

CITY COUNCIL STUDY SESSION ITEM

SUBJECT

Station Area Planning (SAP) Work Program

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POLICY ISSUES

The *Light Rail Best Practices Report* recommends the following best practice for Bellevue:

Develop station area plans once the locations are known and before design and development of the stations. Station area plans can be developed by the City in conjunction with the community and Sound Transit to address the specific issues related to development of the station and the immediate vicinity. These plans can be used to preserve existing residential areas south of downtown and to encourage transit-oriented development downtown and in the Bel-Red corridor.

The *Light Rail Best Practices Report* contains numerous other best practices and recommended actions, including several policies that were subsequently adopted as part of the *Comprehensive Plan* that can best be achieved through the SAP program (Attachment A).

The primary objectives of this SAP work program are to:

1. Engage the community in a planning process that establishes a clear vision and community goals for each station area.
2. Identify and prioritize City-funded capital investments that enhance the community and help to integrate the station with the surrounding area.
3. Optimize access to the station by pedestrians, bicyclists and transit patrons.
4. Support the land use vision in Bellevue's *Comprehensive Plan* for each neighborhood adjacent to light rail and encourage appropriate redevelopment where consistent with the City's land use vision.

DIRECTION NEEDED FROM COUNCIL

- X** Action
- X** Discussion
- Information

Staff seeks Council direction on the Station Area Planning Work Program, Guiding Principles and Public Outreach Plan.

BACKGROUND/ANALYSIS

What is Station Area Planning?

Station area planning is a process to establish a collective vision for a transit station area, ensure a compatible fit with the neighborhood, capture the value of transit, optimize neighborhood and community connectivity to the station, and provide meaningful community involvement.

Station area planning occurs around planned light rail stations and typically focuses on the area within a ¼- to ½-mile radius of a station. It is done at a much more focused level than a broader subarea plan (such as the Bel-Red Plan). More details about the scope of station area plans are presented below under “Proposed Scope.”

Station area planning is distinct from issues that pertain to design, construction and mitigation of the light rail facilities themselves. These are addressed through the City’s design and mitigation permitting process, which is separate from this program. There is additional discussion of the distinction and division of responsibilities under the public outreach section of this memorandum and in Attachment B.

Why is Station Area Planning important?

Station Area Planning provides the tools to achieve better integration and make the most of the light rail system when it is finally operational. It is also completely within the responsibility and authority of the City. In contrast, the collaborative design and permit processes rely on Sound Transit applications that provide engineering, environmental and other technical information. The SAP program proposed here is developed, conducted and implemented by the City. It is driven by City policies and objectives and guided by public involvement and input.

When should Station Area Planning be done?

With the collaborative design process and the Light Rail Transit Overlay of the Land Use Code in place, it is vitally important to commence the station area planning program now, to achieve better integration and make the most of the light rail system when it is finally operational. Now is the best time to develop specific plans and strategies that will take several years to implement and can best be coordinated with design and development of the light rail system. This is consistent with the Light Rail Best Practices findings.

Proposed Scope

The extension of light rail to the East Side includes six stations located in Bellevue. Each of the stations has unique issues and opportunities to better integrate them with the surrounding area. The City would initiate this program for the areas within ¼- to ½-mile around each of the stations. A set of proposed *Guiding Principles* based on best practices identified in the 2008 *Light Rail Best Practices Report* is listed in Attachment C.

Attachment D provides more information about a broader range of elements and a preliminary scope based on input to date. The scope for each of the plans will be refined with public input at the outset of each plan. With the exception of the Downtown Station area, which is underway, each plan will include the following basic elements, and the public will be involved throughout the project.

- Development of a collective Vision for the area, including desired neighborhood character
- Pedestrian, bicycle and transit linkages
- Policy amendments reinforcing where Transit Oriented Development (TOD) is precluded and where it is desired, with direction for design guidelines and code amendments, where applicable
- Traffic and parking management
- Needed capital improvements (e.g. sidewalks, bike facilities, lighting, public spaces and other facilities)
- Coordination with East Link (e.g. way-finding, Sound Transit art program).

Redevelopment potential is an item typically addressed by station area planning that does not apply to all six of Bellevue's stations (Attachment E). *Comprehensive Plan* policy TR-75.19 precludes land use changes in existing single-family residential and environmentally sensitive areas around the South Bellevue and East Main Stations. Around the South Bellevue Station there are no opportunities for redevelopment and this is not part of the scope for that plan. At the East Main Station, there may be redevelopment potential in commercially zoned areas to the east, but not in the adjacent single-family residential neighborhood to the west.

Downtown, 120th Avenue NE and 130th Avenue NE stations have already been planned for TOD and zoning is in place to allow for that development to occur. Additional analysis will refine plans for specific sites, such as the proposed park and ride lot at the 130th Avenue NE station, and explore opportunities for catalyst projects that will promote TOD.

The draft scope anticipates that redevelopment potential will be a significant part of the work program for the Hospital/Wilburton area. For this planning area, and for the commercially zoned portion of the East Main area that has been identified as having potential for TOD, the scope of work includes analysis of existing land ownership and development patterns, market conditions, development opportunities and constraints, concepts for potential redevelopment scenarios, and strategies for TOD implementation (e.g. design guidelines, code and policy amendments, development incentives).

