



## LIGHT RAIL PERMITTING ADVISORY COMMITTEE MEETING

**Date:** November 14, 2013

**To:** Light Rail Permitting Advisory Committee

**From:** Matthews Jackson (425-452-2729, [mjackson@bellevuewa.gov](mailto:mjackson@bellevuewa.gov))  
Carol Helland (425-452-2724, [chelland@bellevuewa.gov](mailto:chelland@bellevuewa.gov))  
*Liaisons to the Advisory Committee*  
*Development Services Department*

**Subject:** November 20, 2013 Advisory Committee Meeting

Enclosed you will find an agenda packet for your second Advisory Committee meeting next Wednesday, November 20th. We will begin at 3:00 p.m. in Room 1E-113 at Bellevue City Hall. The meeting will be chaired by Doug Mathews and Marcelle Lynde.

This packet includes:

1. Agenda
2. Draft Meeting Minutes for November 6, 2013
3. Light rail context setting materials including excerpts from the Light Rail Overlay Ordinance (starting on page 26 of ordinance), Light Rail Best Practices Final Report (starting on page 9 of the report, and applicable Comprehensive Plan Policies can be found in your Light Rail Permitting Citizen Advisory Committee Binder. A presentation discussing context setting and design will be presented at the meeting.
4. Sound Transit PowerPoint presentation regarding the 130<sup>th</sup> Street Station. This presentation is intended to give the CAC an early opportunity to see an example of a Sound Transit presentation regarding one of the proposed stations to gauge whether the level of detail and materials provided is sufficient to aid in CAC review and recommendation.

We will have hard copies of all electronic packet materials for you on November 20<sup>th</sup>. 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.



# LIGHT RAIL PERMITTING ADVISORY COMMITTEE MEETING

Wednesday, November 20, 2013

3:00 p.m. – 5:00 pm • Room 1E-113

Bellevue City Hall • 450 110th Ave NE

## AGENDA

- |           |   |
|-----------|---|
| 3:00 p.m. | <b>1. Call to Order, Approval of Agenda, Approval of November 6, 2013 Meeting Minutes</b><br><i>Committee Co-Chairs Mathews and Lynde</i> |
| 3:15 p.m. | <b>2. Public Comment</b><br><i>Limit to 3 minutes per person</i>  |
| 3:30 p.m. | <b>3. Light Rail Context Setting</b><br><i>Michael Kattermann<br/>Carol Helland</i>   |
| 4:30 p.m. | <b>4. 130<sup>th</sup> Street Station</b><br><i>Sound Transit</i>   |
| 4:45 p.m. | <b>5. Public Comment</b><br><i>Limit to 3 minutes per person</i>  |
| 5:00 p.m. | <b>6. Adjourn</b>   |

Project web site located at: <http://www.bellevuewa.gov/light-rail-permitting-cac.htm> . For additional information, please contact the Light Rail Permitting Liaisons: Matthews Jackson (425-452-2729, [mjackson@bellevuewa.gov](mailto:mjackson@bellevuewa.gov) ) or Carol Helland (425-452-2724, [chelland@bellevuewa.gov](mailto:chelland@bellevuewa.gov) ). Meeting room is wheelchair accessible. American Sign Language (ASL) interpretation available upon request. Please call at least 48 hours in advance. Assistance for the hearing impaired: dial 711 (TR).

CITY OF BELLEVUE  
LIGHT RAIL PERMITTING  
ADVISORY COMMITTEE  
MEETING MINUTES

November 6, 2013  
3:00 p.m.

Bellevue City Hall  
Room 1E-113

MEMBERS PRESENT: Richard Line, Susan Rakow Anderson, Marcelle Lynde, Don Miles, Joel Glass, Doug Mathews, Siona van Dijk

MEMBERS ABSENT: Erin Derrington, Ming-Fang Chang

OTHERS PRESENT: Mayor Conrad Lee; Matthews Jackson, Carol Helland, Ranodda Dechambeau, Department of Development Services, Kate March, Department of Transportation; Paul Cornish, Sound Transit

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER, APPROVAL OF AGENDA, APPROVAL OF CENTRAL LINK TOUR MINUTES

The meeting was called to order at 3:07 p.m. by Planning Manager Matthews Jackson. All committee members were present with the exception of Erin Derrington and Ming-Fang Chang.

