



# PLANNING COMMISSION REGULAR HYBRID MEETING AGENDA

Wednesday, January 22, 2025 at 6:00 PM

## PLANNING COMMISSIONERS

Commissioners: Kate Akyuz, JB Gibson  
Anthony Perez, Nazim Nice, and  
Dan Thompson

## LOCATION

Mercer Island Community & Event Center and Zoom  
8236 SE 24<sup>th</sup> Street | Mercer Island, WA 98040  
(206) 275-7706 | [www.mercerisland.gov](http://www.mercerisland.gov)

*We strive to create an inclusive and accessible experience. Those requiring accommodation for Planning Commission meetings should notify the Deputy City Clerk's Office 3 days prior to the meeting at (206) 275-7793 or by emailing [cityclerk@mercerisland.gov](mailto:cityclerk@mercerisland.gov).*

Individuals wishing to speak live during Public Appearances (public comment period) must register with the Deputy City Clerk at (206) 275-7791 or [cityclerk@mercerisland.gov](mailto:cityclerk@mercerisland.gov) by 4pm on the day of the Planning Commission meeting. Each speaker will be allowed three (3) minutes to speak.

Join the meeting at 6:00 pm (Public Appearances will start sometime after 6:00 PM) by:

- 1) **Telephone:** Call 253.215.8782 and enter Webinar ID 895 5697 1700, Passcode 800321.
- 2) **Zoom:** Click this [Link](#) (Webinar ID 895 5697 1700, Passcode 800321)
- 3) **In person:** Mercer Island Community & Event Center | 8236 SE 24<sup>th</sup> Street, Mercer Island, WA 98040

## CALL TO ORDER & ROLL CALL, 6 PM

### PUBLIC APPEARANCES

This is the opportunity for anyone to speak to the Commission about issues of concern. Please limit your comments to three minutes.

### REGULAR BUSINESS

1. **Parliamentary Procedure Training**  
Provided by Tisha Geiser, Jurassic Parliament
2. **PCB25-01: Election of Officers**  
**Recommended Action:** Elect a Chair and Vice Chair.
3. **Planning Commission meeting minutes of the November 25, 2024 Special Meeting**  
**Recommended Action:** Approve the minutes.
4. **PCB25-02: Planning Commission Bylaws – Discussion**  
**Recommended Action:** Review bylaws.

### OTHER BUSINESS

5. **Staff Report**

### ADJOURNMENT

# Great Planning Commission Meetings

**City of Mercer Island**

Jan. 22, 2025

Presented by

Tisha Gieser

Registered Parliamentarian



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**Jurassic Parliament** Mastering meetings using Robert's Rules

# Great Planning Commission Meetings

Tisha Gieser, Registered Parliamentarian

City of Mercer Island, Washington  
Wednesday, January 22, 2025

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**Jurassic Parliament** Mastering meetings using Robert's Rules

## Our Topics

1. Introduction
2. Authority and Roles (chair, members and staff)
3. Opening the meeting
4. Motions and Amendments
5. Meeting discussion, Point of Order, Appeal
6. Public comment and public hearings
7. Pitfalls
8. Conclusion

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# 1. Introduction

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## Why are we here?

To invigorate you to run effective city advisory meetings in the service of your community

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**After taking this training you will be able to:**

1. Apply the principle that the authority of the group is more important than any single individual.
2. Follow best practices for discussion.
3. Respond to disorder or difficult people.
4. Make motions and amendments.
5. Avoid common advisory body pitfalls.
6. Run effective public comment.

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## Disclaimer

The material contained in this presentation is based upon the principles and practices of parliamentary procedure. I am not an attorney and nothing in this presentation constitutes legal advice.

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## 2. Authority & Roles

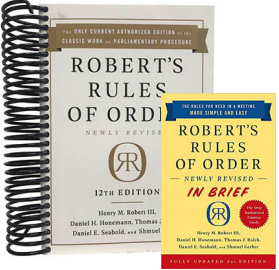
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## Robert's Rules of Order

*Robert's Rules of Order Newly Revised (RONR), 12<sup>th</sup> edition*

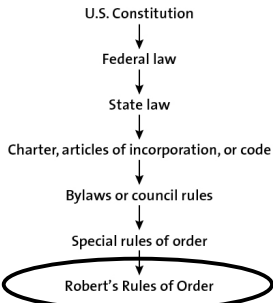


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## Authority of Robert's



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## Authority of the Commission

### What is your job?

*The work of the Planning Commission is to carry out the instructions of the Council.*

City of Bellevue Planning Commissioner

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## Authority of the Commission

- Commissions must follow the parameters established by the City Council.
- Their role is to **advise** the City Council.
- The City Council will review the recommendation of the commission and make a final decision.

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## Role of Chair

### Fundamental Guideline

During meetings,  
the chair is the servant of the group,  
and the group is the final authority.

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**Jurassic Parliament** Role of Chair  
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### Accountability Hierarchy

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**Jurassic Parliament** Role of Chair  
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### Voluntary Association

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**Jurassic Parliament** Role of Chair  
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The Chair needs:

1. Knowledge of how this system works.
2. A majority of your body in favor of civility and this system.
3. The personal moxie, energy and drive to put it all into practice.

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**Jurassic Parliament** Role of Chair  
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**Jurassic Parliament** Role of Chair  
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### CHEAT SHEET

#### LANGUAGE TIPS FOR MEETING MANAGEMENT

SITUATION	CHAIR CAN SAY
Call to order	This meeting of the [name of organization] is called to order.
Unanimous consent	without objection... if there is no objection...
To begin discussion	It has been moved and seconded that... Is there any discussion?
If there is no second	Since there is no second, the motion will not be considered.
To end discussion	Is there any further discussion? or Are you ready to vote?
Process Point of Order	1. Member says, "Point of Order." 2. Chair says, "State your point." 3. Member explains issue. 4. Chair says, "The point is well taken," or "The point is not well taken."
When someone says "Point of Order" but can't explain what they mean	What rule has been broken?
Process Point of Information	1. Member says, "Point of Information." 2. Chair replies, "State your question."

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**Jurassic Parliament** Role of Chair  
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The Chair should NOT:

- Participate too much in the debate.
- Try to control the content of the debate.
- Try to make people vote the chair's way.
- Get all emotional.
- Interrupt a speaker because they know more than speaker about the subject.

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## Role of Chair

Jurassic Parliament Recommendation:

- Chair speak and vote last.
- Refrain from making motions.

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## Role of Chair

*The chair should never get excited.*

Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition, 47:19

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## Role of Members

*All members of a governing board share in a joint and collective authority which exists and can be exercised only when the group is in session.*

The Standard Code of Parliamentary Procedure

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## Role of Members

**What is each person's individual authority?**



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## Role of Members

- Show up! Communicate in advance if unable to attend a meeting.
- Come prepared (read agenda packet) and ready to participate in discussion.
- Have questions and any amendments ready; email them in advance to staff if able.

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## Role of Members

### It's Okay to Disagree

- Each member has an equal right to speak and to try to persuade others to accept their view.
- Discussion on your motions can and should be vigorous!
- Express your views freely and don't hold back.
- Once the vote has been taken, however, things change.

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## Role of Members

*At the end of the day, the body must unite behind its decision.*

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## Role of Staff

- Staff are employees of the city.
- The commission may not direct them independently of their assigned tasks.
- Staff have a duty to remind the commission of the laws, regulations, and fiscal constraints that apply.

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## Role of Staff

- Commission as a whole has the responsibility of giving clarity to the staff.
- Don't float an idea and expect staff to make it concrete.
- If an individual commissioner wants the staff to do something, there should be a motion and vote.
  - "I move that we request that the staff research this..."

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## Partner Discussion

What takeaways do you have from this section?

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## 3. Opening the Meeting

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## Call Meeting to Order

- Rap the gavel lightly one time and announce, "This meeting of the Bonny Dino Planning Commission is called to order."
- Ask staff to take the roll.
- Announce that a quorum is present (or not).