In addition to the above elements, issues unique to each station area must also be addressed. Attachment F provides examples of issues that have emerged for each station area based on

previous public input from light rail best practices and East Link project meetings. As noted above, each of the plans will begin with a public scoping process to identify the full range and scope of issues for each area.

Relationship to Light Rail Transit Overlay Citizen Advisory Committee (CAC) Process

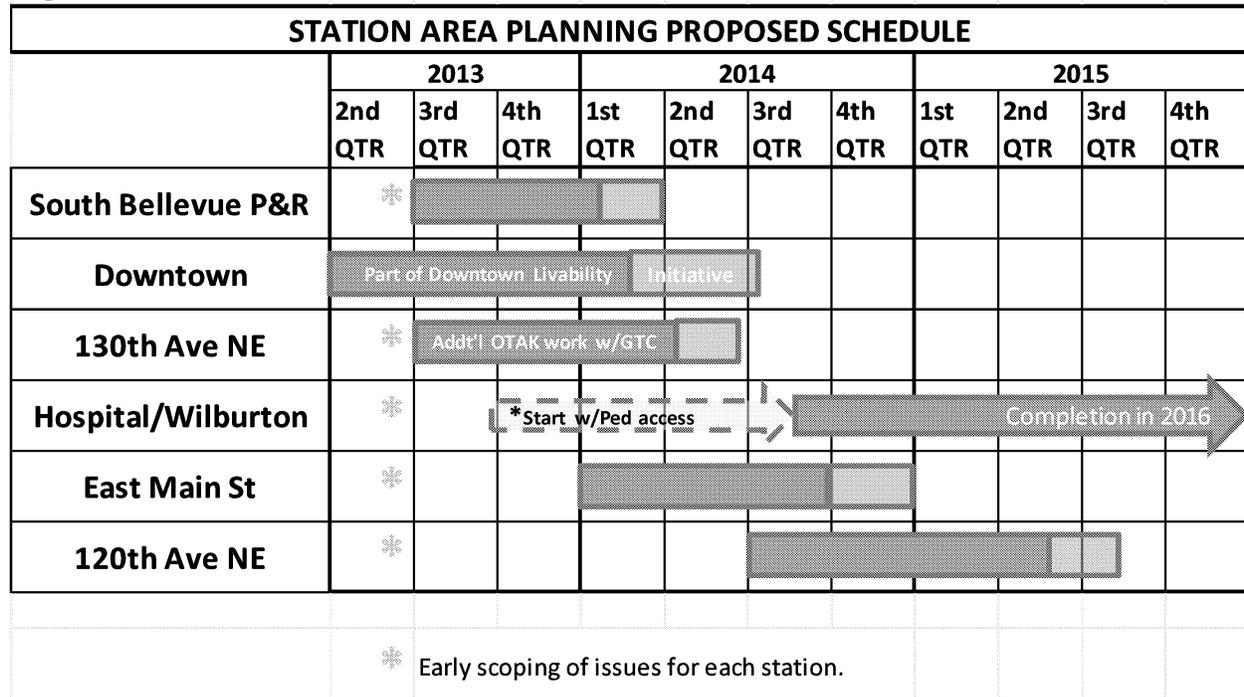
It is important to note that while some of the work products of the SAP program could inform the work of the Light Rail Transit Overlay CAC and vice versa, the scope and roles of the permit and SAP processes are functionally and spatially different. The purview of the Light Rail Transit Overlay city-wide CAC is the application of specific development standards and design guidelines that apply to the light rail facilities themselves. By contrast, the scope of the SAP program is what occurs beyond the light rail facilities within the ¼-mile to ½-mile radius around the stations. Attachment B compares the different scopes and roles of the two processes.

Proposed Schedule

The schedule for conducting station area planning and the amount of time to complete the plans are heavily dependent upon several factors related to the scope of work:

- Number and complexity of issues
- Previous and ongoing planning for each area
- Capacity of key stakeholders to engage in additional discussion related to light rail (staff has had conversations with leaders of the Enatai, Bellecrest and Surrey Downs neighborhoods about this issue to gauge capacity)
- Availability of staff resources.

The following figure depicts the proposed, generalized sequence for each of the six station area plans.



Public Involvement

As noted above, the purpose of station area planning is to craft a collective vision, with implementation steps, to ensure the community benefits from the light rail investment. Public engagement is a key element of the SAP work program. Because the scope and issues are somewhat unique to each station, the public engagement will need to be tailored as well.

One technique for public engagement is formation of a citizen advisory committee (CAC), which may be appropriate for some but not all of the station areas. A CAC can be an effective means for working through a planning process and engaging stakeholders, particularly under the following circumstances:

- a broad and/or complex range of issues
- a mix of stakeholders with competing interests
- a need for consideration and narrowing of multiple options, especially for land use changes and implementation strategies.

Two of the station areas, East Main and Hospital/Wilburton, have all of the circumstances listed above and would clearly benefit from the formation of a CAC. As noted earlier, planning for the Downtown station area is incorporated into the Downtown Livability Initiative, which is underway and has a citizen advisory board in place. Staff recommends Council appoint CACs for the East Main and Hospital/Wilburton Station Area Plans when those work programs are ready to get underway. More information about the potential size and composition of the CACs will be presented to Council in advance of requesting formation of those committees.

As proposed, the remaining station areas lend themselves to a less formalized structure. All station area plans would utilize a broad range of other public engagement tools, including open houses and workshops, web and multimedia strategies, etc. A more detailed description of the techniques and approach that will be employed is in Attachment G.

