



LIGHT RAIL PERMITTING ADVISORY COMMITTEE MEETING

Date: October 30, 2013

To: Light Rail Permitting Advisory Committee

From: Matthews Jackson (425-452-2729, mjackson@bellevuewa.gov)
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Liaisons to the Advisory Committee
Development Services Department

Subject: November 6, 2013 Advisory Committee Meeting

We're excited to kick off the Light Rail Permitting Advisory Committee meetings. Enclosed you will find an agenda packet for the first meeting next Wednesday, November 6th. We will begin at 3:00 p.m. in Room 1E-113 at Bellevue City Hall. Please expect to go to 5:00 p.m. The City will be able to provide coffee and tea service.

At the first meeting we will have a brief welcome to Committee members and we will then ask individual Advisory Committee members and staff to introduce themselves. At each meeting we will also allocate time for members of the public who wish to address the Committee.

We will then cover the Committee's operating guidelines, including the Committee's charge, meeting schedule, and other Committee protocols. Our Training and Professional Development Coordinator Ranodda Dechambeau will be joining us to assist in this process. The committee will have the opportunity to select an individual to serve as the Committee chair as the group moves forward. It is an action item for the Committee to formally approve the chair. We will also be setting your schedule for on-going meetings and work sessions. Staff will summarize how the Committee will comply with the Open Public Meetings Act and Public Records Act.

Time allowing, project staff will spend the next part of the meeting on the project context and Sound Transit will provide an update on the current status of Design and Mitigation Permit submittals.

Materials included in your November 6th packet include Draft Meeting Minutes from the Central Link Tour, Protocols for City of Bellevue Boards, Commissions, Committees and Task Forces, and the CAC Purpose & Scope of Work as defined by Land Use Code. We will have hard copies of all electronic packet materials for you on November 6th. Materials will also be posted on the City's project web site at <http://www.bellevuewa.gov/light-rail-permitting-cac.htm>.

Please let us know if you have any questions prior to our meeting. We look forward to seeing you next week. This is an exciting time as we move into the next phase of implementing light rail in Bellevue.

CITY OF BELLEVUE
DOWNTOWN LIVABILITY
CITIZEN ADVISORY COMMITTEE
SPECIAL MEETING MINUTES
CENTRAL LINK TOUR

October 24, 2013
11:30 a.m.

Union Station
Concourse Conference Room

MEMBERS PRESENT: Susan Rakow Anderson, Erin Derrington, Joel Glass, Richard Line, Marcelle Lynde, Doug Matthews, Don Miles, Siona Van Dijk

MEMBERS ABSENT: Ming-Fang Chang

CITY STAFF PRESENT: Carol Helland, Matthews Jackson, Development Services Department
Kate March, Transportation Department

SOUND TRANSIT STAFF: John Walser, Paul Cornish, Terry Beals

MINUTES TAKER: Laurie Tyler, Development Services Department

1. 11:35 a.m. Matthews Jackson opened the meeting by having introductions of all CAC members, Sound Transit Staff and City Staff present at the meeting.
2. 12:00 p.m. Lunch was provided by City Staff. During lunch, John Walser provided a power point presentation which covered the existing Link system throughout Seattle, in addition to the proposed East Link Extension. The purpose of the presentation was to familiarize the Committee with the various elements of the light rail system and alignments in order for the Committee to have sufficient background knowledge of the system for future CAC meetings. In addition, it was clarified to the Committee that many of the light rail elements have already been approved by the City Council and that Staff would ensure that it's clear during future Committee meetings what would not need further re-examination by the Committee.

During the presentation a question was raised regarding construction sequencing. John explained to the Committee that there is no construction plan in place at this time. However, the most critical section of the new alignment begins at the Downtown Bellevue station and heads East toward Bel-Red, so that section may begin first. He further explained that construction of light rail is typically done in phases, beginning with installation or relocation of utilities, ballasts, and then tracks. Overall, the East Link Extension will have multiple concurrent construction contracts at the same time.

3. 1:00 p.m. The Committee went on a tour of the existing Central Link Light Rail system. Station highlights included:

<i>International District Station:</i>	Retained Cut Trench Station similar to the proposed 120 th Station (Spring District) in Bellevue. Ticket Machine and Way finding Signage located at the center of the bridge above the trench.
<i>SODO Station:</i>	At-grade Side Platform Station similar to the 130 th or East Main Street Stations in Bellevue. Not located within streetscape. Ticket Machine and Way finding Signage located at the center of the platform. Platform is 14” above track with ramps leading up to the main platform. Windscreens located at periodic locations. Sound Transit provides minimum 30% platform coverage from the elements. In general where riders purchase tickets and wait for trains. Example of Overhead Catenary System (OCS).
<i>Beacon Hill Station:</i>	Tunnel Station with public art installation which provides riders with a sense of being deep below the sea.
<i>Mt. Baker Station:</i>	Elevated Platform Station with Lobby below, similar to the proposed East end of the Downtown Bellevue Station. Light Rail Tunnel exit from Beacon Hill into Mt. Baker Station.
<i>Othello Station:</i>	At-grade Platform Station within the street environment (middle of existing MLK Boulevard). Transfer Power Sub-Station (TPSS) located across the Boulevard with artistic screening. TPSS takes power from regional providers and converts to approximately 15,000 volts to run trains.
<i>SeaTac Station:</i>	Center Platform Elevated Station similar to the proposed South Bellevue and Hospital Stations. Width of station determined by vertical components required i.e. stairs, escalators, elevators, etc. Public restrooms

are located at this station since it's a terminus station. Generally light rail stations do not provide restrooms, and most likely will not within the East Link Extension (TBD).