A motion to approve the agenda as printed was made by Mr. Line. The motion was seconded by Mr. Mathews and it carried unanimously.

2. WELCOME

Mayor Lee welcomed the committee members. He stressed the importance of the committee and its work. The work will be very technical and hard but the outcome will benefit the city by representing a citywide perspective relative to design and permit review of the East Link light rail system and its associated facilities. Citizen involvement is vitally important and there will be ample opportunity for the public to weigh in.

4. PUBLIC COMMENT - None

5. WORKING CHARTER, REVIEW OF COMMITTEE CHARGE AND OPERATING GUIDELINES, CONFIRMATION OF ONGOING COMMITTEE MEETING SCHEDULE

- Clarification of Roles

○ *City of Bellevue Staff*

Land Use Director Carol Helland called attention to the last two pages of the packet materials and noted that the purpose and scope language was drawn directly from the light rail overlay code. She explained that the code was adopted by the Council in February 2013 to guide the work of the committee as well as the land use and development services divisions in moving forward with reviewing and approving the design and mitigation permits for the East Link light rail project.

Ms. Helland said in her role as Land Use Director for the city she is responsible for much of the permit issuance task. She said certain rationale must be provided for the decisions made, and the process involves analysis, findings of fact, and applying the code to the facts. The highly technical work is bolstered by the staff. She said the work of the committee will inform the decisions to be made by her and the staff.

Ms. Helland said Mr. Jackson will serve as the hands-on staff liaison to the committee. She said he is one of the planning managers in the land use division and is very good at permitting and managing the neighborhood development team. Additionally, Kate March, the outreach lead, will play the role of making sure questions raised are carried to the right person for an answer to the questions. Paul Cornish with Sound Transit sits in the role of the applicant and will be bringing forward those with technical expertise to explain specific segments and pieces of the project.

Mr. Jackson said any questions about meetings or accommodations should be directed to him. He said various city staff will attend upcoming meetings to discuss specific technical issues.

Ms. March reiterated that her role will be to work collaboratively with the community to gain their perspective.

○ *Committee Chair*

Ranodda Dechambeau she her role with the city has in part been focused on team facilitation. She said her intent was to have the work of the committee begin on a level footing with everyone knowing what to expect. She asked for comments on whether or not a committee chair is needed and if so what role the chair should play.

Mr. Jackson said in the absence of a chair he took the responsibility on himself of determining the agenda for the first meeting of the committee. He indicated, however, that should a chair be chosen he would work collaboratively with the chair in setting agendas.

Mr. Mathews stressed the importance of having a committee chair to keep meetings on track and moving along smoothly.

Ms. van Dijk said a chair would also represent the committee in various capacities

outside of regular meetings. Ms. Helland agreed but pointed out the possibility that each member of the committee may be asked to attend community gatherings.

Ms. Lynde commented that having a chair is helpful in assessing whether or not consensus has been reached.

Mr. Miles said the chair should be provided with specific objectives and a timeline adhere to.

Mr. Line said the chair should serve as the committee's representative in forwarding proposals to the city and Sound Transit. The chair also could determine if there is a need to divide up the workload by forming specific subcommittees.

Ms. van Dijk suggested the position of chair could rotate among the committee members.

Mr. Mathews added that there should also be a vice chair to fill in when the chair is unable to attend a meeting.

Answering a question asked by Ms. Lynde, Ms. Helland said applicants often inform the city with regard to their optimal timelines. As it has been disclosed and discussed in various city documents, Sound Transit would like to see the permitting process completed by the end of 2014. Under the terms of the Memorandum of Understanding between the city and Sound Transit, there must be a baseline exercise to determine project costs. Having the permits issued will inform the process by specifying what is being costed. Once the initial work is done, the committee will have a continuing but intermittent role to play in exercising oversight when it comes to ensuring that the conditions imposed by the permits are carried through to construction.