ALTERNATIVES

1. Approve the Station Area Planning Work Program (Attachment D), including the Guiding Principles (Attachment C) and Public Outreach Plan (Attachment G).
2. Provide direction to staff on refinement to the Work Program, Guiding Principles, and Public Outreach Plan, and then approve the above.
3. Provide alternative direction to staff.

RECOMMENDATION

Approve the Station Area Planning Work Program, including the proposed Guiding Principles and Public Outreach Plan.

ATTACHMENTS

- A. Direction on Station Area Planning from *Light Rail Best Practices Report*
- B. Comparison of Station Area Planning to Light Rail Transit Overlay CAC
- C. Draft Guiding Principles.

- D. Draft Overall Work Program
- E. Map of Bellevue Light Rail Stations and TOD Potential
- F. Examples of Issues Specific to Each Station Area
- G. Draft Public Outreach Plan

DIRECTION ON STATION AREA PLANNING FROM LIGHT RAIL BEST PRACTICES REPORT

Land Use

Policies:

- Ensure that any future land use that occurs around station areas is consistent with the Comprehensive Plan land use vision for that area, recognizing that:
 1. Some potential station areas (e.g. Bel-Red) could support more intense redevelopment that includes density increases that support transit;
 2. Some potential station areas (e.g. Downtown) could sustain a more transit supportive design and orientation without changes to land use intensity; and
 3. Land use changes would be precluded in existing single family designations and environmentally sensitive areas (e.g. south Bellevue, Mercer Slough).

Actions:

1. Review and update building codes and land use regulations, including parking standards, to encourage transit-oriented development in downtown and Bel-Red. {Land Use, p. 44, #3}
2. Develop interim zoning to provide an immediate framework for transit-oriented development and to prevent unwanted uses. {Land Use, p. 44, #5}
3. Adopt station design guidelines that reflect the character of the adjacent neighborhoods. {Property Values, p. 70, #2}
4. Evaluate targeted infrastructure investments as an incentive for redevelopment in desired areas. {Land Use, p. 45, #8}

Community & Neighborhoods

Policies:

- Protect residential neighborhoods adjacent to light rail facilities from spillover impacts, including parking and cut through traffic, resulting from system construction and/or operation, with techniques such as residential parking zone programs, parking patrols, and traffic calming measures. Monitor the outcomes of these efforts and make adjustments as needed to ensure continued effectiveness.

Actions:

1. Develop design guidelines applicable to transit station area projects. {Land Use, p. 44, #4}
2. Amend the code to include design standards for commercial and multi-family buildings adjacent to stations to incorporate pedestrian-friendly and transit-supportive design features such as entrances fronting the street, pedestrian areas, convenient neighborhood retail services (e.g., cafes, grocers, cleaners), separation of public and private spaces, weather protection, street trees, and durable building materials. {Community & Neighborhoods, p. 22, #10}
3. Evaluate a parking program for areas adjacent to stations. {Community & Neighborhoods, p. 22, #11}

Connecting People to Light Rail

Policies:

- Work with neighborhood groups, business owners, other stakeholders, and the regional transit provider to identify and fund additional improvements that can be constructed efficiently in conjunction with project construction.
- Develop and maintain a safe and convenient pedestrian network to light rail stations, through shared responsibility with the regional transit provider, that is intended to:
 1. Provide short, direct routes within a ten-minute walk;

2. Incorporate principles of universal design, i.e. designing the pedestrian environment to be usable by all people, to the greatest extent possible, without adaptation;
 3. Maximize safety for all pedestrians at street crossings; and
 4. Give priority to pedestrian access and safety in station areas.
- Provide reliable access to the system for Bellevue residents in cooperation with local and regional transit providers, by ensuring that adequate existing and new park and ride lot capacity, neighborhood bus connections and local and regional express bus services are available.
 - Develop and implement an integrated wayfinding system, incorporating principles of universal design (i.e. designing the pedestrian environment to be usable by all people, to the greatest extent possible, without adaptation) and multiple languages, in conjunction with the regional transit providers, to facilitate transit ridership by all users.

Actions:

1. Consider accelerating Capital Investment Program projects in the vicinity of light rail stations and lines to allow for earlier construction in coordination with light rail construction. {Community & Neighborhoods, p. 23, #14}
2. Invest in bicycle infrastructure within the station area, including bicycle-sensitive loop detectors at intersections, bicycle lanes, and wide curb lanes. {Connecting People to Light Rail, p. 36, #9}
3. Work with transit providers and major employers to provide transit and shuttle linkages to light rail stations. {Connecting People to Light Rail, p. 36, #6}
4. Install marked pedestrian crossings and use traffic calming techniques to provide safe pedestrian connections within the station area. {Connecting People to Light Rail, p. 36, #7}
5. Coordinate with citywide sidewalk priorities to complete network of sidewalks located within a ten-minute walk of stations, including lighting and safety improvements on major arterials. {Connecting People to Light Rail, p. 36, #8}
6. Install signage within a ten-minute walk of station areas to provide directions to light rail transit stations and facilitate pedestrian activity. {Connecting People to Light Rail, p. 36, #10}
7. Coordinate on traffic-calming and diversion techniques to mitigate for cut-through traffic in residential areas. {Property Values, p. 70, #4}
8. Coordinate infrastructure improvements with regional transit providers to minimize disruptions and identify efficiencies in construction timing. {Property Values, p. 70, #5}

Street Design and Operational Changes

Policies:

- Employ principles of universal design (i.e. designing the pedestrian environment to be usable by all people, to the greatest extent possible, without adaptation) in streets within station planning areas to accommodate the widest range of potential users, including people with mobility and visual impairments and other special needs.

