

**EAST MAIN
STATION AREA PLAN
CITIZEN ADVISORY COMMITTEE**

**Committee Orientation
&
Project Kick-off**

September 23, 2014

AGENDA

1. Welcome
2. Committee Introductions
3. Committee Procedures <ul style="list-style-type: none">a. Open Meetings & Public Records requirementsb. Committee Charge/Operating Guidelines - Committee action
4. Election of Chair and Vice-Chair – Committee Action
5. Project Overview <ul style="list-style-type: none">a. East Linkb. Project objectivesc. Issues, work program & scheduled. Public outreach
6. Remarks from Mayor Balducci
7. Public comment
8. Committee calendar - Committee action
9. Other business/questions
10. Adjourn

WELCOME

- **Chris Salomone**, Director
Department of Planning & Community
Development
- **Dave Berg**, P.E., Director
Transportation Department

COMMITTEE INTRODUCTIONS

Questions

- Name
- Previous involvement in light rail &/or other local issues
- At the end of this planning process, what will success look like to you?
- What do you envision as your role in helping to achieve that success?

COMMITTEE PROCEDURES

- Open Meetings
- Public Records
- Committee Charge
- Operating Guidelines

OPEN MEETINGS & PUBLIC RECORDS REQUIREMENTS

CITIZEN ADVISORY COMMITTEE MEETING East Main Station Area Plan

Kyle Stannert

City Clerk's Office – Assistant Director

Email: kstannert@bellevuewa.gov

425-452-6021 (D) | 425-418-5385 (C)

APPLICABILITY OF THE OPEN MEETINGS ACT

RCW 42.30.020

- (2) "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.
- (3) "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.
- (4) "Meeting" means meetings at which action is taken.

REQUIRED ELEMENTS OF A PUBLIC MEETING

All meetings must be open to the public, except authorized executive sessions. RCW 42.30.030; RCW 42.30.110

The following elements are required for public meetings (RCW 42.30.070):

- notice of meeting
- agenda
- published meeting materials and
- meeting minutes

Meetings where City business is received, discussed, and/or acted upon must include a quorum of Members.

- Quorum requires a majority of members. *See* RCW 42.30.020(3).

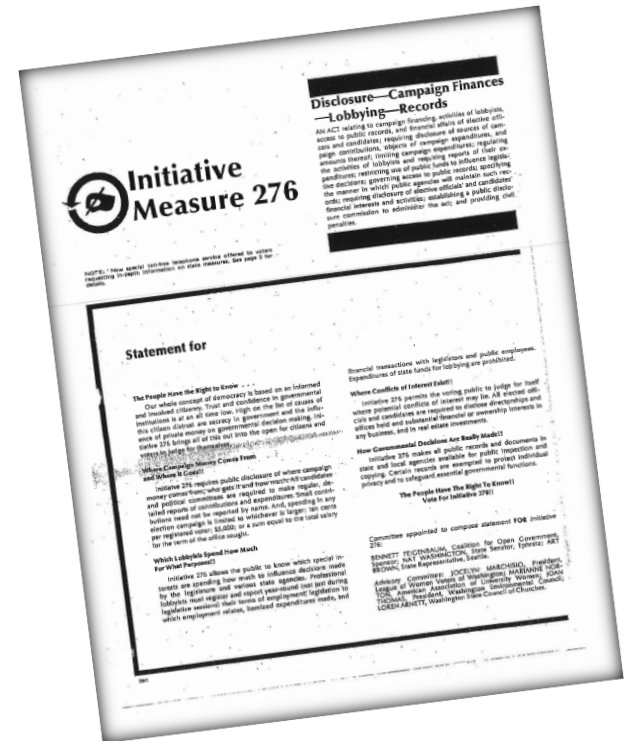
IMPLICATIONS OUTSIDE OF MEETINGS

While definitions of a meeting, action, and quorum imply what needs to take place for a formal meeting to take place, there are also implications for “meetings” that may take place outside of a formal setting:

- Avoid back-and-forth exchanges of information, views, positions or dialogue via email, phone call or in-person meetings where a majority participate on the topic.
- Serial meetings may take place if less than a quorum participate in a dialogue and then include others at another point in time.

RCW 42.56 Public Records Act

- Passed by Initiative in 1972
- All records of an agency are presumed to be subject to disclosure
- Agencies must respond promptly and provide fullest assistance to requesters



APPLICABILITY OF THE PUBLIC RECORDS ACT

- A “record” for purposes of the PRA is any “writing” containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. RCW 42.56.010(3)
- A “writing” means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation. RCW 42.56.010(4).
- A requester is entitled to all non-exempt records, and may request that electronic records be produced in electronic format. WAC 44-14-050(2).

REQUIREMENTS OF THE PUBLIC RECORDS ACT

Agencies must appoint a Public Records Officer to serve as the central point of contact for all request under the Public Records Act.

Responsive records can come in any form or format, so long as the contents relate to the conduct of government (email, formal documents, notes, photos, personal devices).

Staff will contact you with specific instructions on what to search for and required timelines in the event of a public records request related to CAC work.

IMPLICATIONS OF THE PUBLIC RECORDS ACT

Failure to comply with provisions of the PRA carries material consequences.

Washington courts have held that even personal e-mails may be public records under certain circumstances.

