



**REQUEST FOR APPLICATIONS
FOR MERCER ISLAND PLANNING COMMISSION
PAID PRACTITIONER RESIDENT & NON-RESIDENT COMMISSIONERS**

APPLICATIONS DUE: October 25, 2024

INTRODUCTION

In 2024, the City of Mercer Island (City) revised Mercer Island City Code (MICC) Chapter 3.46 "Planning Commission" to create Paid Practitioner Resident and Non-Resident Planning Commission positions. The City is seeking applications and qualifications for the services of Paid Practitioner Residents and Non-Residents Planning Commissioners to begin on January 1, 2025. The application and résumé should answer all the requested information indicated below.

GENERAL SCOPE OF SERVICES / QUALIFICATIONS

The successful applicant shall perform the duties of the Paid Practitioner Resident and Non-Resident as set forth in MICC [Chapter 3.46](#) and RCW [35A.63](#), as now in effect or as hereafter amended.

The **Paid Practitioner Resident** is an individual with a minimum of three years of experience in land use planning in the state of Washington and a resident of Mercer Island.

The **Paid Practitioner Non-Resident** is an individual not affiliated with Mercer Island entities or interests with a minimum of five years of experience in land use planning in the state of Washington.

Examples of qualifying positions include land use / municipal attorney, hearing examiner, urban planner, or architect, engineer, or builder with land use experience. Demonstrated experience in public service, working with the Growth Management Act (GMA), Shoreline Management Act (SMA), and State Environmental Policy Act (SEPA) as well as the drafting of land use policies and codes preferred.

COMPENSATION

In accordance with MICC 3.46.030(E), paid practitioners shall be compensated \$500 per meeting of the Planning Commission attended (regular or special meeting).

APPLICATION REQUIREMENTS

Interested parties shall complete an application at: <https://www.mercerisland.gov/bc> on or before October 25, 2024. The application shall include:

- Résumé - The resume should include the experience and educational degree(s) held by the person, institutions issuing degree(s) and the date such degree(s) were issued.
- Professional References – At least three professional references, including phone numbers and other contact information.

SELECTION CRITERIA AND PROCESS

Appointments to the Planning Commission will be made by a vote of the City Council during a scheduled open meeting (MICC 3.46.030(C)).

MERCER ISLAND CITY CODE

Chapter 3.46 PLANNING COMMISSION

3.46.010 Established.

There is, established pursuant to RCW Chapter 35A.63, a commission to be known as the "planning commission."

3.46.020 Purpose—Function and jurisdiction.

The planning commission shall serve in an advisory capacity to the city council and have the following duties and responsibilities:

- A. Review and make recommendations on amendments to the comprehensive plan;
- B. Review and make recommendations on amendments to development regulations;
- C. Hold public hearings in the exercise of its duties and responsibilities;
- D. Such other duties as may be assigned by the city council or established by local ordinance or state statute; and
- E. When applicable, complete tasks in subsections A through D within the timeframe established by city council.

3.46.030 Membership.

A. *Qualifications.*

1. *Paid practitioner non-resident.* An individual not affiliated with Mercer Island entities or interests with a minimum of five years of experience in land use planning in the state of Washington. Examples of qualifying positions include land use/municipal attorney, hearing examiner, urban planner, or architect, engineer or builder with land use experience. Demonstrated experience in public service, working with the Growth Management Act (GMA), Shoreline Management Act (SMA) and State Environmental Policy Act (SEPA) as well as the drafting of land use policies and codes preferred. This position will be compensated.
2. *Lay person resident.* An individual with general interest in land use planning, environmental affairs, and/or economic development. Demonstrated experience in public service and land use planning preferred. Proof of Mercer Island residency required. This position will not be compensated.
3. *Paid practitioner resident.* An individual with a minimum of three years of experience in land use planning in the state of Washington. Examples of qualifying positions include land use / municipal attorney, hearing examiner, urban planner, or architect, engineer or builder with land use experience. Demonstrated experience in public service, working with the Growth Management Act (GMA), Shoreline Management Act (SMA) and State Environmental Policy Act (SEPA) as well as the drafting of land use policies and codes preferred. Proof of Mercer Island residency required. This position will be compensated.

B. *Members.*

1. *Number.* The planning commission shall consist of five members, serving in nonpartisan positions.
 - a. Two paid practitioner non-resident.
 - b. Two lay person resident.
 - c. One paid practitioner resident.Notwithstanding the above, any vacancy may be filled by a resident lay person if unable to find a qualified paid practitioner. Additionally, the council should give preference to appointing resident paid practitioner applicants for any open planning commission positions.

2. *Terms.* The term of each member is four years and expires on May 31 of the last year of the term or until the member's successor is appointed. The year of expiration of the terms of the positions shall be staggered with the following groups of positions expiring in successive years: positions 1 and 2; positions 3 and 4; position 5. Except, to stagger the expiration of the terms, the initial term for position 5 shall be two years, and for positions 3 and 4 they shall be three years — all expiring on May 31 after the second and third anniversaries of their initial appointments, respectively.
 3. *Term limits.* No member shall serve more than two consecutive terms. If a member is appointed to a vacancy with two or more years remaining on the term, that term will be deemed a full term. If a member is appointed to a vacancy with less than two years remaining in the term, that term will not count toward the two-consecutive-term limit.
 4. *Staff liaison.* The city manager shall appoint a staff liaison to assist with support services for the planning commission. Such staff support shall include, but not be limited to, the development of work plans and schedules, guidelines and procedures, correspondence, and agenda preparation and distribution.
- C. *Appointment.* Appointments to the planning commission will be made by a vote of the city council during a scheduled open meeting.
 - D. *Removal.* Members may be removed by the mayor and deputy mayor, with the concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absences from more than three consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal therefrom. Members finding themselves unable to regularly attend meetings are expected to resign and notify the chair and staff liaison.
 - E. *Compensation.* Paid practitioners shall be compensated \$500.00 per meeting of the planning commission attended (regular or special).

3.46.040 Meetings—Organization.

The planning commission shall not meet more than a total of 11 regular meetings and up to ten special meetings each calendar year. The time and place of meetings and other rules and regulations shall be determined by the planning commission, which shall be on file with the city clerk.