Actions:

1. Establish Capital Investment Program projects to complement the light rail investment with improvements in street design, signal operations, and pedestrian-related features. {Street Design & Operations, p. 53, #11}

Station Security

Policies:

- Develop agreements with the regional transit provider to ensure long-term safety and security, operation and maintenance of stations.

Actions:

1. Review and update street design manual to ensure that all new pedestrian paths, sidewalks, and streets developed or renovated to serve a light rail station should include crime prevention design principles. {Station Security, p. 76, #3}
2. Bellevue Police should work with Sound Transit to develop a security program for Bellevue's stations and to report back to City Council with recommendations on city actions required to protect neighborhoods from undesirable impacts and ensure the security of Bellevue citizens. {Station Security, p. 76, #5}
3. Add lighting to bring all sidewalks and streets within a ten-minute walk of light rail stations up to current city lighting standards. {Station Security, p. 77, #7}

Light Rail Transit Policies – Bellevue Comprehensive Plan

Community Integration

POLICY TR-75.16. Work with neighborhood groups, business owners, other stakeholders, and the regional transit provider to identify and fund additional improvements that can be constructed efficiently in conjunction with project construction.

POLICY TR-75.18. Protect residential neighborhoods adjacent to light rail facilities from spillover impacts, including parking and cut through traffic, resulting from system construction and/or operation, with techniques such as residential parking zone programs, parking patrols, and traffic calming measures. Monitor the outcomes of these efforts and make adjustments as needed to ensure continued effectiveness.

Discussion: "Residential neighborhoods," for purposes of these Light Rail Transit policies, refers to an existing land use pattern dominated by single family and/or multi-family development. It also refers to a mixed use area where the residential use is well-established to the point where the residential character (e.g. street level activity, streetscape and amenities) is a strong element of the area. Unless otherwise noted, "residential neighborhoods" does not refer to the specific zoning of residential uses.

POLICY TR-75.19. Ensure that any future land use that occurs around station areas is consistent with the Comprehensive Plan land use vision for that area, recognizing that:

1. Some potential station areas (e.g. Bel-Red) could support more intense redevelopment that includes density increases that support transit;
2. Some potential station areas (e.g. Downtown) could sustain a more transit supportive design and orientation without changes to land use intensity; and
3. Land use changes would be precluded in existing single family designations and environmentally sensitive areas (e.g. south Bellevue, Mercer Slough).

System Access

POLICY TR-75.25. Develop and maintain a safe and convenient pedestrian network to light rail stations, through shared responsibility with the regional transit provider, that is intended to:

1. Provide short, direct routes within a ten-minute walk;
2. Incorporate principles of universal design, i.e. designing the pedestrian environment to be usable by all people, to the greatest extent possible, without adaptation;
3. Maximize safety for all pedestrians at street crossings; and
4. Give priority to pedestrian access and safety in station areas.

POLICY TR-75.26. Employ principles of universal design (i.e. designing the pedestrian environment to be usable by all people, to the greatest extent possible, without adaptation) in

streets within station planning areas to accommodate the widest range of potential users, including people with mobility and visual impairments and other special needs.

POLICY TR-75.27. Provide reliable access to the system for Bellevue residents in cooperation with local and regional transit providers, by ensuring that adequate existing and new park and ride lot capacity, neighborhood bus connections and local and regional express bus services are available.

POLICY TR-75.28. Facilitate intermodal transfers and increased access to transit stations through partnerships with public and private providers of transit and shuttle services. Encourage transit-to-transit, transit-to-pedestrian, transit-to-bicycle, and transit-to-pick-up/drop-off transfers, with an emphasis on safety for people transferring between the station platform and the various modes.

Discussion: Facilitation of intermodal transfers encompasses the provision of convenient, well-lighted and secure storage at stations sufficient to accommodate a range of modes (e.g. bicycles and other small motorized and non-motorized vehicles).

POLICY TR-75.29. Develop and implement an integrated wayfinding system, incorporating principles of universal design (i.e. designing the pedestrian environment to be usable by all people, to the greatest extent possible, without adaptation) and multiple languages, in conjunction with the regional transit providers, to facilitate transit ridership by all users.