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## Quorum

- The “quorum” is the minimum number of voting members who must be present for business to be done.
- For local governments, usually it is a majority (more than half) of the fixed positions in the body.
- “Quorum” is different from “votes cast.”
- If you lose your quorum, you can’t do business.

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## Quorum & Serial Meeting

- Local government bodies must not create a “walking quorum” or a “serial meeting” by communicating outside of a meeting.
- Generally speaking, when members of the board communicate with each other outside of meetings, such that a quorum is discussing the body’s business, the Open Public Meetings Act has been violated.

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## Agenda

- Prepared by leadership, but within control of the body.
- If following standard “Order of Business,” you don’t need to vote to adopt.
- **Mercer Island Rules:** Takes a majority vote to amend agenda at the start of the meeting.

**Planning Commission Regular Hybrid Meeting**  
10/23/2024 9:00 PM  
Mercer Island Community & Event Center, 1026 SE 24th Street, and via Zoom

We strive to create an inclusive and accessible experience. Those requiring accommodations for Planning Commission meetings should notify the Mayor/ City Clerk's Office at least 10 business days prior to the meeting at 206.275.7737 or by emailing [clerk@mi-cities.com](mailto:clerk@mi-cities.com).

**PUBLIC PARTICIPATION**  
This is the first set aside for members of the public to speak to the Commission about issues of concern. Please limit presentations to three minutes.

**REGULAR BUSINESS**

1. Approve the minutes of the September 23 Regular Meeting.  
[Recommendation Adopted](#): Approve the minutes.  
[Resolution No. 2024-09-23-FC-Minutes.pdf \(9-03 MB\)](#)
2. FCIS 24-18, 2024 Annual Review: Review Proposed Amendments 1, 2 & 3.  
**Recommended Action:** Review each fiscal proposal and prepare a recommendation to the City Council on the fiscal proposals to include in the final packet.  
[FCIS 24-18-1 Amendment 1 \(9-04 MB\)](#)  
[FCIS 24-18-2 Amendment 2 \(9-71 MB\)](#)  
[FCIS 24-18-3 Amendment 3 \(9-41 MB\)](#)

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## 4. Motions and Amendments

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## Motions

- A motion is, “a formal proposal by a member, in a meeting, that the assembly take certain action.”

*Robert’s Rules of Order Newly Revised, 12<sup>th</sup> edition, 5:1*

*I move that we recommend to the council that residents be authorized to build catios in their private yards.*

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## Main Motions

- Staff presents proposal and answers any questions.
- Each member may ask one or two questions, then the next member has a turn.
- Motion is moved and seconded.
- Members discuss motion and may amend it.
- Members vote on motion.

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 **Main Motions**  
Mastering meetings using Robert's Rules

- It should be in writing if at all possible.
- It should be **clear and unambiguous**. Don't say, "I move what he just said," or "so moved."
- It should be phrased in the grammatical **positive**.
- It must comply with the **bylaws** and the **procedural** law of the land.
- You can have only **one main motion** at a time.

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 **Main Motions**  
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*I've been noticing that the number of wild cats is increasing in our city, and they're getting stomped on by bigger dinosaurs, so I think allowing catios would be great, it would make a huge difference to the safety of our little feline friends.*

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 **Motions**  
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### Eight steps to process a motion

1. **Member makes motion.**
2. Another member seconds motion.
3. **Chair states motion.**
4. Members debate and/or amend motion.
5. **Chair restates motion and calls for vote.**
6. Members vote on motion.
7. Chair states results of vote, whether motion passes or fails, and what happens next as a result of the vote.
8. Chair states next item of business.

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 **Step # 1: Make Motion**  
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*I move that we recommend to the council that residents be authorized to build catios in their private yards.*

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 **Step # 2: Second**  
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*Second the motion!*

- You "second a motion" to show that you would like to talk about it.
- No need to be recognized. Just call out "second."
- It is OK to second a motion you disagree with, if you want to explain why it's a bad idea.

If there is no second, the chair says,  
"There being no second, the motion will not be considered."

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 **Step # 3: Chair States Motion**  
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*It was moved and seconded that we recommend to council that residents be authorized to build catios in their private yards.*

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## Step # 4: Discuss/Amend

- The maker of the motion has the right to speak first.
- You can't speak against your own motion!
- The maker CAN vote against their own motion.

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## Step # 4: Discuss/Amend

### General contractor

*Catios are a safe and effective way to protect cats from predators, and birds from cats. Here is an example of a nice little catio. I urge my colleagues to vote in favor of this motion.*

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## Step # 4: Discuss/Amend

### Photographer

*I'm in favor! My cousin has built a catio, and her little pet Fuzzy is completely at home in it, as you can see from this photo.*

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## Step # 4: Discuss/Amend

### Architect

*I think this is a terrible idea! Catios are intrusive and will ruin the look of our city. Here's an example I saw when I visited Dinodome last week. We don't want this kind of ugly building in beautiful Bonny Dino.*

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## Step # 5: Chair Restates

When it seems that discussion is finished, chair asks, "Is there any further discussion" or "Are you ready to vote?" If no one speaks up, take the vote.

- Note that these are rhetorical questions, to see if there is any further discussion. Chair then repeats the motion.

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## Step # 6: Vote

### Voice Voting


- Chair says, "All those in favor say 'aye,' all those opposed say 'no.'"

### Roll Call Voting

- Staff reads names of each member
- Member states their vote (aye, no).

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 **Step # 6: Vote**  
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### No debate during voting

- Nothing can interrupt the voting process.
- Members are not allowed to explain their vote during the vote, or afterwards.
- Even a Point of Order must wait until the result of the vote is announced.

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 **Step # 7: Announce Vote**  
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- *The “ayes” have it, the motion passes, and we will recommend to council that residents be authorized to build catios in their private yards, OR*
- *The “noes” have it, the motion fails, and we will not recommend this proposal to council.*

Note that the chair must call for the negative vote, even if it seems unanimous.

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 **Step # 8: Next Item**  
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The Chair moves the meeting along.

*The next item of business is...*

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 **Changing your Vote**  
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- A member may change their vote up until the time the chair announces the result.
- After that time, it takes unanimous consent of the body (everyone agreeing) for the member to change their vote.
- Once the chair has moved on to the next item of business, it is too late to change a vote.

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 **Abstaining from Voting**  
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- Under Robert's Rules, to abstain is to do nothing.
  - Abstentions are not counted.
  - The chair does not call for abstentions.
- Since you are a public body, you will call for and record abstentions.

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 **Conflict of Interest**  
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- There are criteria to determine whether you have a conflict of interest.
- If you think you may have a conflict of interest, check with staff or the attorney **before** the meeting!
- If it is determined that you do have a conflict of interest, you will need to “recuse” yourself from the vote and leave the room.
- Recusal is a special form of abstention.

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## EXERCISE

### Script Reading

Weeds at City Hall, Part 1

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## Step # 4: Discuss/Amend

An amendment is a proposed change to the main motion or proposal intended to improve it.

### Amendment

*Dimetrodon*



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## Step # 4: Discuss/Amend

### Photographer

*I move that we amend the motion by adding the words, "Provided that the plan for each patio has been approved by the Design Review Board."*

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## Step # 4: Discuss/Amend

### If adopted, it will read:

The Commission will recommend to Council that residents will be authorized to build patios in their private yards, **provided that the plan for each patio has been approved by the Design Review Board.**

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## Step # 4: Discuss/Amend

- The Amendment is processed using the same eight steps that we just saw for a main motion.
- The vote on amendments is taken BEFORE the vote on the main motion, in order to make the main motion as good as possible—to PERFECT the motion.

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## Step # 4: Discuss/Amend

- Once you've dealt with one amendment, you may have others...
- Provided that they apply to a *different aspect* of the main motion.
- It takes special actions (reconsideration) to go back and change something we've already amended.
- After all amendments have been processed, **the body still must vote on the AMENDED MAIN MOTION.**

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## 5. Meeting discussion, Point of Order, and Appeal

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## Discussion

Discussion in commission meetings  
**IS NOT A CONVERSATION.**

It has its own rules.

