phase III is to gather input on the draft Comprehensive Plan Elements in advance of public
40 hearings. Phase III will center on engaging the broader public and gathering input on proposed goal and
41 policy updates. Refining drafts will take place through the middle of the Comprehensive Plan update
42 process, in advance of the Planning Commission and City Council public hearings. The tasks undertaken
43 during Phase III are related to public participation goals 2, 3, and 4.

44

1 **Phase IV: Build Consensus**

2 The purpose of Phase IV is to build public buy in on the drafts refined during Phase III by engaging the
3 public in the fine-tuning of the Comprehensive Plan update in advance of its adoption. Phase IV will take
4 place during the last stages of the Comprehensive Plan update. The tasks undertaken during Phase IV are
5 related to public participation goals 2, 3, and 4.

6
7 Table 1 lists the four public participation phases, information flow, and public participation tasks
8 undertaken during each phase.

1 **Table 1. Public Participation Phases, Information Flow, and Tasks.**

Phase	Information Flow	Public Participation Tasks
Phase I Ongoing Notices	City ↓ Public	1.1 Maintain a project webpage on the City website. The project webpage will list working drafts, project timeline, and public comments.
		1.2 Publish notice of special public meetings in The Mercer Island Reporter and on the City website.
		1.3 Maintain a mailing list interested parties. Interested parties will be notified of public meetings.
		1.4 Outreach to multifamily property managers and residents.
		4.1 Create a dedicated Comprehensive Plan update public comment email inbox.
Phase II Identify Policy Responses	General Public, Stakeholders and SMEs ↓ City	2.1 Economic development SME and key stakeholder interviews to identify policy priorities.
		2.2 Economic Development Vision Community Workshop.
		2.3 Economic Development Vision Survey.
		2.4 Economic Development Work Group meeting with stakeholders and SMEs.
		3.1 Housing Work Group prepares initial list of housing policy responses.
		3.2 The Housing Work Group renter’s forum.
		3.3 Housing Work Group meeting with SMEs to refine a draft of housing goal and policy amendments.
Phase III Refine Drafts	General Public, Stakeholders, and SMEs ↓ City	2.5 Economic Development Work Group meeting with stakeholders to refine the draft Economic Development Element.
		2.6 Planning Commission first touch on the draft Economic Development Element
		2.7 Planning Commission second touch on the draft Economic Development Element
		2.8 Economic Development Element community workshop
		2.9 Planning Commission third touch on the draft Economic Development Element
		3.4 Planning Commission first and second touch on draft housing goal and policy amendments.
		3.5 Planning Commission third touch on draft housing goal and policy amendments.
		4.2 Planning Commission refines draft Comprehensive Plan amendments and responds to public comments.
		4.3 Hold a community workshop on the Comprehensive Plan update.
		3.6 Planning Commission public hearing on the Comprehensive Plan update (Task 4.4, below), which will include the amendments to the Housing Element.
Phase IV Build Consensus	General Public ↻ City	4.4 Planning Commission will hold a public hearing before making a recommendation to the City Council on the Comprehensive Plan update.
		4.5 City Council public hearing before adopting the Comprehensive Plan update.

2
3

Public Participation Schedule

Table 2. Public Participation Schedule.

Phase	Public Participation Task	2022												2023												2024						
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
I	1.1 Project website	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	1.2 Publish notices	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	1.3 Maintain mailing list	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	1.4 Outreach to multifamily property managers and residents.	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	4.1 Dedicated public comment email	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
II	2.1 Staff interviews Economic Development SMEs and stakeholders	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.2 Economic Development Vision Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.3 Economic Development Vision Survey	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.4 Economic Development Work Group meeting with stakeholders and SMEs	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.1 Housing Work Group prepares initial list of housing policy responses	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.2 Housing Work Group renter’s forum.	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.3 Housing Work Group meeting with SMEs to refine a draft of housing goal and policy amendments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
III	2.5 Economic Development Work Group meeting with stakeholders to refine the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.4 Planning Commission first and second touch on draft housing goal and policy amendments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.5 Planning Commission third touch on draft housing goal and policy amendments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.6 Planning Commission first touch on the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.7 Planning Commission second touch on the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.8 Economic Development Element community workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.9 Planning Commission third touch on the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	4.2 Planning Commission refines draft amendments and responds to public comments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
4.3 Hold a community workshop on the Comprehensive Plan update	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	
IV	3.6 & 4.4 Planning Commission Comprehensive Plan update public hearing, deliberations, and recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	4.5 City Council Comprehensive Plan update public hearings, deliberations, and adoption	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J

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, ex parte contact, or other conflict with the appearance of fairness 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 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.

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

1. Run / Facilitate Economic Development 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 Economic Development 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 Economic Development 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 Economic Development 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 Economic Development Work Group are open to the public, and notice of meetings shall be given pursuant to the OPMA. The scheduling and holding of all Economic Development 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 Economic Development 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 Economic Development 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 Economic Development 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 Economic Development 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 Economic Development 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 Economic Development 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 Economic Development Work Group and is needed to help inform the Economic Development Work Group's analysis, recommendations, and commentary. The Economic Development 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 Economic Development Work Group's time. The Economic Development Work Group shall have the discretion to determine speaking times as needed.

Section 5.3 Conduct. The public may address the Economic Development 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 Economic Development Work Group on a matter not scheduled for discussion, the public may communicate with the Economic Development Work Group in writing and/or speak during an optional portion of each meeting entitled "Appearances" near the beginning of the agenda. The Economic Development 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, ex parte contact, or other conflict with the appearance of fairness exists that affects the work of the Economic Development Work Group, it is the responsibility of each member to refrain from any prior discussion of such matter with other members of the

Economic Development 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 Economic Analysis 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.

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.