Mr. Cornish said Sound Transit intends to submit the permit application for the Bel-Red segment by the end of November, but it is likely that more than one permit will be in process at the same time. That will put a lot of work on the Bellevue staff.

Ms. Helland said the committee can expect to meet every other week through 2014.

- *Member of the Committee*

Ms. Dechambeau stressed that the committee will not face any issues of confidentiality. The work of the committee will take place in the public's eye and on the record. Summary minutes of each meeting will be created.

- Meeting Norms

Ms. Dechambeau asked for comment regarding the way the committee should function in effectively discussing complicated subjects.

Mr. Line said the use of Roberts Rules of Order should be utilized to keep the discussion

flowing. Ms. Lynde concurred and said used correctly Roberts Rules allows opportunity for every member to have their voice heard.

Ms. van Dijk noted that from time to time it may be necessary to allow for some flexibility to permit more of a conversational deliberation. She said it would be the role of the chair to help manage the conversation.

Mr. Mathews commented that from time to time the chair may need to call on someone other than a member of the committee in order to gain clarification of some points and issues.

Mr. Line asked if during committee meetings members of the audience will be permitted to offer comments and suggestions. Ms. Helland said that has not been the city's practice in the past because it can interrupt the flow of the conversation. Time will be included on each meeting agenda during which the public can make comments. Certainly the chair can recognize city staff or Sound Transit representatives.

Mr. Cornish said he will be working with city staff and the chair in setting the agenda and as such will know when he will need to have specific staff present to address the pertinent issues.

Ms. Lynde asked if staff anticipates the committee having to deal with much controversy from the public. Ms. March said there is a strong public interest in the work of the committee and stressed that the committee should be prepared for input from the public on each permit application. She said it will be her job to help the committee interface with the public and help manage the process. Ms. Lynde suggested that public comment should be limited to three minutes per person. Ms. Helland agreed.

With regard to attendance, there was consensus that as soon as committee members know they will not be able to attend a meeting they should inform Mr. Jackson. A quorum of five members will be required for a meeting to even happen.

Ms. Helland said allowances will be made for excused absences. In the event a member moves away or decides they no longer want to be a member of the committee, the City Council will be informed and will determine if they should be replaced.

Mr. Mathews commented that those who do miss meetings should be provided with all pertinent materials and be held responsible for reviewing them prior to the next meeting. Mr. Jackson said the city has set up a website to which all documents will be posted.

Ms. Helland stressed the need to avoid violating the Public Open Meetings Act by not meeting together outside of regular committee meetings. She said outside of meetings members should only ask questions of and seek clarifications from staff. All consensus building must occur in an open meeting.

Ms. Dechambeau asked for comments on whether or not it is better for members to show

up late to a meeting than to not show up at all.

Ms. van Dijk suggested it would be better to be late than to not show up at all. She stressed, however, that all members should strive to always be on time. The committee members concurred.

- Making Decisions
  - *Patterns of Study*

Ms. Dechambeau allowed that working toward consensus can be a long journey in some settings, and achieving an unqualified yes from all members may not be possible. One approach is for the individual members to ask themselves if the proposal on the table: is perfectly acceptable; is the proposal something I can live with; am I willing to let the rest of the group decide; is the issue something around which more work is needed before making a final decision; or is the proposal something I cannot in good conscience agree with. If one decides to block reaching full consensus, it will be necessary to have a backup plan, which in most instances is a democratic vote.

Ms. van Dijk said the consensus process does not always reflect the thoughts of the individual members, whereas the vote does.

Mr. Mathews observed that groups in the city have generally used the process of seeking consensus first but resorting to a vote where necessary. He said he preferred that process. Ms. Anderson concurred.