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## Discussion

### Principle of Equality

All members have equal rights,  
privileges and obligations.

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## Discussion

### Fundamental Guidelines

Must be recognized by chair to speak in  
discussion.

No one may speak a second time  
until everyone who wishes to do so  
has spoken once.

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## Discussion

### Why is this important?

- In conversations, dominant people tend to dominate. Agreeable people tend to let them.
- Must have a structure to make sure that everyone has an equal voice.
- The system is formal but inclusive.
- It will make for robust discussion and advance your equity goals.

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## Discussion

### Round Robin



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## Discussion

- No interrupting (in general).
- No sidebar conversations.
  - No whispering! Disable the chat.
  - No texting to each other or people outside during meetings.
  - No posting on social media during meetings.
- Set time limits.
- Virtual participants – keep camera on!

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## Discussion

### Fundamental Guideline

Courtesy and respect towards everyone are required.

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## Discussion

These remarks are **inappropriate**:

1. Personal remarks about other members
2. Discourteous remarks – insulting language, attacks
3. Inflammatory language
4. Criticizing past actions of the group (unless under discussion, or proposed action)
5. Remarks that are not germane (relevant) to the discussion

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## Discussion

*The measure, not the member, is the subject of debate...The moment the chair hears such words as "fraud," "liar," or "lie" used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.*

Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition, Section 43:21

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## Discussion

What to do if inappropriate remarks are made?

1. The chair should interrupt the speaker and state firmly that disrespectful remarks are not allowed.
2. A commissioner may interrupt the speaker, say "Point of Order," and explain the violation.
3. In case of offensive comments made generally, the chair may also make a statement that "in our city, we value the participation of all, and repudiate all comments that make offensive judgments about some of our residents."

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## Discussion

An occasional exception - **informal discussion**:

- Sometimes there is benefit in the conversational style or "informal discussion."
- Chair must ensure that no one dominates.
- Do not make the conversational style your ordinary or "default" style of discussion.

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## CHEAT SHEET

### WAIT! WAIT! WHAT SHOULD I SAY?

	If you are the chair, say...	If you are a member speaking about another member, say...	If you are a member speaking about the chair, say...
<b>BIG MISTAKES</b>			
speaking twice in a row	Members are reminded that no one may speak a second time until everyone who wishes to do so has spoken once.	Point of order. The member has spoken twice while others are waiting to speak.	Point of order. The chair does not have the right to dominate the discussion, but must speak in turn.
not seeking recognition	Members will kindly seek recognition before speaking.	Point of order. Members must seek recognition before speaking.	[not applicable]
speaking directly to another member	Members will kindly address all remarks to the chair.	Point of order. Members are supposed to speak to the chair.	[not applicable]
interrupting another person	Members will kindly refrain from interrupting one another.	Point of order. Interrupting is not allowed.	Point of order. The chair does not have the right to interrupt a member.
<b>INAPPROPRIATE REMARKS</b>			
personal remarks	Members will refrain from making personal remarks.	Point of order. Personal remarks are not allowed.	Point of order. Personal remarks are not allowed.
insulting language, vulgarity, attacks	Insulting or vulgar language is not allowed at our meetings.	Point of order. The language used by the member is insulting/vulgar.	Point of order. The chair is using insulting/vulgar language.
inflammatory language	Inflammatory language is not allowed.	Point of order. That remark is inflammatory.	Point of order. That remark is inflammatory.
criticizing past actions	Members may not criticize a past action of the group during a meeting, with two exceptions.	Point of order. Members may not criticize a past action of the group during a meeting, with two exceptions.	Point of order. The chair may not criticize a past action of the group during a meeting, with two exceptions.

Note that this is proprietary information. Do not duplicate.


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## Point of Order

### *flying dinosaur*

A Point of Order is a motion claiming that a procedural mistake has been made.



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## Point of Order

- You can make this at any time, except during voting.
- Do not have to be recognized.
- May interrupt a speaker if necessary.
- Must be timely – made at the time of the offense.
- A member may raise a Point of Order against the Chair.

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## Point of Order

1. Member: *Point of Order!*
2. Chair: *State your point.*
3. Member: *That remark was inflammatory.*
4. Chair: *The point is well taken. Members will kindly refrain from inflammatory remarks.*

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Mastering meetings using Robert's Rules

## Point of Order

The chair must issue a ruling:

- It is the chair's responsibility to say, "The point is well taken," or "the point is not well taken."
- Be alert as to whether the member who says "Point of Order" is actually using the motion correctly.
- The ruling goes into the minutes, as a precedent for the future.


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**Jurassic Parliament**  
Mastering meetings using Robert's Rules

## Role of Chair

### When in doubt, ask the group!



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**Jurassic Parliament** **Appeal**  
Mastering meetings using Robert's Rules

The most important motion in all of Robert's Rules – and the least known!

The CHAIR enforces order and decorum.  
 The GROUP is the final authority.

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**Jurassic Parliament** **Appeal**  
Mastering meetings using Robert's Rules

- Point of Order is made by one member, but an Appeal needs a second.
- Point of Order and Appeal are processed immediately. No other business can take place until they are dealt with.
- Points of Order and Appeals do not count against a member's turn to speak in debate.

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**Jurassic Parliament** **Appeal**  
Mastering meetings using Robert's Rules

**Don't get into arguments!**

- If you are a member, you may not argue with the chair.
- If you are the chair, don't argue with a difficult member.
- Simply state your ruling. You can say, *Does the member wish to appeal this ruling?*

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**Jurassic Parliament**  
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**EXERCISE**  
**Script Reading**

Weeds at City Hall, Part 2

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**6. Public Comment and Public Hearings**

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**Jurassic Parliament** **Public Comment**  
Mastering meetings using Robert's Rules

**Another disclaimer**

Robert's Rules of Order contains very little guidance on public comment. In general, this information comes from Jurassic Parliament's experience.

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**Jurassic Parliament** Mastering meetings using Robert's Rules

## Public Comment

- A council or commission meeting is NOT A MEETING OF THE PUBLIC.
- It is a MEETING OF THE BODY that is held in public.
- The purpose of the PUBLIC COMMENT period is to allow the members of the body to become informed about the views of the public.
- It should be carefully structured.

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## Public Hearings

- A PUBLIC HEARING is an administrative procedure governed by law and regulation.
- It is a formal opportunity for public comment on a specific topic.
- It is often required and has additional notice requirements.
- It must be carefully managed.
- Include testimony or a summary in the minutes.

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## Public Comment

- The courts have found that local governments may limit the time, place and manner of public comment.
- All such restrictions must be viewpoint-neutral.
- Rules must respect First Amendment protections.
- Attendees do not have the right to DISRUPT the meeting.
  - However, the courts have found that mere words do not usually constitute disruption.

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## Public Comment

Announce rules at beginning of each meeting.	Public must address remarks to chair.
Do not dialogue.	Discourage demonstrations—clapping, booing, whistling, stamping of feet, etc.
Adhere to time limits.	Enforce rules consistently!

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## Public Comment

What can you do to make people's comments feel welcome?

- Give your full attention.
- Convey interest and concern.
- Keep a warm, pleasant or neutral expression.
- At the end of the comment period, the chair should thank the public for attending.
- Explain that while this is not a time for dialogue, all comments and questions are taken seriously.

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## Public Comment

How to respond?

- Thank each speaker.
- Chair may provide brief factual information.
- Don't put staff on the spot.
- Can ask for contact information for future follow-up.

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## Public Comment

Other forums for public comment:

- Community forums
- Personal discussions
- “Coffee with the Commission” (always less than a quorum)
- Form on your website
- Community surveys

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## 7. City Advisory Committee Pitfalls

*With thanks to Ric Stephens, Portland, Oregon*

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## Another disclaimer

This material pertains to how city advisory boards do their work. It is not parliamentary advice, but is based on Jurassic Parliament's experience in 20 years of working with local governments.

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## Pitfalls

1. Confusion about scope
2. Asking for the moon
3. Confusion about your job
4. Deafened by decibels
5. Lost in the weeds/analysis paralysis

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## Situation

The planning commission is considering a request to lower the setback from 50 feet to 20 feet.

