

GMHB EXHIBIT 23



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6073
May 3, 2022
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6073: Comprehensive Plan Update Project Status and Selection of Volunteers for Economic Development and Housing Work Groups	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Select two City Councilmembers to serve on the Economic Development Work Group and two City Councilmembers to serve on the Housing Work Group.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Interim CPD Director Alison Van Gorp, Deputy CPD Director Adam Zack, Senior Planner
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Housing and Economic Development Work Group Charters
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 brief the City Council on the upcoming work on the Mercer Island Comprehensive Plan update and select members for the Economic Development and Housing Work Groups. Additional summary information includes:

- On March 15, the City Council approved the scope of work, master schedule, public participation plan and work group charters with the adoption of [Resolution No. 1621](#). The scope of work anticipates adoption of the periodic update to the Mercer Island Comprehensive Plan by May 2024.
- Work on the Comprehensive Plan update is now underway. Public outreach has begun, and the City is in the process of contracting with consultants.
- The Planning Commission will review and refine updates to each Comprehensive Plan element via a 3-meeting review process.
- The resulting draft elements will be available for public consideration at a community workshop and a public hearing. The Planning Commission will further refine the drafts based on this public input prior to making a recommendation to the City Council.

- The amendments to the Housing Element and drafting an Economic Development Element will include additional review prior to the Planning Commission process outlined above. Two work groups will prepare and refine the first drafts of these two elements.
- An Economic Development Work Group and a Housing Work Group, each composed of 2 City Councilmembers and 2 Planning Commission members, will develop the initial drafts of the Economic Development Element and the Housing Element, respectively.
- At the April 27 meeting the Planning Commission will select their members for these work groups.

BACKGROUND

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

The Comprehensive Plan considers projected growth during a twenty-year period called a “planning horizon”. Currently, the GMA requires cities and counties to update each respective plan every ten years to extend the planning horizon. The last periodic update of the Mercer Island Comprehensive Plan occurred in 2015 and was adopted in 2016, with a planning horizon extending to 2035. The 2024 Comprehensive Plan update will extend the planning horizon to the year 2044.

On March 15, the City Council approved the scope of work, master schedule, public participation plan and work group charters with [Resolution No. 1621](#). The scope of work anticipates adoption of the periodic update to the Mercer Island Comprehensive Plan by May 2024. Work on the Comprehensive Plan update is now underway. In early April, City staff began interviewing business owners, non-profit organizations, and community members to inform initial work on the Economic Element. Additionally, the City is in the process of contracting with consultants.

Economic Development and Housing Elements

The amendments to the Housing Element and drafting an Economic Development Element will include additional review prior to the Planning Commission process. Two work groups will prepare and refine the first drafts of these two elements. Throughout summer and fall 2022, the work groups will work on shaping the first drafts and collecting community input. Refining the first draft through the work group process should result in first drafts of the Economic Development and Housing elements that will only need minor refinement with the Planning Commission, allowing for the same three-meeting process with the Planning Commission will use for the other elements.

ISSUE/DISCUSSION

ECONOMIC DEVELOPMENT AND HOUSING WORK GROUPS

Work on the Economic Development Element and Housing Element will require an expanded review process. The approved public participation plan includes the creation of two work groups to prepare drafts of the Economic Development and Housing elements. Each work group will be composed of two Planning Commissioners and two City Councilmembers. The work group charters, establishing the rules for the work

groups, are included as Exhibit 1. On April 27, The Planning Commission selected members for the Economic Development and Housing work groups.

The work groups will meet several times through the summer and early fall of 2022. Both work groups will meet at least three times, but there will likely be a couple of additional meetings depending on the amount of public feedback desired once drafting has begun. The first meetings are expected in May and the final meetings are expected no later than November. Serving on a work group will include responsibility for reviewing and refining initial drafts of the Economic Development and Housing elements respectively. This responsibility will be in addition to regular City Council meetings during this time. Scheduling of the work group meetings will be agreed to by members of each group, allowing for some flexibility to accommodate individual schedules.

Selection of Work Group Members

City Councilmembers can volunteer to serve on either the Economic Development or Housing work groups. Each work group requires two City Councilmembers.