Mr. Line commented that in either case the objections to a particular issue or approach should be made clear for the record.

Ms. Helland reminded the committee that it will be making recommendations that will be used to inform the decision-making process. Where there are disagreements, they will be recorded and taken into account, and the committee will be kept apprised of the decisions that are made. Issues around which the committee cannot reach consensus may also be made the subject of some of the open house events aimed at garnering feedback from the public.

- *Timing of Decisions*

Ms. Helland said at times it may feel like staff are pushing the committee to make a decision. While the staff wants the work of the committee to influence the outcomes, it must be kept in mind that Sound Transit has entered into contracts to get additional design done on their projects, and those contractors will be hungry to hear from the committee. Decisions will need to be made in timely fashion in order to keep the overall process rolling, and the extent to which the committee gets bogged down, its ability to influence the outcome of the permits will be diminished. The committee members will need to be fully engaged and able to give feedback when it is needed.

Ms. Helland said the delay in getting the committee under way has already resulted in the need to make some decisions based on contextual information pulled from the Comprehensive Plan and from focus groups. Sound Transit has reached the 60 percent design stage, the point at which the committee needs to zero in on the look and feel of the stations and the line segments with an eye on how they will fit into each community.

The committee will be pushed to make decisions, and the outcome may not always feel comfortable or perfect. The reality is the faster and the more efficiently the committee makes decisions, the more influence its role will be.

## 6. SELECTION OF COMMITTEE CHAIR

Ms. Lynde reiterated her support for having a rotating chair and said she would be willing to serve in one of the rotations. She also stressed the need to have a vice-chair.

Mr. Line suggested that a service term of less than three months would not make sense. He added that if the position of chair rotates, the vice-chair would be the logical next chair.

Mr. Mathews indicated he would be willing to serve either as chair or vice-chair. He said his preference would be to have a co-chair structure rather than a chair and vice-chair structure.

A motion to nominate Mr. Mathews and Ms. Lynde to serve as co-chairs for six months was made by Mr. Glass. The motion was seconded by Ms. Anderson and it carried unanimously.

## 7. POINTS OF CONSIDERATION

Ms. Helland called attention to the protocols for city boards, commissions, committees and task forces. She said they address the Public Open Meeting Act requirements and the requirements around public records retention. Under the Act, no action can be taken without a quorum, including the receiving of public testimony. To avoid possible violations, email or other types of exchanges of information among less than a quorum of the committee which are then relayed to others who together would constitute a quorum should be avoided.

Ms. Helland said the staff will take the responsibility for maintaining the public record of the committee's actions. Agendas and all documents produced by staff for the committee will be made part of the record. Committee members are responsible for retaining any and all email they generate having to do with the work of the committee; the best approach would be not to use personal email to conduct committee business. An email address has been set up for the public to use in reaching the committee and all correspondence sent to it will be retained by staff. Cards listing the email address were distributed to the committee members to be handed out to members of the public wanting

to have input to the process.

Ms. Lynde pointed out that each of the committee members is representing their respective neighborhoods. She asked how much can be said in the context of a one-on-one conversation with someone from the neighborhood. Ms. Helland said private conversations are not precluded; they do not run afoul of the Open Public Meetings Act and they do not result in a record that must be preserved. The committee members may want to share the information they have received from the public, but that should be done as part of a regular meeting.

Answering a question asked by Mr. Line, Ms. Helland allowed that the personal notes taken by committee members could be discoverable in a public records request. She added, however, that while staff notes are often requested, she had never seen notes from commission or committee members requested. The state has a process that applies to permitting that is called the appearance of fairness. In essence, the process calls for what cities do to not only be fair but also appear to be fair. Collectively, all actions of the city and the committee members should be above reproach.

#### 8. WRAP UP

- Action Items

A motion to approve the October 24, 2013, Central Link tour minutes was made by Mr. Line. The motion was seconded by Ms. Lynde and it carried unanimously.

- Next Meeting Agenda Items

Mr. Jackson briefly reviewed with the committee members the agenda items for the next meeting.