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## Commissioner asks:

*Isn't there a better place in the city to site this hotel?*

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**Pitfall: Confusion about scope**

You must answer the questions assigned to you by the Council, not propose unrelated alternatives.

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**Situation**

The environmental commission is considering recommending setting aside some wetlands.

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**Commissioner says:**

*I think we can't address this until the University report comes out in five years.*

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**Pitfall: Asking for the moon**

- It is an unfortunate fact of governance that sometimes bodies must make decisions with less than adequate information.

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**Situation**

The staff has carried out a survey of a property.

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**Commissioner says:**

*Since I'm a professional surveyor, I can re-do the survey to verify it.*

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**Pitfall: Confusion about your job**

- A commissioner may have valuable particular expertise, but they are recruited to the commission as a resident, not as a technical expert.
- Let staff be staff and residents be residents!

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**Situation**

There has been a public outcry about changes to the irrigation district boundaries.

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**Commissioner says:**

*Six of my neighbors are very upset about this. They've taken the trouble to come to our meetings, so we should do what they want.*

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**Pitfall: Deafened by decibels**

*Being swayed by the emotional power of a presentation is a common problem. Decisions should be rational, not determined by decibels.*

Ric Stephens  
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**Your responsibility?**

- Listen to your constituents, while accepting your own responsibility.
- You must vote based on your own best judgment, not solely in response to crowd opinion.

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**Situation**

The commission is discussing plans for a new hiking trail along the river.

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**Commissioner says:**

*I think we have to analyze what kind of paving stones are best, so teeny-tiny rocks don't get stuck in the paws of our dinosaur residents.*

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**Pitfall: Lost in the weeds/ analysis paralysis**

- We all have a human tendency to delve into the details.
- Sometimes this leads resident commissions astray, as they spend too much time discussing details that are not relevant to their assignment.

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**8. Conclusion**

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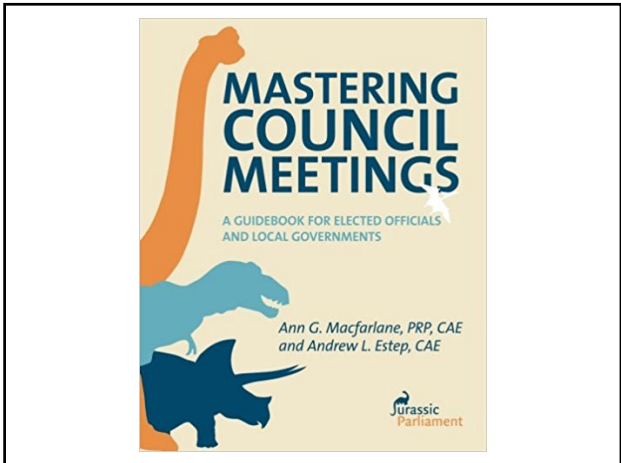
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**Reference Materials**

- 50 Guidelines for Public Comment
- Cheat Sheet: Language tips for meeting management
- City of Olympia WA – Quick Guide Poster
- City of Seattle WA – Basics for Boards
- Follow four fundamental guidelines for successful meetings
- Point of Order and Appeal are the heart of democracy
- Quick Guide for Citizen Advisory Committees
- Quick Guide for Planning Commissions
- Rights and Responsibilities of the Member
- Roundtable Community Workshops
- Successful staff interaction in local government meetings
- Time limits create productive meetings
- When public pressure is intense
- MRSC's Local Government Citizen Advisory Boards publication

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*Serving on a local government board  
is like being in a marriage  
arranged by the voters.*

Tami Tanoue, Colorado Intergovernmental  
Risk Sharing Agency

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Disclaimer: Nothing in this presentation constitutes business or legal advice.

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# Eight Steps To Process A Motion

**Member A:** *I move that we hold a cruise on Dino Bay.*

**Member B:** *I second the motion!*

**Chair:** It has been moved and seconded that we hold a cruise on Dino Bay. We will now debate the motion. [debate]

**Chair:** Are you ready to vote?

The motion is that we hold a cruise on Dino Bay. All those in favor say “aye.” All those opposed say “no.” The “ayes” have it, the motion passes, and we will hold a cruise on Dino Bay. The Social Committee will make the plans for this event. Our next item of business is...

## Eight steps to process a motion

1. Member makes a \_\_\_\_\_.
2. Another \_\_\_\_\_ seconds motion.
3. Chair states \_\_\_\_\_.
4. Members \_\_\_\_\_ and/or amend motion.
5. Chair restates \_\_\_\_\_ and calls for the vote.
6. Members \_\_\_\_\_ on motion.
7. Chair states results of vote, whether motion \_\_\_\_\_, and what happens as result of vote.
8. Chair states next item of \_\_\_\_\_.

In taking the vote, the presider must call for the \_\_\_\_\_ or the vote is not legitimate.

The presider has a duty to make things clear so that members understand what they are doing.

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# WEEDS AT CITY HALL

6 attendees: chair, banker, botanist, dancer, facilities committee chair, football coach

*[Note that the numbers are a substitute for being recognized.]*

Part 1		
1.	chair	As commissioners know, when we built our new city hall 10 years ago, it was landscaped according to GREEN principles. We use only the latest energy-efficient tools and methods. However, despite our best efforts, the blackberries and the English ivy have gotten out of hand. The City Council has asked us to make a recommendation on how to address the overgrowth. City staff have proposed that we hire a herd of goats from “Rent-a-Goat” in order to trim the grounds. Does any member care to make that motion?
2.	botanist	I move that we recommend that a herd of goats from “Rent-a-Goat” be hired to trim the grounds.
3.	facilities committee chair	Second!
	chair	It has been moved and seconded that we recommend that a herd of goats from “Rent-a-Goat” be hired to trim the grounds. Do you care to speak to your motion?
4.	botanist	This is a very sensible, environmentally friendly way to take care of the overgrowth. I know that in Washington State, they use goats all the time to trim their county parks.
5.	football coach	I think that this is a silly way to tackle this problem. I’m in favor of “slash and burn” myself. I move that we recommend applying industrial-strength plant killer to destroy the blackberries and the ivy, root and branch!
6.	chair	Members are reminded that under Robert’s Rules of Order, only one main motion can be considered at a time. We are discussing the recommendation to hire a herd of goats, so no other main motion can be made.



7.	botanist	I can't believe that you said that! How can anybody be "in favor of slash and burn"? Have you NO consideration for the well-being of our planet? You're just an out-and-out FOSSIL.
8.	football coach	Well, in my opinion your extreme environmental ideas are just as bad! We're going to be sorry we ever got into the smelly goat business.
9.	dancer	Point of Order, Chair!
10.	chair	State your point!
11.	dancer	Under Robert's Rules of Order, no one may speak a second time until everyone who wishes to do so has spoken once. These members are monopolizing the conversation, and also are using insulting language to each other.
12.	chair	The point is well taken! We need to hear from everyone in turn. All discussion must be respectful. Who else would like to speak?
13.	banker	I predicted that all the "GREEN" nonsense was going to give us problems down the line, and look where we are now! I move that we add the words "at a maximum cost of \$12,000 per year."
14.	football coach	Second!
15.	chair	It has been moved and seconded that we amend the motion by adding the words "at a maximum cost of \$12,000 per year."
16.	dancer	Chair, I'm confused. Does this mean that we've already decided in favor of the goats?
17.	chair	No, the way the process works, a member makes a proposal – a Main Motion. Then other members can move to amend (change) the Main Motion – in order to improve it. We will discuss and vote on the amendment, and then we'll take up the main motion again. If the amendment passes, we'll consider the motion "as amended." If it fails, we'll return to the original main motion.
18.	dancer	Amending the motion in order to improve it, eh? Do they follow that rule in the U.S. Congress?