COMPARISON OF STATION AREA PLANNING TO LIGHT RAIL TRANSIT OVERLAY CITIZEN ADVISORY COMMITTEE (CAC) PROCESS

Scope & Role	Light Rail Transit Overlay CAC	Station Area Planning (with or without CAC)
Engage public.	CAC represents city-wide perspective in design review of light rail facilities. Does not address projects outside of East Link.	Station-specific stakeholders engaged in wide range of issues for each station area. Does not address design of light rail facilities themselves.
Development standards (e.g. setbacks, heights, landscaping).	Pertains only to reviewing light rail system and facilities plans for compliance with adopted standards.	If appropriate, could recommend amendments to existing development standards for private development in the planning area – would not apply to light rail system and facilities.
Design guidelines.	Establish station context for Sound Transit to use in designing platform and associated station facilities. Review station and other light rail facility plans for context sensitive design.	If appropriate, recommendations could include amendments to existing design guidelines for private development in the planning area – would not apply to light rail system and facilities.
Existing and planned conditions.	Depending on timing, background research of existing character and conditions around station could help inform Light Rail Transit Overlay CAC in establishing context for stations.	<p>Early SAP background work on existing character and conditions around stations will help inform Sound Transit design team and CAC in establishing context for stations.</p> <p>This background work will also inform individual issues and help set collective vision for each station area.</p>
Access and connectivity.	Review of access points to platform relative to ped/bike routes, drop-off and vehicle parking locations.	Review of and plan for ped/bike facilities within ¼- to ½-mile to provide direct, safe and convenient routes to station; review and refine transit service from planning area to station.
Parking and traffic.	Review of park and ride lots and drop-off areas associated with stations. Does not address neighborhood parking and traffic issues.	Increases or changes in traffic patterns and/or parking in neighborhoods due to vehicles accessing stations.
Public safety.	Safety and security of passengers on the platforms and in park and ride lots associated with stations.	Safe and secure routes in the surrounding area and strategies to address concerns about increased crime.

ATTACHMENT B

Infrastructure needs.	Infrastructure being built by Sound Transit as part of light rail system.	Public facilities (e.g. parks, utilities, roads, ped/bike ways, lighting, signage) to enhance surrounding area and better integrate light rail facilities.
Redevelopment potential.	Does not apply.	Evaluation of and plan for potential redevelopment of non-single family residential properties.

DRAFT GUIDING PRINCIPLES

1. Create a sense of ownership by engaging the community in the planning process.
2. Establish a clear vision and confirm the community goals for each station area.
3. Use the investment in light rail as the foundation for other community enhancements.
4. Provide connections to the station that are safe, secure, and convenient for pedestrians and bicycle riders.
5. Provide transit feeder service to light rail.
6. Design access to stations to be accessible and identifiable to all transit riders irrespective of their language, age, or ability.
7. Support the land use vision in Bellevue's Comprehensive Plan for each neighborhood adjacent to light rail and, where consistent with the City's land use vision, encourage the development of projects adjacent to light rail that exhibit the following characteristics:
 - a. An emphasis on being "a place, not a project"
 - b. Includes housing as well as other uses
 - c. Higher urban scale densities
 - d. Pedestrian oriented
 - e. Density tapers down to adjacent lower density communities
 - f. Integrated into the station and/or the neighborhood.

and how well the current vision and character of an area are defined by the community. In all cases the vision will need to be reviewed to incorporate the future light rail station.

Land Use

As previously discussed, land use change (potential *Comprehensive Plan* and zoning amendments) will be a significant issue for only two of the station areas: Hospital/Wilburton and East Main. The land use designations for the other areas have already been established in previous plans or changes are precluded by existing *Comprehensive Plan* policies. In those two areas where land use changes are possible, the work program will include an analysis of existing land use and ownership patterns, existing and planned infrastructure capacity, environmental constraints, and possible land use scenarios and implementation strategies (e.g. rezones, amendments to development regulations, design guidelines and/or policies).

Redevelopment/Economics

Realization of the land use scenarios for the station areas requires an understanding of market economics as a factor of redevelopment potential. For the two station areas that could have land use changes as a result of this planning effort, the work program will involve analyzing market potential for one to three possible scenarios and the factors that could inhibit or promote the redevelopment envisioned under those scenarios. For the station areas in the Bel-Red subarea, the work program will focus on specific strategies to catalyze redevelopment, building on the previous work done for the subarea plan and the recent Growing Transit Communities project for TOD at the 130th station park and ride property.

Urban Design

Land use is about the activities that do or can happen on individual or groups of properties. Good urban design is what creates compatibility and synergy among the different uses and fosters human activity which in turn indicates social and economic viability for the uses and the space around them. Urban design will be an important component for areas with redevelopment potential. It may also be reviewed for other areas if needed to update existing design guidelines or related policies.

Traffic/Parking/Transit

Transportation is a multi-faceted component of the work program for all of the plans. Depending on the amount of previous planning and the particular issues for that area, the work program could include some combination of traffic modeling, planned roadway improvements, transit service, traffic and parking management. Transportation is tied to the planned land use for the area and any land use scenarios will need to include the various transportation modes in the development and analysis of the scenarios as well as strategies for implementing the approved plan.

Ped/Bike

An equally important aspect of the transportation component for each plan, but worthy of its own task, is the ability of pedestrians and bicyclists to access the station from the planning area and beyond. The work program for this element will include an evaluation of the existing conditions and needed improvements to the pedestrian network within the five- and ten-minute walk distance. A similar evaluation will be conducted for the bicycle network with additional focus on connections within the planning area to the local and regional bicycle network outside of the ½-mile planning area.

Streams & Wetlands

All of the station areas have streams and/or wetlands that are located within the planning area; however, no additional work is anticipated for the 120th and 130th areas due to the work done in

the Bel-Red Subarea Plan. Much of the work program will be focused on the effects of land use changes around Lake Bellevue and Sturtevant Creek for the Hospital/Wilburton and East Main station areas. The South Bellevue station area includes the Mercer Slough and associated wetlands that could be affected by any proposed changes to the trail system.