#### 9. ADJOURN

Mr. Mathews adjourned the meeting at 4:54 p.m.



**130<sup>th</sup> Station Design  
Citizen Advisory Committee Presentation  
November 20, 2013**

# 130th Station: Neighborhood context plan



## LEGEND

- BUS ROUTE & NUMBER XXX
- BICYCLE ROUTE
- OFF STREET BICYCLE FACILITY
- PROPOSED BICYCLE ROUTE
- BICYCLE LANE
- PROPOSED NEW BICYCLE LANE
- BUFFERED BICYCLE LANE
- OFF STREET PATH
- OFF STREET PATH
- SIDEWALKS
- PROPOSED NEW SIDEWALKS
- GOFF CREEK
- LIGHT RAIL TRACKS
- SHOPPING CORRIDOR - BEL-RED CORRIDOR 2030 MASTER PLAN, COB
- CURRENT BUS STOP
- ANCILLARY STRUCTURES
- STATION

City of Bellevue and Sound Transit planned improvements

# Looking east from 130th Ave NE



# Landscaping plan (After NE 16th St. Extension)



# Landscaping plan (Before NE 16th St. Extension)



# Station entrance from 132nd Ave NE



# Platform view looking west



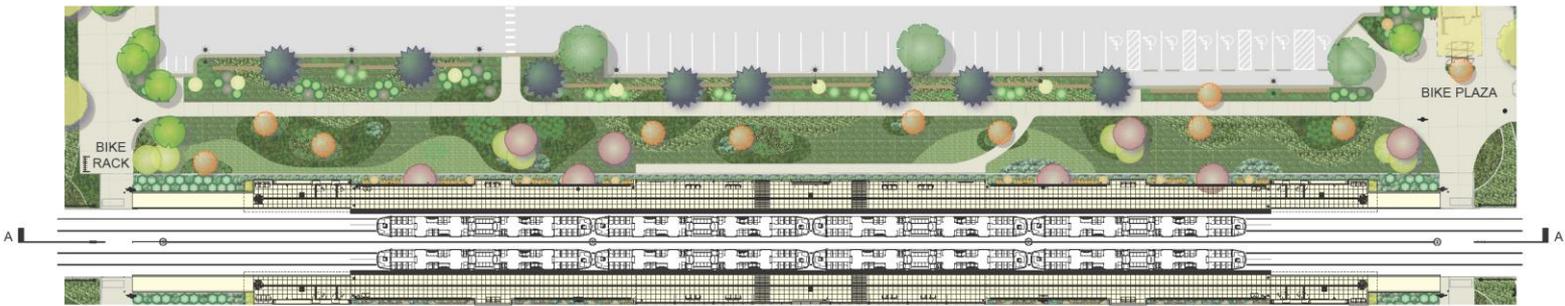
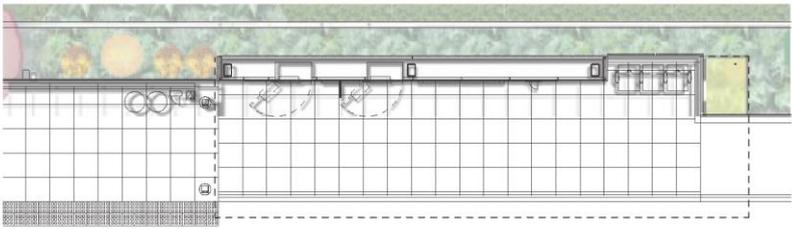
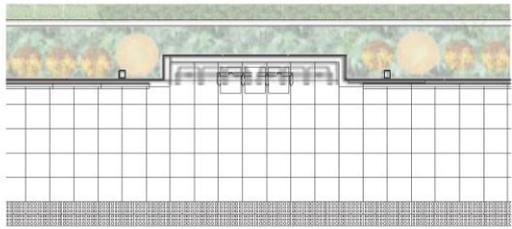
# 130th Ave NE enlarged platform elevations