NEXT STEPS

Once the City Council has selected members to serve on the Economic Development and Housing Work Groups, staff will coordinate the scheduling of the first work group meetings in May. In early summer, the City Council will be briefed on the Housing Needs Assessment and Economic Analysis.

RECOMMENDED ACTION

Select two City Councilmembers to serve on the Economic Development Work Group and two City Councilmembers to serve on the Housing Work Group.

Mercer Island Comprehensive Plan Housing Work
Group Charter
Adopted: March 15, 2022

MISSION

The Comprehensive Plan Housing Work Group (hereinafter “HWG”) is appointed to advise the Planning Commission and City Council on amendments to the Housing Element of the Comprehensive Plan. The HWG 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 HWG. 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 these bylaws to the best of their ability and to respect and observe the requirements established by the City Council.

Section 1.3 Term. The HWG 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 HWG, MEMBERS, AND CHAIR

Section 2.1 Duties and Responsibilities of HWG. The HWG shall undertake the duties and responsibilities defined in this charter. The duties of the HWG 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 HWG 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 HWG. Membership on the HWG 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 HWG shall select a Chair to serve for the term of the HWG, who will be responsible for the following duties:

1. Run / Facilitate HWG 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 HWG. 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 HWG 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 HWG 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. All regular and special meetings of the HWG are open to the public. The scheduling and holding of all HWG 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 HWG 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 HWG 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 HWG 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 HWG 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 HWG, 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 HWG 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 HWG and is needed to help inform the HWG's analysis, recommendations, and commentary. The HWG 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 HWG's time. The HWG shall have the discretion to determine speaking times as needed.

Section 5.3 Conduct. The public may address the HWG 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 HWG on a matter not scheduled for discussion, the public may communicate with the HWG in writing and/or speak during an optional portion of each meeting entitled "Appearances" near the beginning of the agenda. The HWG 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 HWG, it is the responsibility of each member to refrain from any prior discussion of such matter with other members of the HWG, 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 HWG shall receive input on housing goals and policies from stakeholders during regular meetings. This input can be summarized by the HWG 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 HWG shall be an initial draft of amendments to Comprehensive Plan housing goals and policies. A majority of the HWG (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 HWG will present the initial draft to the Planning Commission at a regular meeting of that body.
- Section 7.5 Additional Commentary. The HWG 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 HWG. 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 HWG 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 (hereinafter “EDWG”) is appointed to advise the Planning Commission and City Council on the drafting of an Economic Development Element of the Comprehensive Plan. The EDWG 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 HWG. 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 these bylaws to the best of their ability and to respect and observe the requirements established by the City Council.

Section 1.3 Term. The EDWG 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 EDWG, MEMBERS, AND CHAIR

Section 2.1 Duties and Responsibilities of EDWG. The EDWG shall undertake the duties and responsibilities defined in this charter. The duties of the EDWG 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 EDWG 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 EDWG. Membership on the EDWG 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 EDWG shall select a Chair to serve for the term of the EDWG, who will be responsible for the following duties:

1. Run / Facilitate EDWG 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.

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Section 3.2 Special Meetings. Special meetings of the EDWG 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 EDWG 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. All regular and special meetings of the EDWG are open to the public. The scheduling and holding of all EDWG meetings are to be done in accordance with this charter and Washington state law.

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Section 4.2 Chair. The Chair shall preside at all EDWG 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 EDWG 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.

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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 EDWG 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 EDWG, 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 EDWG 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.

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Section 5.1. Purpose. High quality public input is desired by the EDWG and is needed to help inform the EDWG's analysis, recommendations, and commentary. The EDWG 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 EDWG's time. The EDWG shall have the discretion to determine speaking times as needed.

Section 5.3 Conduct. The public may address the EDWG 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.

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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 EDWG 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 EDWG 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 EDWG shall be an initial draft of an Economic Development Element of the Comprehensive Plan. A majority of the EDWG (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 EDWG will present the initial draft to the Planning Commission at a regular meeting of that body.

Section 7.5 Additional Commentary. The EDWG 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 EDWG. 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 EDWG reconvene to provide additional commentary or recommendations on matters pertaining to economic development.