Coordination with Capital Investments

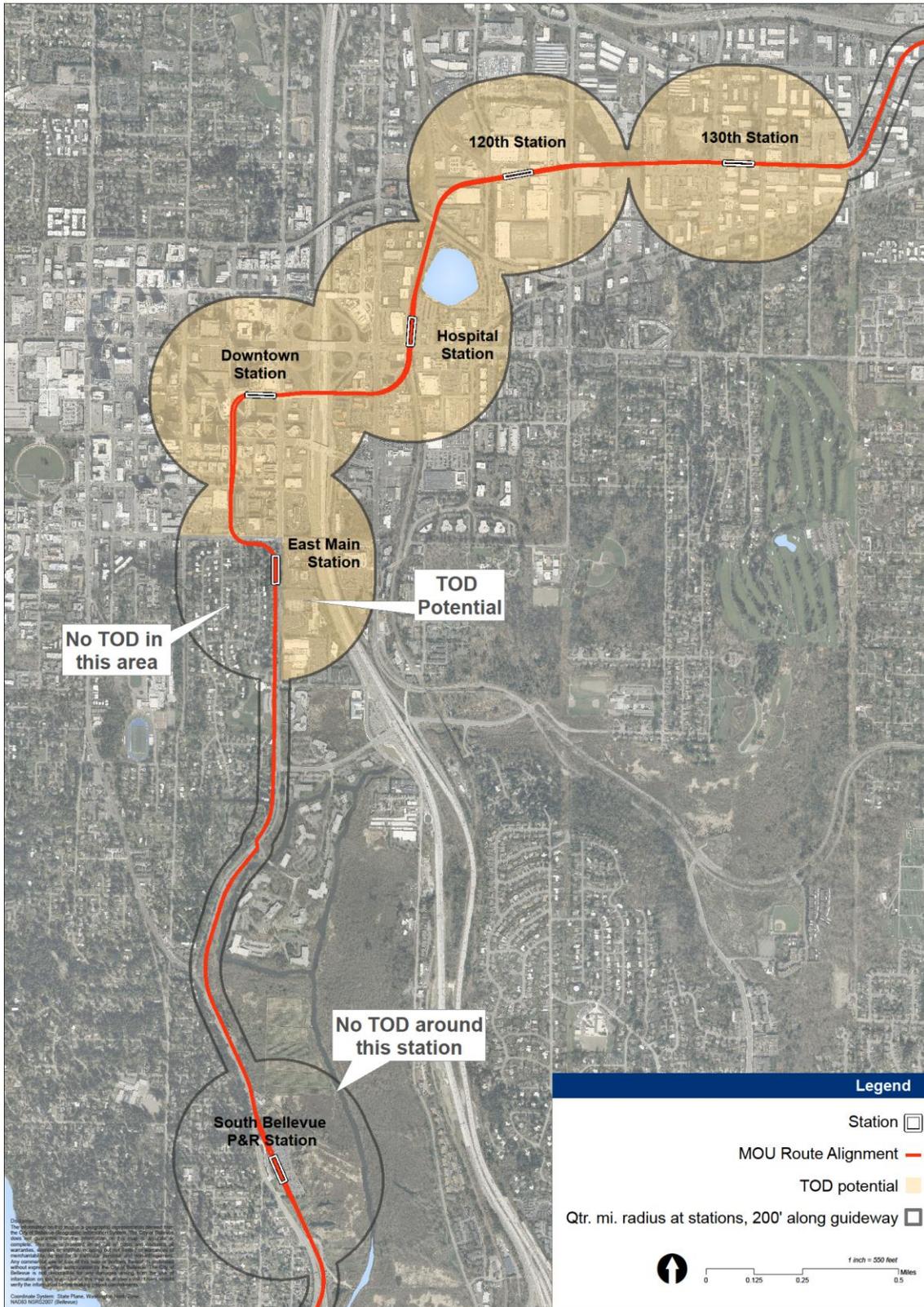
The work program for this element will focus on the particular improvements that are needed in the area to help achieve the vision and goals captured in the plan for each station area. In some cases it could involve coordinating capital projects with already planned investments and in other instances it could involve identifying additional capital investments. Coordination will also involve timing, prioritization and identifying other departments and agencies that have projects in the same area.