19.	chair	Ahem...All discussion must be limited to the topic at hand. Banker, do you care to speak to your amendment?
20.	banker	<i>[speaking angrily]</i> As far as I'm concerned the tree-huggers are making it impossible to get anything done. Goats will be expensive to maintain – I've heard stories of them costing tens of thousands of dollars. We could lose our shirts with this. We need to set some fiscal limits.
21.	chair	Any further discussion?
22.	football coach	It's just common prudence to protect yourself with a clause like this. I urge my colleagues to vote in favor.
23.	botanist	Our grounds are pretty big, but I think that \$1,000 a month ought to be enough to keep them in good shape. I'm in favor.
24.	facilities committee chair	In my view that's not enough money. I doubt that we can get the service we need for that amount. Plus, the City Council will be taking final action on this proposal. If they are concerned about the cost, they can set a threshold. I am against the amendment.
25.	chair	Is there any further discussion on the amendment? <i>[pause]</i> Hearing none, we'll take the vote on the motion to amend. If the amendment passes, the motion will read: "that we recommend that a herd of goats from "Rent-a-Goat" be hired to trim the grounds, at a maximum cost of \$12,000 per year." All those in favor, say "aye."
26.	banker, botanist, chair, dancer, football coach	Aye!
27.	chair	All those opposed, say "no."
28.	facilities committee chair	No!
29.	chair	The "ayes" have it, the motion passes, and the main motion is amended. We will now resume discussion on the main motion as amended.

Part 2		
30.	chair	<p>As a reminder, the main motion as amended is before us. The main motion as amended reads:</p> <p style="padding-left: 40px;">That we recommend that a herd of goats from “Rent-a-Goat” be hired to trim the grounds, at a maximum cost of \$12,000 per year.</p> <p>Is there any further discussion?</p>
31.	facilities committee chair	<i>[speaking with enthusiasm]</i> I’m a nature-lover and I think that this is a brilliant solution! I’m all for it!
32.	botanist	It doesn’t seem like such a big deal to me. I like landscaping that has a rough and unfinished look. It’s less artificial.
33.	football coach	A natural look is one thing, but I could hardly get out of my car today because of the blackberry bushes!
34.	dancer	I’m not so sure about this. I think we’re being kind of hasty here. If you studied the zodiac, you’d know that the sun is in the house of Taurus these days. Here’s what my horoscope said this morning: “You need to reach a decision organically — there’s no way for you to rush it!”
35.	facilities committee chair	Point of Order, Chair.
36.	chair	State your point.
37.	facilities committee chair	The last speaker’s remarks do not appear to be germane to the issue we’re discussing.
38.	chair	The point is well taken. Members are reminded that under Robert’s Rules of Order, discussion must be relevant to the topic at hand.
39.	botanist	Well, I think that we can’t really address this unless we look at the Governor’s Report on Climate Change. I was reading it the other day, and I was really impressed with the official recommendations.
40.	football coach	Point of Order, Chair.
41.	chair	State your point.

42.	football coach	I believe that the Governor's Report on Climate Change is not germane to our discussion right now.
43.	chair	The chair will ask the council to decide this question. All those who believe that the Governor's Report on Climate Change is germane to our discussion right now, say "aye."
44.	botanist	Aye!
45.	chair	All those who believe it is not germane, say "no."
46.	banker, dancer, facilities committee chair, football coach	No!
47.	chair	The "noes" have it, the Report is not germane, and we will not discuss it at this time.
48.	football coach	I don't think we need to hire a herd from "Rent-a-Goat" to find the GOATS. A glance around the chambers should be enough.
49.	dancer	Point of Order!
50.	chair	State your point.
51.	dancer	That is an insulting remark.
52.	chair	The point is well taken! Members will refrain from personal and insulting comments, and keep their discussion on topic.
53.	banker	It seems to ME that goats are kind of smelly and messy. I'm worried that this is going to downgrade our professional image.
54.	chair	It seems to the CHAIR that you're worrying too much about appearances. Can't you get down from your high horse and consider what's best for the planet?
55.	banker	Whoa, Point of Order, chair!
56.	chair	State your point.

57.	banker	<i>[speaking angrily]</i> The chair is out of line here! Under Robert's Rules, the chair has to follow the same rules as the rest of us, and may not make personal remarks.
58.	chair	<i>[speaking sadly]</i> Oh, the point is well taken. The chair apologizes for getting carried away.
59.	botanist	I think this idea is the GOAT – Greatest Of All Time!
60.	football coach	I strongly disagree. In my opinion this is a nutty idea! Don't come back to me if people start finding rogue goats wandering the city.
61.	chair	Is there any further discussion on the motion as amended? <i>[pause]</i> Very well, we'll take the vote. All those in favor of the motion "that a herd of goats from "Rent-a-Goat" be hired to trim the grounds, at a maximum cost of \$12,000 per year," say "aye."
62.	banker, botanist, chair, dancer, facilities committee chair	Aye!
63.	chair	All those opposed, say "no."
64.	football coach	No!
65.	chair	The "ayes," have it, the motion passes, and staff will relay our recommendation to the City Council.



# PLANNING COMMISSION CITY OF MERCER ISLAND

PCB 25-01  
January 22, 2025  
Regular Business

## AGENDA BILL INFORMATION

<b>TITLE:</b>	PCB 25-01: Election of Officers	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Recommendation
<b>RECOMMENDED ACTION:</b>	Elect the Planning Commission Chair and Vice Chair	

<b>STAFF:</b>	Adam Zack, Principal Planner
<b>EXHIBITS:</b>	1. n/a

## EXECUTIVE SUMMARY

The purpose of this Planning Commission Bill is to elect a new Planning Commission chair and vice chair.

## BACKGROUND

The adopted [Planning Commission bylaws](#) establish the election process for the chair and vice chair in Section 3.1, which states:

- 3.1 Election of Chair and Vice Chair. The Planning Commission shall elect a Chair and Vice Chair for a term of one year from among themselves at its June Planning Commission meeting, or as soon as possible thereafter, or upon vacancy or resignation of the Commissioner filling the Chair or Vice Chair position. The Staff Liaison shall conduct the elections for Chair as follows:
- A. Any Commissioner may nominate a candidate for Chair; no second is needed.
  - B. Nominees may accept or decline the nomination.
  - C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the Staff Liaison to cast a unanimous ballot for that nomination for Chair. Approval is by majority vote of Commissioners present.
  - D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
  - E. To be elected, the nominee needs a majority vote of the Planning Commission.
  - F. Elections will continue until a Chair is elected by a majority vote of the Planning Commission.
  - G. The Staff Liaison shall declare the nominee receiving the majority vote as the new Chair.

This process is repeated for the election of the Vice Chair.

## RECOMMENDED ACTION

Elect a chair and vice chair using the process above.



# PLANNING COMMISSION SPECIAL MEETING MINUTES

Monday, November 25, 2024

Item 3.

## CALL TO ORDER

The Planning Commission was called to order by Chair Battazzo at 10:35 am.

Chair Battazzo, Vice Chair Michael Murphy, Commissioner Kate Akyuz and Commissioner Adam Ragheb were present remotely.

Commissioner Raisys was absent.

### Staff Remote Participation:

Alison Van Gorp, Deputy CPD Director

Molly McGuire, Senior Planner

Deborah Estrada, Deputy City Clerk

## APPEARANCES.

There were none.

## REGULAR BUSINESS

### 1. Planning Commission meeting minutes of the October 23 Regular Meeting

Chair Battazzo noted that Joe White, proponent for proposed Amendment 15, did not present.

A motion was made by Ragheb; seconded by Murphy to:

**Approve the minutes.**

Approved: 3 -1 - 0 (Akyuz abstained)

### 2. PCB 24-19: 2025 Annual Docket Summary of Amendments

A motion was made by Murphy; seconded by Ragheb to:

**Authorize staff to prepare a summary recommendation that Docket Proposal Nos. 1, 8, and 15 be included in the final 2025 Docket for City Council consideration**

Approved 4 – 0

**ADJOURNED** - The meeting adjourned at 10:40 am

Deborah Estrada, Deputy City Clerk



# PLANNING COMMISSION CITY OF MERCER ISLAND

PCB 25-02  
January 22, 2025  
Regular Business

## AGENDA BILL INFORMATION

<b>TITLE:</b>	PCB 25-02: Planning Commission Bylaws Discussion	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Recommendation
<b>RECOMMENDED ACTION:</b>	Review bylaws.	
<b>STAFF:</b>	Andrea Larson, City Clerk	
<b>EXHIBITS:</b>	1. Planning Commission Bylaws	

## EXECUTIVE SUMMARY

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

## BACKGROUND

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

## ISSUE/DISCUSSION

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

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

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

### Additional Items for Planning Commission Consideration

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



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

## NEXT STEPS

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

## RECOMMENDED ACTION

Review bylaws.