4. 3:30 p.m. The meeting and tour concluded.

Protocols for City of Bellevue Boards, Commissions, Committees and Task Forces

The construction of the state's Open Public Meetings and Public Records Acts relies on the wording of a 1972 citizen initiative, which provides:

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

The following material summarizes the responsibilities of City Council-appointed Boards, Commissions, Committees and Task Forces in compliance with these laws and in the furtherance of open government.

Meetings

The Open Public Meetings Act (RCW 42.30) applies to all standing, special or advisory boards, commissions, committees or subcommittees appointed by the City Council. All meetings must be open to the public, with the exception that Executive Session may be held on topics authorized by State law.

Staff will assure that proper noticing is provided for regular or special meetings of the Board, Commission, Task Force, or Committee, as well as posting agendas, publishing meeting packet materials, and preparing minutes.

A meeting takes place when a quorum (a majority of the total number of Board, Commission, Committee or Task Force members) is present and information concerning City business is received, discussed, and/or acted upon. No action may legally be taken by the Board, Commission, Committee or Task Force except in a public meeting. At a Special Meeting, action can be taken only on those items appearing on the posted agenda.

“Action” is defined as the transaction of official business, including receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.

To avoid possible violations of the Open Public Meetings Act, staff advise that Board, Commission, Committee or Task Force members avoid any back-and-forth exchange of information, viewpoints, positions or other dialogue via email, conference call, or in person among a quorum of their membership about the business of their organization. Email or other types of exchanges about City business among less than a quorum which are then relayed by a participant to other members, who together would constitute a quorum, should also be avoided.

Public Records

The Public Records Act (RCW 42.56) requires disclosure of all public records (information in any format) that has been created or received by any state or local government agency (including Boards, Commissions, etc.) during the course of public business. While there are exemptions that apply to the disclosure of some public records, these exemptions are narrowly interpreted in the interest of open access to government. The City's Public Records Officer (a member of the City Clerk's Office staff) oversees compliance with the Public Records Act for the City. All requests for public records are coordinated by the Public Records Officer with assistance from department staff and support from the City Attorney's Office.

A record for purposes of the Public Records Act 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)). Public Records staff coordinate the collection of records responsive to requests and review the content for possible exemptions.

To assess a public record's status, it is necessary to determine the message content. The following guidelines apply to records in general as well as to email correspondence.

- Examples of emails or documents which usually need to be retained:
 - Policy and procedure directives
 - Correspondence and/or memoranda related to public business
 - Documents related to legal or audit issues
 - Messages that document City actions, decisions, operations or responsibilities
 - Messages that initiate, authorize, or complete a business transaction
 - Final reports or recommendations
 - Other messages sent or received that relate to the transaction of City business.
- Examples of emails or documents which usually have no retention value:
 - Individual Board/Commission member's copies of meeting notices or reminders
 - Personal messages not related to official business
 - Announcements or bulletins
 - Informal notes
 - Telephone messages that do not contain information that may constitute a public record
 - Information downloaded from network sources such as web sites or bulletin boards
 - Copies of published materials
 - Duplicate copies
 - Requests for information (but not public disclosure requests)
 - Transmittal memos.

Members of Boards, Commissions, Committees, and Task Forces may be required to produce records responsive to requests submitted to the City. While the majority of official copies of records are maintained by the City on behalf of these appointed groups, members may be asked to identify additional responsive records, including personal notes taken at their meetings or

communications such as email messages, text messages, or social media posts that relate to the activities and deliberations of the organization.

In order to comply with City and State records retention policies (RCW 40.14), official records will be maintained and managed by a designated staff liaison.

Staff recommend the following best practices for appointed members of Boards, Commissions, etc.:

- Every effort should be made to limit the creation of email messages that relate to the conduct of government on personal accounts. When email communication is necessary, Commission members should include the official Commission email account (i.e., PlanningCommission@bellevuewa.gov) as a recipient of the message for email retention purposes.
- Segregate email used for public business from email used for personal business by establishing a clearly-named file within your personal email account and/or on the hard drive of your computer to which you file all materials relating to the organization.
- Be prepared to produce official copies of records (including emails from personal accounts) if the contents of the record are responsive to a public records request.

Under RCW 42.56, the City must provide the fullest assistance in response to public disclosure requests. The City's Public Records Officer and/or a representative of the City Attorney's Office will review any documents that may be exempt from disclosure. Courts may award monetary penalties should the City not respond promptly or fully.