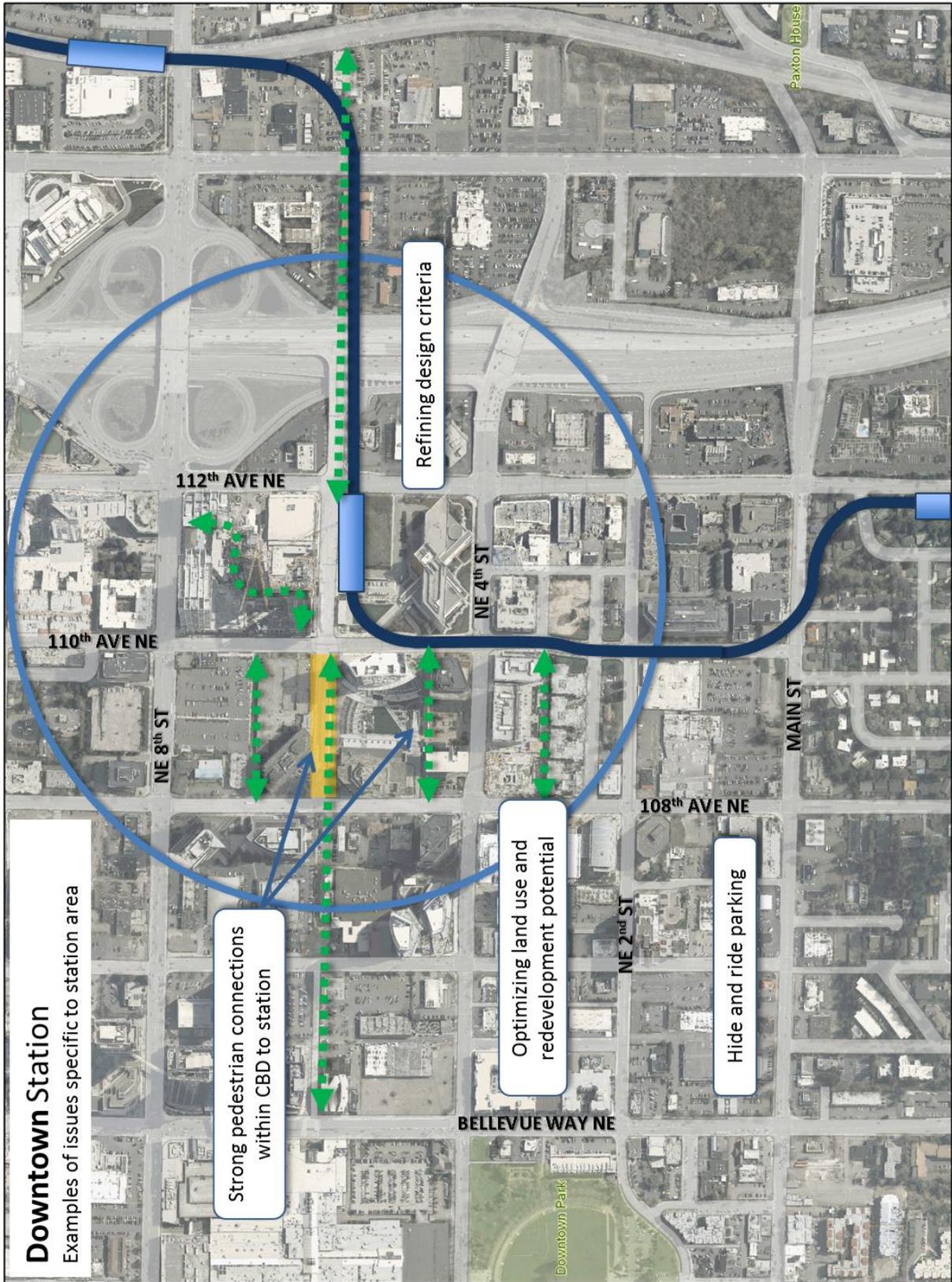
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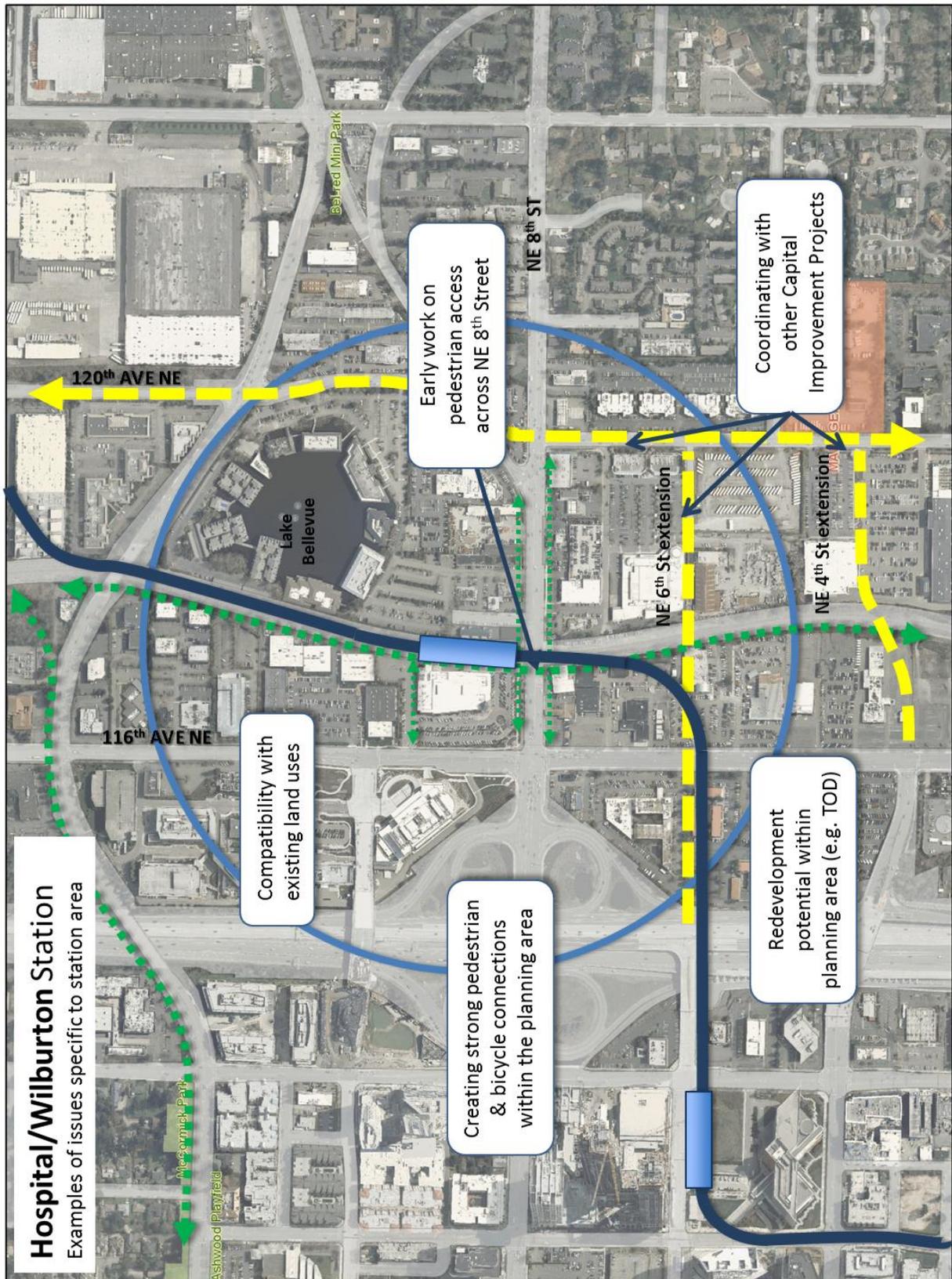
The type and level of environmental analysis for each plan will depend on what elements are included in the options being considered, the potential change from existing conditions, and previous environmental analysis for plans and projects in the area. One approach that has been successfully used in the past involves conducting the environmental analysis as part of the planning effort during the development and refinement of the various options.