Tiberino v. Spokane County, 103 Wn. App. 680, 688, 13 P.3d 1104 (2000).

Communications of advisory and analogous bodies are considered archival.

WHAT IS A PUBLIC RECORD?

- 1) Made or received by any agency in the State of Washington;
- 2) In connection with the transaction of public business;
- 3) Regardless of physical form or characteristics.

Anything that meets this definition has a designated retention period related to the length of time it needs to be retained. Generally, CAC records will fall into 2 categories:

- Copies with minimal retention value (destroy when no longer needed)
- Permanent – having archival / historical value.

REQUIREMENTS AND IMPLICATIONS FOR PRESERVING PUBLIC RECORDS

- Make every effort to limit the work you do for this CAC to official channels, relying on meeting materials provided (and maintained) by staff.
- In the event that you have records or information on personal accounts or devices, keep them clearly separated from personal work by creating a City Business folder for storage. For emails, cc your staff liaison for recordkeeping purposes.
- Once the work of the CAC has been completed, transfer any City related records back to staff for retention purposes.

OPEN MEETINGS & PUBLIC RECORDS REQUIREMENTS

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Kyle Stannert

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COMMITTEE CHARGE

- Provide guidance to staff & consultant work.
- Engage community in process that establishes clear vision & community goals for station area & feedback on key elements in plan.
- Identify & prioritize strategies that enhance community & help integrate station with area.
- Optimize access to & from station by pedestrians, bicyclists & transit patrons.

COMMITTEE CHARGE

- Support land use vision in *Comprehensive Plan* for neighborhoods adjacent to light rail & encourage appropriate redevelopment consistent w/vision:
 - redevelopment (e.g. transit-oriented development) only properties E of 112th
 - no redevelopment for residential W of 112th
 - development standards for properties N of Main already reviewed by Downtown Livability Initiative

COMMITTEE CHARGE

Does not include:

- deliberations or recommendations on East Link light rail stations, tracks or ancillary structures; that authority specifically delegated by Council to Light Rail Permitting CAC. Station Area Planning does not include review of anything on ST property.
- study of noise & visual impact mitigation measures; those reviewed by Light Rail Permitting CAC.
- any review or recommendations on issues pertaining to Surrey Downs Park & East Link project being addressed through a separate park master plan process.

OPERATING PROCEDURES

- Roles
 - CAC members
 - Chair
 - Vice-Chair
 - Public
 - Staff
- Meetings/Attendance
- Reaching Agreement/Consensus
- Council/Boards & Commissions

ELECTIONS

- Chair
 - Coordinate with staff on agendas
 - Run meetings – neutral facilitation, enforce operating procedures, encourage active participation by all members
 - Participate in presentations to Boards, Commissions & Council
- Vice-Chair
 - Assist the Chair
 - Serve in Chair's absence

PROJECT OVERVIEW

- East Link [animation](#)

<http://www.soundtransit.org/Projects-and-Plans/East-Link-Extension/East-Link-Extension-document-archive/Video---East-Link-animation>

- Project Objectives
- Issues, work program & schedule
- Public outreach

GUIDING PRINCIPLES

- Create a sense of ownership by engaging community in planning.
- Establish a clear vision & confirm community goals for station area.
- Use investment in light rail as foundation for other community enhancements.
- Provide station connections that are safe, secure, & convenient for pedestrians & cyclists
- Provide transit feeder service to light rail

GUIDING PRINCIPLES

- Apply principles of Universal Design when planning connections to stations to make them accessible & identifiable to all transit riders irrespective of language, age, or ability
- Preserve community character & ensure context sensitive design where City policies preclude land use changes to existing single family residential & environmentally sensitive areas

GUIDING PRINCIPLES

- Where consistent with City's land use vision, encourage development of projects adjacent to light rail that exhibit following characteristics:
 - An emphasis on being “a place, not a project”
 - Includes housing as well as other uses
 - Higher urban scale densities
 - Pedestrian oriented
 - Density tapers down to adjacent lower density communities
 - Integrated into the station &/or neighborhood.

PROGRAM OBJECTIVES

- Engage community in establishing clear vision & community goals for each station area.
- Identify & prioritize City capital investments that enhance community & help integrate station.
- Optimize access to station by pedestrians, bicyclists & transit patrons.
- Support land use vision in *Comprehensive Plan* for neighborhood adjacent to light rail & encourage appropriate redevelopment where consistent with City's land use vision.

WORK PROGRAM

Issues

- Neighborhood access & cut-through traffic
- Hide-&-ride parking
- Pedestrian, bicycle & transit connections to station
- Land use changes/redevelopment potential east of 112th

WORK PROGRAM

Schedule

- Fall – visioning/scoping
- Winter – analysis/concepts
- Spring – refinement/draft report
- Summer – refinement/final report & recommendation

PUBLIC OUTREACH

- Ongoing throughout project
 - Website – <http://www.bellevuewa.gov/east-main-station.htm>
 - Project e-mail address eastmainCAC@bellevuewa.gov
 - Public comments at CAC meetings
- Special events
 - Open houses/workshops/public hearing

OTHER MATERIALS

Binder

- Related city policy
- Other East Link information
- Light Rail Best Practices Report & CD

OTHER BUSINESS

- Questions
- Good-of-the-order
- Adjourn

NEXT MEETING
TUESDAY, OCTOBER 28, 2014

THANK YOU!