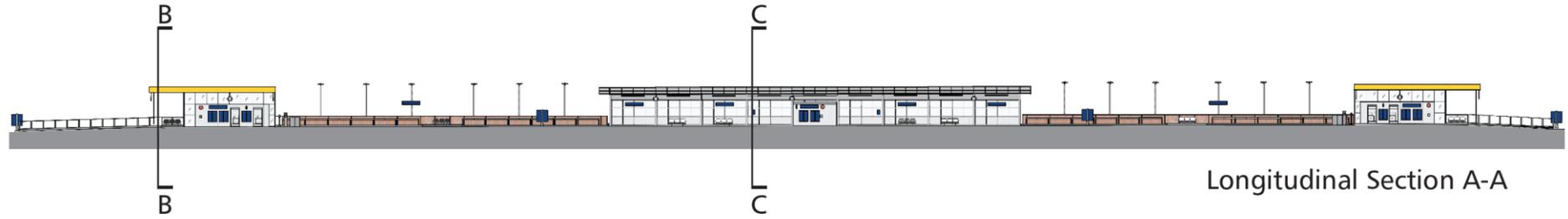
ENLARGED ELEVATION AT BENCHES AND RAIL



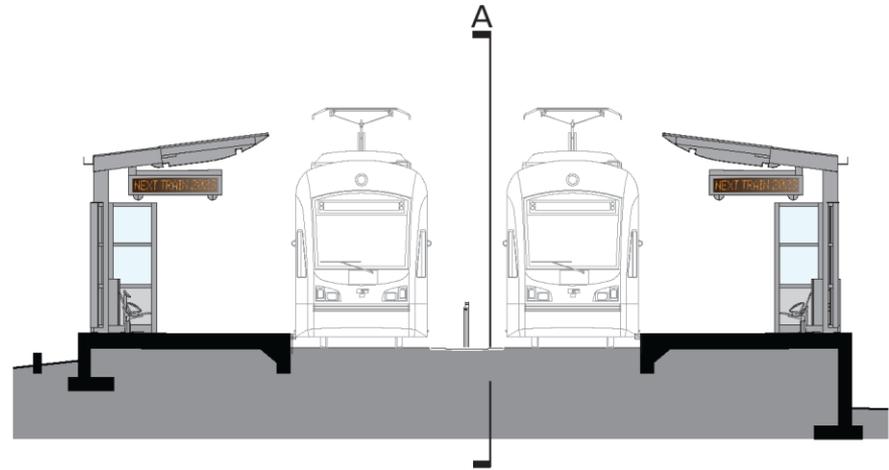
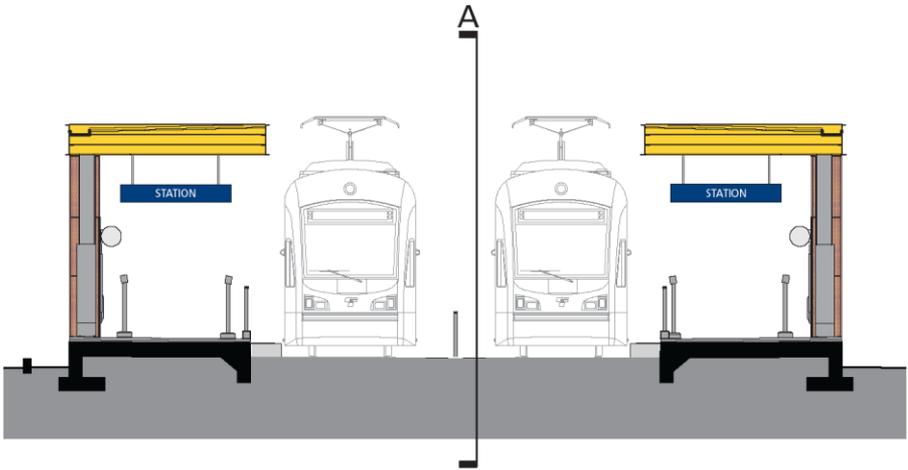
ENLARGED ELEVATION AT TICKET VENDING MACHINE AND RAIL



# 130th Ave NE center sections



Longitudinal Section A-A



# Station landscaping and design materials



# 130<sup>th</sup> Station Materials: Planting and Hardscape

## TREES - EVERGREEN



Weeping Yellow Cedar  
*Chamaecyparis nootkaten-  
sis*

Screening evergreen  
tree proposed along the  
northwestern property  
boundary of the 130th  
Station parking lot.