Public records are the property of the City and must be managed (preserved, stored, transferred, destroyed, etc.) according to the provisions of RCW 40.14. Staff suggests that Board, Commission, Committee and/or Task Force members copy electronic and paper records not already in possession of the City back to City staff periodically (in the case of ongoing Boards and Commissions) or upon completion of their charge (for shorter duration Committees or Task Forces).

Issued by: Assistant City Manager/City Clerk
Last revised 10/28/13



LIGHT RAIL PERMITTING ADVISORY COMMITTEE

PURPOSE

- 1. DEDICATE THE TIME NECESSARY TO REPRESENT COMMUNITY, NEIGHBORHOOD, AND CITYWIDE INTERESTS IN THE PERMIT REVIEW PROCESS; AND**
- 2. ENSURE THE ISSUES OF IMPORTANCE ARE SURFACED EARLY IN THE PERMIT REVIEW PROCESS WHILE THERE IS STILL TIME TO ADDRESS DESIGN ISSUES WHILE MINIMIZING COST IMPLICATIONS; AND**
- 3. CONSIDER THE COMMUNITIES AND LAND USES THROUGH WHICH RLRT SYSTEM OR FACILITY PASSES, AND SET THE "CONTEXT" FOR THE REGIONAL TRANSIT AUTHORITY TO RESPOND TO AS FACILITY DESIGN PROGRESSES; AND**
- 4. HELP GUIDE RLRT SYSTEM AND FACILITY DESIGN TO ENSURE THAT NEIGHBORHOOD OBJECTIVES ARE CONSIDERED AND DESIGN IS CONTEXT SENSITIVE BY ENGAGING IN ON-GOING DIALOGUE WITH THE REGIONAL TRANSIT AUTHORITY AND THE CITY, AND BY MONITORING FOLLOW-THROUGH; AND**
- 5. PROVIDE A VENUE FOR RECEIPT OF PUBLIC COMMENT ON THE PROPOSED RLRT FACILITIES AND THEIR CONSISTENCY WITH POLICY AND REGULATORY GUIDANCE OF PARAGRAPH 20.25M.035.E BELOW AND SECTIONS 20.25M.040 AND 29.25M.050 OF THIS PART; AND**
- 6. BUILD THE PUBLIC'S SENSE OF OWNERSHIP IN THE PROJECT; AND**
- 7. ENSURE CAC PARTICIPATION IS STREAMLINED AND EFFECTIVELY INTEGRATED INTO THE PERMIT REVIEW PROCESS TO AVOID DELAYS IN PROJECT DELIVERY.**



LIGHT RAIL PERMITTING ADVISORY COMMITTEE

SCOPE OF CAC WORK

THE CAC IS ADVISORY TO THE DECISION MAKER FOR THE DESIGN AND MITIGATION PERMITS, AND ITS SCOPE INCLUDES:

- 1. BECOMING INFORMED ON THE PROPOSED RLRT SYSTEM OR FACILITY PROJECT;**
- 2. ACCEPTING COMMENTS FROM THE PUBLIC DURING CAC MEETINGS FOR INCORPORATION INTO THE CONSOLIDATED ADVICE PROVIDED BY THE CAC TO THE REGIONAL TRANSIT AUTHORITY AND THE CITY OF BELLEVUE;**
- 3. PARTICIPATING IN CONTEXT SETTING TO DESCRIBE THE COMMUNITIES, URBAN AND HISTORIC CONTEXT, AND NATURAL ENVIRONMENT THROUGH WHICH THE ALIGNMENT PASSES;**
- 4. PROVIDING EARLY AND ON-GOING ADVICE TO THE REGIONAL TRANSIT AUTHORITY ON HOW TO INCORPORATE CONTEXT SENSITIVE DESIGN AND MITIGATION INTO SCHEMATIC DESIGNS FOR THE PROPOSED PROJECT ELEMENTS INCLUDING STATIONS, LINEAR TRACK ELEMENTS, LANDSCAPE DEVELOPMENT, WALLS (INCLUDING CONCRETE AND MASONRY AND TUNNEL PORTAL), PARK AND RIDES, TRACTION POWER SUBSTATIONS AND OTHER FEATURES OF THE RLRT SYSTEM OR FACILITY; AND**
- 5. PROVIDING ADVISORY GUIDANCE TO PERMIT DECISION MAKERS AS DESCRIBED IN MORE DETAIL BELOW REGARDING ANY RLRT SYSTEM OR FACILITY DESIGN AND MITIGATION ISSUES PRIOR TO ANY FINAL DECISION ON REQUIRED DESIGN AND MITIGATION PERMITS, INCLUDING WRITTEN GUIDANCE AS TO WHETHER THE PROPOSAL COMPLIES WITH THE POLICY AND REGULATORY GUIDANCE OF PARAGRAPH 20.25M.035.E BELOW AND SECTIONS 20.25M.040 AND 20.25M.050 OF THIS PART.**