# MERCER ISLAND PLANNING COMMISSION BYLAWS



**ADOPTED**

~~December 6, 2023~~ [February 26, 2025](#)

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## SECTION 1. PURPOSE – FUNCTION AND JURISDICTION

- 1.1** Pursuant to Mercer Island City Code (MICC) [3.46.020](#), the Planning Commission (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.
  - E.** [When applicable, complete tasks in subsections A through D within the timeframe established by City Council.](#)
- 1.2** Pursuant to MICC [19.15.010\(C\)\(2\)](#), the role of the Planning Commission in administering the development code is governed by chapter 3.46 MICC (see Section 1.1). In general, the Planning Commission is the designated planning agency for the City (see RCW Chapter [35A.63](#)).

## SECTION 2. MEMBERSHIP AND TRAINING

### 2.1 Qualifications.

- ~~A. Applicants who have an interest in environmental affairs, planning, land use, property development, and/or economic development as evidenced by training, experience, or actions will be given preference for appointment; however, a broad mix of occupational backgrounds is desired.~~
- ~~B. An intent of the appointment process shall be to evenly represent the areas of interest as stated above and reflect the City's diverse community. Appointed members shall represent the public interest and not specific interest groups.~~
- A. 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.
- B. 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.
- C. 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.

### 2.2 Members.

- A. Number.** The Planning Commission shall consist of ~~seven members, serving in nonpartisan positions.~~ five members, serving in nonpartisan positions. as follows:
- 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.

- ~~B. Residency. City residency is required.~~

- EB.** **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, ~~positions 6 and 7.~~ 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.
- DC.** **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.
- ED.** **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.

**2.3 Appointment.** Appointments to the Planning Commission will be made by a vote of the City Council during a ~~regularly~~-scheduled open City Council meeting. ~~Members shall serve without compensation.~~

**2.4 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.

**2.5 Compensation.** Paid practitioners shall be compensated five hundred dollars (\$500) per meeting of the Planning Commission attended (Regular or Special).

**2.62.5 Training.**

~~**A.** **Code of Ethics.** All board and Commission members are required to attend a Code of Ethics training provided by the City Attorney's office, regarding MICC Chapter 2.60 and Chapter 42.23 RCW.~~

**BA.** **Open Government Trainings Act.** The Open Government Trainings Act enacted by the 2014 Legislature requires every member of a governing body subject to OPMA to receive in the fundamentals of the Open Public Meetings Act (OPMA), Public Records Act (PRA), and records retention requirements. Training must be completed no later than 90 days after assuming their duties. These trainings may

be completed before assuming office, and each member must take a refresher course at least every four years.

- EB.** **Violation of Open Government Trainings Act.** Those members that fail to complete the required training within 30 days' notice by the City Clerk will be referred to the Mayor and Deputy Mayor. Members found in violation of the OGTA may be removed for neglect of duty/just cause in accordance with Section 2.4 of the Bylaws and [MICC 3.46.030\(D\)](#).

## SECTION 3. PLANNING COMMISSION ORGANIZATION

**3.1 Election of Chair and Vice Chair.** The Planning Commission shall elect a Chair and Vice Chair for a term of one year from among themselves at its June Planning Commission meeting, or as soon as possible thereafter, or upon vacancy or resignation of the Commissioner filling the Chair or Vice Chair position. The Staff Liaison shall conduct the elections for Chair as follows:

- A. Any Commissioner may nominate a candidate for Chair; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the Staff Liaison to cast a unanimous ballot for that nomination for Chair. Approval is by majority vote of Commissioners present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the Planning Commission.
- F. Elections will continue until a Chair is elected by a majority vote of the Planning Commission.
- G. The Staff Liaison shall declare the nominee receiving the majority vote as the new Chair.

This process is repeated for the election of the Vice Chair.

**3.2 Duties of Officers.**

- A. **Chair.** The Chair serves as the Presiding Officer and acts as chair at all meetings of the Planning Commission. The Chair may participate in all deliberations of the Planning Commission in the same manner as any other member and is expected to vote in all proceedings unless recusing themselves. The Chair does not possess any power of veto.

In consultation with the Vice Chair, the Chair appoints Commissioners to serve as liaisons to ad hoc committees.

- B. **Vice Chair.** The Vice Chair serves as the Presiding Officer in the absence of the Chair and assumes the responsibilities of the Chair when needed. If both the Chair and Vice Chair are absent, the Chair will appoint another Commissioner to serve as acting Chair. If the Chair fails to appoint an acting Chair, the Commissioners present shall elect one of its members to serve as Presiding Officer until the return of the Chair or Vice Chair.
- C. **Presiding Officer.** The Presiding Officer shall:
  1. Preserve order and decorum during Planning Commission meetings;
  2. Observe and enforce these Rules;



3. Call the meeting to order;
4. Keep the meeting to its order of business; and,
5. Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.

**3.3 Filling a Planning Commission Vacancy.** If a vacancy occurs in the office of Commissioner, the City Council will follow the procedures outlined in Section 8 within the [City Council Rules of Procedure](#).

## SECTION 4. MEETINGS

Pursuant to [MICC 3.46.040](#), the planning commission shall not meet more than a total of 11 Regular meetings and up to 10 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.~~the Planning Commission shall determine the time and place of its meetings and other rules and regulations, which shall be on file with the City Clerk.~~

### 4.1 General Meeting Guidelines.

- A. **Open Public Meeting Act.** All Planning Commission meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the Planning Commission shall be open to the public.
- B. **Meetings.** All meetings as described in Section 4.2 may be held in-person, remotely, or as a hybrid to the extent permitted by law.
- C. **Meeting Cancellation.** Any future Planning Commission meeting may be canceled by a majority vote of the Planning Commission. The Chair or Vice Chair may cancel a Planning Commission meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- D. **Quorum.** ~~Four~~Three members of the Planning Commission shall constitute a quorum and are necessary for the transaction of Commission business. In the absence of a quorum, the members present shall adjourn that meeting to a later date.
- E. **Minutes.** The Staff Liaison (or authorized designee) shall attend all regular and special Planning Commission meetings and keep an account of all proceedings of the Planning Commission (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to Planning Commission meetings as part of the Planning Commission packet. Commissioners are encouraged to inform the Staff Liaison of any errors or proposed changes in advance of the meeting. If a Commissioner wishes to make any corrections (except scrivener) to the minutes, they must make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the Planning Commission has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- F. **Planning Commission Meetings Code of Conduct.** The Planning Commission Meetings Code of Conduct is attached as [Appendix B](#) to these Rules, which outlines acceptable behavior while in a Planning Commission Meeting.
- G. **Attendance.** Attendance at regular and special meetings is expected of all Commission members.