Austrian Pine  
*Pinus nigra*

Screening evergreen  
tree proposed along the  
southern edge of the  
130th Station parking lot.



Mountain Hemlock  
*Tsuga mertensiana*

Screening evergreen tree  
proposed throughout  
the northern property  
boundary of the 130th  
Station parking lot.



## TREES - DECIDUOUS



Vine Maple  
*Acer circinatum*

Forest understory tree  
proposed for the north  
side of 130th Station and  
along the stream buffer in  
the northeastern corner of  
the site.



Coral Bark Japanese Maple  
*Acer palmatum 'Sango  
Kaku'*

Ornamental tree proposed  
for the north side of  
130th Station



Serviceberry  
*Amelanchier grandiflora  
'Princess Diana'*

Tree proposed for the  
north side of 130th  
Station and in parking  
islands throughout the  
site.



Pacific Crabapple  
*Malus fusca*

Tree proposed for natural  
drainage areas throughout  
the parking lot.



# 130<sup>th</sup> Station Materials: Planting and Hardscape

## SHRUBS



Tall Oregon Grape  
*Mahonia aquifolium*

Evergreen shrub proposed for screening throughout the northern property boundary of the 130th Station parking lot.



Salal  
*Gaultheria shallon*

Evergreen shrub proposed for screening throughout the northern property boundary of the 130th Station parking lot.



Kelsey Dogwood  
*Cornus stolonifera*  
'Kelsey'

Deciduous shrub proposed for natural drainage areas throughout the parking lot.



Birch Leaf Spirea  
*Spiraea betulifolia* 'Tor'

Deciduous shrub proposed for natural drainage areas throughout the parking lot.



Mock Orange  
*Philadelphus lewisii*

Deciduous shrub proposed throughout the northern property boundary of the 130th Station parking lot.



Evergreen Huckleberry  
*Vaccinium ovatum*

Evergreen shrub proposed throughout the 130th Station parking lot and surrounding areas.



Tangerine Cinquefoil  
*Potentilla fruticosa* 'Tangerine'

Deciduous shrub proposed as an accent plant at 130th Station.



Red Edge Hebe  
Hebe 'Red Edge'

Evergreen shrub proposed for 130th Station.

# 130<sup>th</sup> Station Materials: Planting and Hardscape

## GROUNDCOVERS & PERENNIALS



Kinnikinick  
*Arctostaphylos uva-ursi*

Evergreen groundcover proposed throughout the 130th Station parking lot and surrounding areas.



Sword Fern  
*Polystichum munitum*

Fern proposed as an accent plant throughout the 130th Station parking lot and surrounding areas.



Douglas Iris  
*Iris douglasiana*

Flowering perennial proposed for natural drainage areas throughout the parking lot.



Natural Drainage System Mix  
*Carex obnupta*  
*Juncus effusus* var. *Pacificus*  
*Juncus ensifolius*

A mixture of sedges and rushes proposed for natural drainage areas throughout the parking lot.

## HARDSCAPE



Gabion Walls

Proposed for screening along the southern and western perimeter of the 130th Station parking lot.  
photo (left) by Banyon Tree Design Studio



Basalt Pillar w/Slanted Concave Dish & Rainchain

Proposed at the northwestern and northeastern ends of the 130th Station platform.

# 130th Ave NE utility enclosure



# Bird's eye view of utility enclosure



# Ancillary structures



View of bike plaza from 132nd Avenue NE