1. **Absence.** Any member anticipating absence from a meeting should notify the Chair and staff liaison from the Community Planning and Development department.
  2. **Chronic Absences.** Chronic absences of any member may be referred by the Commission to the Mayor for a public hearing pursuant to Section 2.5 of these bylaws. "Chronic," for the purposes of this section, means 6 or more absences within a 12-month period.
- H. Remote Attendance.** Remote attendance by a Commissioner who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:
1. **Notice:** A Commissioner shall contact the Chair and the Staff Liaison at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the Staff Liaison has called the roll at a meeting, the Chair shall indicate any Commissioner attending remotely, which will be noted in the minutes. If joining after roll call, the Staff Liaison shall note the time the Commissioner joined and, if before adjournment, when the Commissioner left in the minutes.
  2. **Remote Attendance Requirements:**
    - a. Remote attendance by a Commissioner shall be through the City's preferred teleconferencing platform.
    - b. A Commissioner's camera should be turned on when participating in the meeting.
    - c. A Commissioner attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
    - d. A Commissioner attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
- I. Roll Call Voting.** All Planning Commission voting will be done by roll call. Once a motion is made, seconded, and discussion concluded, the Chair will ask the Staff Liaison to call the roll. The Staff Liaison calls the roll, and each Commissioner, as their name is called, answers "aye" or "nay," or "abstain" if they do not wish to vote, and the Clerk notes the answers. Commissioners shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the Staff Liaison reads the names of those who answered in the affirmative, the negative, and then those who answered "abstain." Afterwards, the Chair announces the result, and the vote is recorded in the minutes of the meeting.

## 4.2 Types of Meetings

All meetings of the Commission shall be conducted in accordance with these bylaws, Mercer Island City Code, and Washington state law. Where these bylaws fail to provide otherwise, the meetings shall be conducted in accordance with parliamentary rules and procedures in the most current edition of Robert's Rules of Order.

- A. Regular Meetings.** The Planning Commission's regular meetings will be held on the fourth Wednesday of each month at 6:00 P.M. in the Mercer Island Community & Event Center (8236 SE 24<sup>th</sup> Street, Mercer Island). Meetings will be held in a hybrid format including both in person and remote attendance using a videoconferencing platform. If any Wednesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 6:00 P.M., on the first business day following the holiday, or on another day designated by a majority vote of the Planning Commission.
- B. Special Meetings.** A special meeting is any Planning Commission meeting other than a regular Planning Commission meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special Commission meeting may be scheduled by the Chair, or in their absence, the Vice Chair, the Community Planning and Development Director, or the City Manager. Final disposition cannot be taken on any matter not included on the special meeting notice.

#### 4.3 Order of Regular Planning Commission Meeting Agenda

- A. Call Meeting to Order & Roll Call.** The Chair calls the meeting to order. The Staff Liaison will take roll call and record names of those present and absent in the minutes.
- B. Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Planning Commission regarding any matter, except items before the Planning Commission requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the Planning Commission should register with the Staff Liaison by 4 P.M. on the day of the Planning Commission meeting. When the speaker's name is called, the speaker will give their name and City of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Chair may allow speakers to comment on individual agenda items at times during any regularly scheduled Planning Commission meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the Planning Commission as a whole, and not to individual Commissioners or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Planning Commission, may be requested by the Chair to leave the meeting. Pursuant to state law, the Planning Commission

cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions).

The Staff Liaison will summarize all public comments in the minutes. Traditionally, the Planning Commission does not respond to comments made at a meeting; however, the Staff Liaison may follow up with the speaker as appropriate.

- C. Public Hearings.** The Commission recognizes that public hearings are intended to obtain public input on legislative recommendations. Public hearings are required when the Commission addresses such matters as comprehensive plan amendments and development code amendments.
- D. Special Business.** Special Business may include Chair and Vice Chair Elections, review of bylaws or other presentations to the Commission.
- E. Regular Business.** Regular Business items are all other regular Planning Commission business, including but not limited to staff presentations and reports requiring Planning Commission review including making recommendations to City Council.
- F. Other Business.**
  - 1. Staff Liaison's Report.** The Staff Liaison will discuss the meeting schedule and report on significant activities since the last meeting; provided, however, that Commissioners may not enter into debate or discussion on any item raised during the Staff Liaison's Report.
  - 2. Absences.** The Planning Commission will note upcoming Commissioner absences and make a motion to excuse or not excuse a Commissioner's absence.
- G. Adjournment.** With no further business to come before the Planning Commission, the Chair adjourns the meeting.

## SECTION 5. AGENDA PREPARATION

- 5.1 Agenda Setting.** An agenda 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.
- 5.2 Agenda Modification.** All meetings shall be conducted in accordance with the agenda. To the extent it does not violate public notice requirements, a Regular Agenda may be modified, supplemented, or revised at the beginning of the meeting by an affirmative vote of the majority of Commission members present. The Commission, by a majority vote, can add matters for discussion to a Special Meeting agenda; however, in accordance with the OPMA, final disposition cannot be taken on any matter not listed in the special meeting notice.
- 5.3 Agenda Materials.** All agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list by 5:00 P.M. no later than the Friday prior to the meeting, in accordance with section 4.1. If the deadline cannot be met, the Planning Commission and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up at the Customer Service Counter upon Commissioner request, with 24 hours' notice.

## SECTION 6. PLANNING COMMISSION PROTOCOLS

- 6.1 Governance and Procedures.** All Planning Commission discussion shall be governed by *Roberts Rules of Order, Newly Revised* and by these Bylaws. Examples of parliamentary rules and motions are shown in [Appendix A](#) to these Bylaws. In the event of a conflict, these Bylaws shall control. The Staff Liaison shall answer questions of a parliamentary nature that may arise during a Planning Commission meeting. The Staff Liaison shall decide all questions of interpretations of these Bylaws.
- 6.2 Appearances (Public Comment).** The Planning Commission agrees to adhere to the following protocols during Appearances:
- A. The Planning Commission shall listen attentively to the speaker's comments.
  - B. The Planning Commission shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
  - C. The Planning Commission shall not engage in debate or discussion with any individual but may be recognized by the Chair to ask the speaker clarifying questions.
- 6.3 Discussion Protocols.** The Planning Commission agrees to adhere to the following protocols for Planning Commission discussion and debate:
- A. Be courteous and professional at all times.
  - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
  - C. Be recognized by the Chair before speaking.
  - D. Be respectful of staff.
  - E. Speak in turn after being recognized.
  - F. Do not personally criticize other Commissioners who vote against or disagree with you.
  - G. Do not be repetitive in your arguments or discussion.
  - H. Respect each other's differences, honor disagreements, vote and move on.
- 6.4 Recommendations.** The Planning Commission's goal is to provide a consensus recommendation to the City Council on legislative matters; in all cases, however, a majority vote is taken.
- A. To document the recommendations of the Commission, the Community Planning and Development department staff shall prepare a written statement or memorandum, including the facts and rationale for the final recommendations. This statement shall be approved and signed by the Chair.
  - B. A Commissioner is never required to state reasons for a dissenting vote; provided, however, that any member of the Commission shall have the right to state the reasons for their dissent from, or protest against, any action of the Commission. Such statement shall be made immediately after the roll call vote is taken. The

minutes will reflect the record of the vote in the following format: “Commissioner XX verbally stated their reasons for voting in the minority on this matter.” No other statement is proper or will be allowed to be recorded in the minutes of the meeting.

- C. The Chair has the responsibility to present the recommendations to the City Council on behalf of the Commission when requested by either the Planning Commission or City staff.
- D. Commissioners recognize that they are part of an advisory body. As such, when the Planning Commission has voted to recommend an agenda item, the members shall not contact staff to encourage actions inconsistent with such Planning Commission recommendation or take other action adversely impacting staff resources. This does not preclude a Commissioner from communicating as a private resident of the City to the City Council through regular public avenues.
- E. Commissioners, who voted on the prevailing side, may bring any approved recommendation up for reconsideration, only on the same day that the vote was taken, and immediately following Planning Commission review and approval of such agenda item, before the Planning Commission has moved on to other items. The Planning Commission’s goal is to make final recommendations and not to revisit or reconsider such decisions (see [Appendix A](#) for more details).

**6.5 No Surprises Rule.** Commissioners should use best efforts to contact the Staff Liaison to advise of emerging issues. Generally, Commissioners agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff at least ~~36~~<sup>48</sup>-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Commissioners will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

**6.6 Prohibited Conduct.** ~~In addition to~~ Officials shall be subject to the requirements applicable under RCW Chapter 42.23, which establishes the minimum standards for officials, ~~officials shall be subject to the City’s Code of ethics as provided within MICC Ch. 2.60.~~

**6.7 Appearance of Fairness.** Commissioners shall comply with all applicable laws including without limitation the appearance of fairness doctrine (chapter [42.36 RCW](#)). The appearance of fairness doctrine prohibits ex parte (outside the hearing) communications with applicants, staff, and other opponents or proponents with respect to the proposal that is the subject of the quasi-judicial proceeding; prohibits a Commissioner from deciding on the matter in advance of the hearing; requires the hearing to be fair and impartial; and prohibits the participation of any Commissioner who has a conflict of interest or financial interest in the outcome of the hearing.



A Commissioner shall consult with the City Attorney to determine whether the Commissioner should recuse themselves from the hearing discussion and decision.

SECTION 7. AMENDMENTS TO BYLAWS

These bylaws may be amended by a majority vote (4 votes) of the entire membership of the Planning Commission.

\_\_\_\_\_  
Date Approved by Planning Commission

\_\_\_\_\_  
Planning Commission Chair

Attest:

\_\_\_\_\_  
Deputy City Clerk

\_\_\_\_\_  
Date filed with City Clerk

## APPENDIX A PARLIAMENTARY RULES AND MOTIONS

1. Following the presentation of the item and questions of staff, a motion should be made before the Commission begins discussion to frame and guide the discussion.
2. If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second, include: nominations, withdrawal of motion, request for a roll call vote, and point of order.
3. When making motions, be clear and concise and do not include arguments for the motion within the motion.
4. No comments may be made or heard until there is a second on the motion.
5. After a motion and second, the Chair will indicate the names of the Commissioners making the motion and second.
6. When the Commission concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion. Commissioners may object to such summary if any feel the summary does not reflect the Commission's consensus.
7. If the maker of a motion wishes to withdraw their motion, the Chair shall ask the Commission if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the Commission will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
8. A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of future regular or special meetings at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
9. A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special Planning Commission meeting.
10. A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote.
11. A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
12. A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

13. Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
14. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
15. The motion maker, Chair, or Staff Liaison should repeat the motion prior to voting.
16. All votes of the Planning Commission will be conducted by roll call voting.
17. When voting, Commissioners will reply with “aye,” “nay,” or “abstain” and shall refrain from additional comments about the motion or their vote.
18. At the conclusion of any vote, the Chair will announce the results of the vote.
19. A motion that receives a tie vote is deemed to have failed.
20. When a question has been decided, any Commissioners who voted in the majority may move for reconsideration.
21. A **motion for reconsideration** can only be made by someone who voted on the prevailing side, and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

## APPENDIX B PLANNING COMMISSION MEETING CODE OF CONDUCT

The Mercer Island Planning Commission welcomes the public to the Planning Commission meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during Planning Commission meetings. Audience members will be expected to treat all attendees with respect and civility.

### 1. **Appearances Ground Rules:**

Appearances is the time set aside for individuals to speak to the Planning Commission about any issue during a Planning Commission meeting. The ground rules are:

- A. Each person wishing to address the Planning Commission should register with the Staff Liaison by 4 P.M. on the day of the Planning Commission meeting.
- B. Please (1) speak audibly, (2) state your name and City of residence for the record, and (3) limit your comments to three minutes.
- C. Traditionally, the Planning Commission does not respond to comments made at the meeting, but may follow up, or have staff follow up, with the speaker if needed.
- D. Comments must be addressed to the entire Planning Commission, not to individual Commissioners, staff members, or the audience.
- E. Audience members shall refrain from applause, comments, or disapproval of individuals' comments.
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Planning Commission, may be requested to leave the meeting.
- G. The Planning Commission cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions).

### 2. **General Rules:**

- A. Please silence cell phones, computers, tablets, and cameras while in the Planning Commission meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

## APPENDIX C PLANNING COMMISSION-STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Planning Commission's policies and priorities consistent with the Planning Commission goals. The following are general guidelines to help facilitate effective communications between the Planning Commission and City staff.

1. **Channel communications through the appropriate City staff.**  
While any staff member is available to answer Commissioner questions and requests for information, the Community Planning and Development (CPD) Staff Liaison is the primary information liaison between the Planning Commission and City staff. Questions of CPD staff should be directed to the Staff Liaison. When a Commissioner makes a request to a particular staff member, it is important to inform/copy the Staff Liaison. In addition, staff will inform/copy the Staff Liaison so that the Staff Liaison is aware of the Commissioner's requests and needs. Please be aware that as to matters subject to quasi-judicial actions by the Planning Commission, the Appearance of Fairness Doctrine may prohibit or restrict ex parte communications with Staff outside of Planning Commission meetings.
2. **All Commissioners should have the same information with which to make decisions.**  
When one Commissioner has an information request, the response will be shared with all members of the Planning Commission so that each member may be equally informed.
3. **Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.**  
A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.
4. **Code Compliance Complaints.**  
The Community Planning and Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible.  
Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to [codecompliance@mercergov.org](mailto:codecompliance@mercergov.org). You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.
5. **Complaints/Concerns Directed to Planning Commission.**  
Often the Planning Commission will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, if a response is

warranted, appropriate or necessary the Staff Liaison or designee will direct the correspondence to the appropriate staff member. Correspondence related to matters outside of the purview of the Planning Commission will be directed to the appropriate staff by the Staff Liaison or designee. Commissioners should not respond to correspondence that is outside of the purview of the Planning Commission. On occasion, a letter or email is directed specifically to a Commissioner. The Commissioner should forward the correspondence to the Staff Liaison or designee to provide a response (if a response is warranted, appropriate, or necessary).

**6. The Planning Commission provides recommendations – City staff is responsible for administrative functions and City operations.**

The purpose of the Planning Commission is to serve in an advisory capacity to the City Council and have the following duties and responsibilities pursuant to Mercer Island City Code 3.46.020

- 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 Planning Commission or established by local ordinance or state statute.
- ~~D.E.~~ When applicable, complete tasks in subsections A through D within the timeframe established by city council.

The primary functions of staff are to forward the Planning Commission recommendations to City Council and keep the Planning Commission informed. Staff is obligated to take guidance and direction only from the Staff Liaison, Department Director, or City Manager.

Individual Commissioners shall not knowingly or willfully interfere with the administration of City business including, but not limited to coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the Planning Commission policy.

**7. To provide the Planning Commission with timely information, Commissioners should submit questions on agenda items to the Staff Liaison and Chair in advance of the Planning Commission meeting.**

Commissioners are encouraged to submit their questions on agenda items to the Staff Liaison and Chair as far in advance of the meeting as possible so that staff can be prepared to respond before or at the Planning Commission meeting. Having a practice of “no surprises” between the Planning Commission and City staff and vice versa fosters a productive working relationship.

- 8. Respect the will of the “full” Planning Commission.**  
City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Commissioners. However, if a request reaches a certain degree of workload, it will need to come before the “full” Planning Commission. The Staff Liaison will consult with the Director and City Manager with the request to determine when it is appropriate to bring it before the full Planning Commission for discussion and recommendation.
- 9. Depend upon the staff to make independent and objective recommendations.**  
Staff is expected to provide its best professional recommendations on issues, provide information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and/or Commissioners. When this occurs, please refrain from attacking the messenger. Staff respects the role of the Planning Commission in its advisory capacity to the City Council.
- 10. The Staff Liaison and staff will transmit Planning Commission recommendations to the City Council as accurately as possible.**  
Staff will assist the Chair in preparing the written recommendation. The Chair will be provided the opportunity to address the City Council to verbally transmit the recommendation. Staff seek to accurately describe the Commission’s legislative review process and recommendation.
- 11. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.**  
All critical comments about staff performance should be made only to the Staff Liaison or Director through private correspondence or conversation.
- 12. Seeking political support from staff is not appropriate.**  
The City is a non-partisan local government. Neither the staff liaison nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., Staff Liaison, the Chief of Administration, Chief of Operations, and City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.
- 13. Support life-family-work balance.**  
In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.



## APPENDIX D HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, X (formerly Twitter), Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, X, YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Commissioners and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Commissioners post on NextDoor about official City business, they **must** capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The Staff Liaison can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.