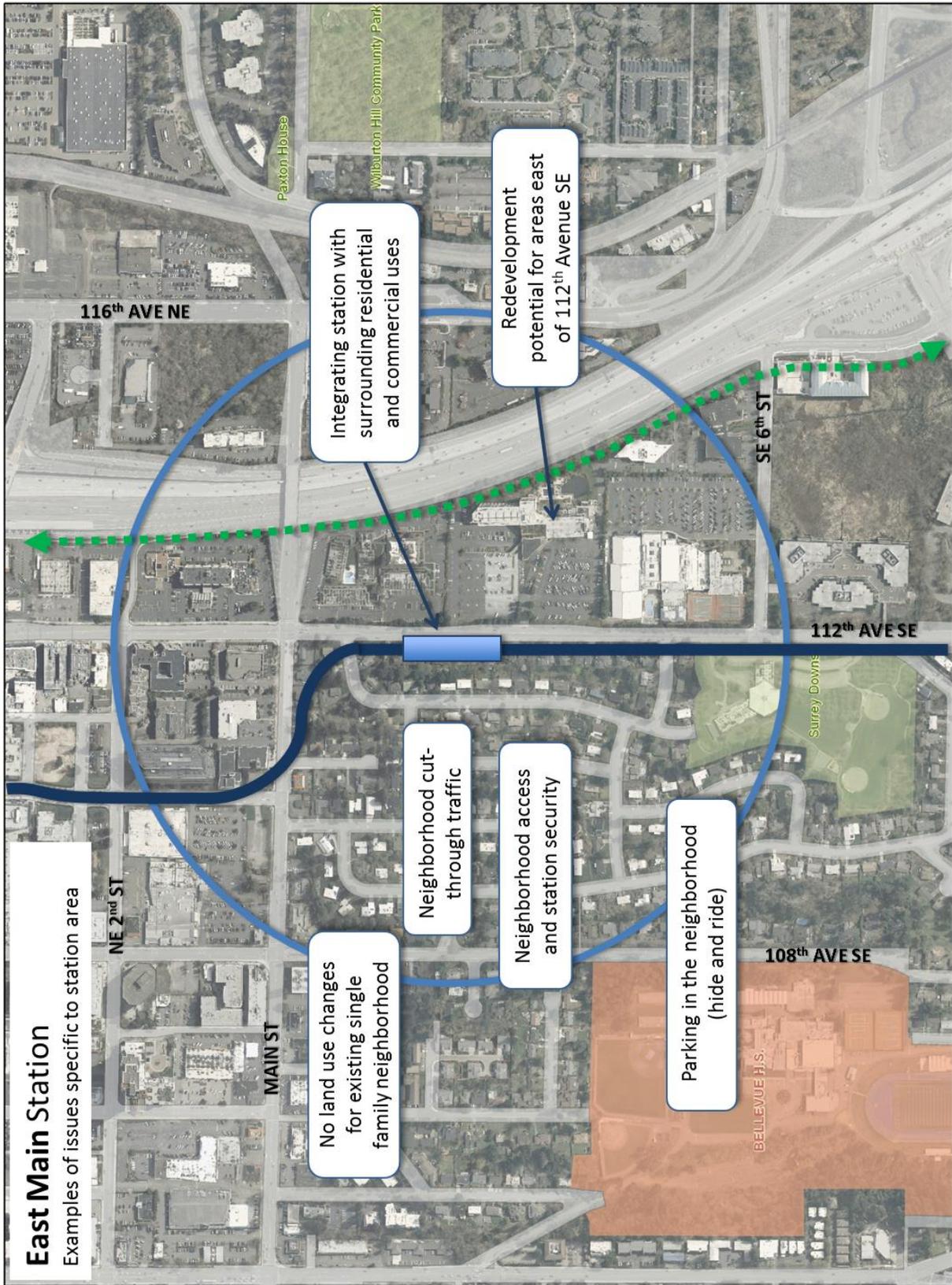
Station Area Planning

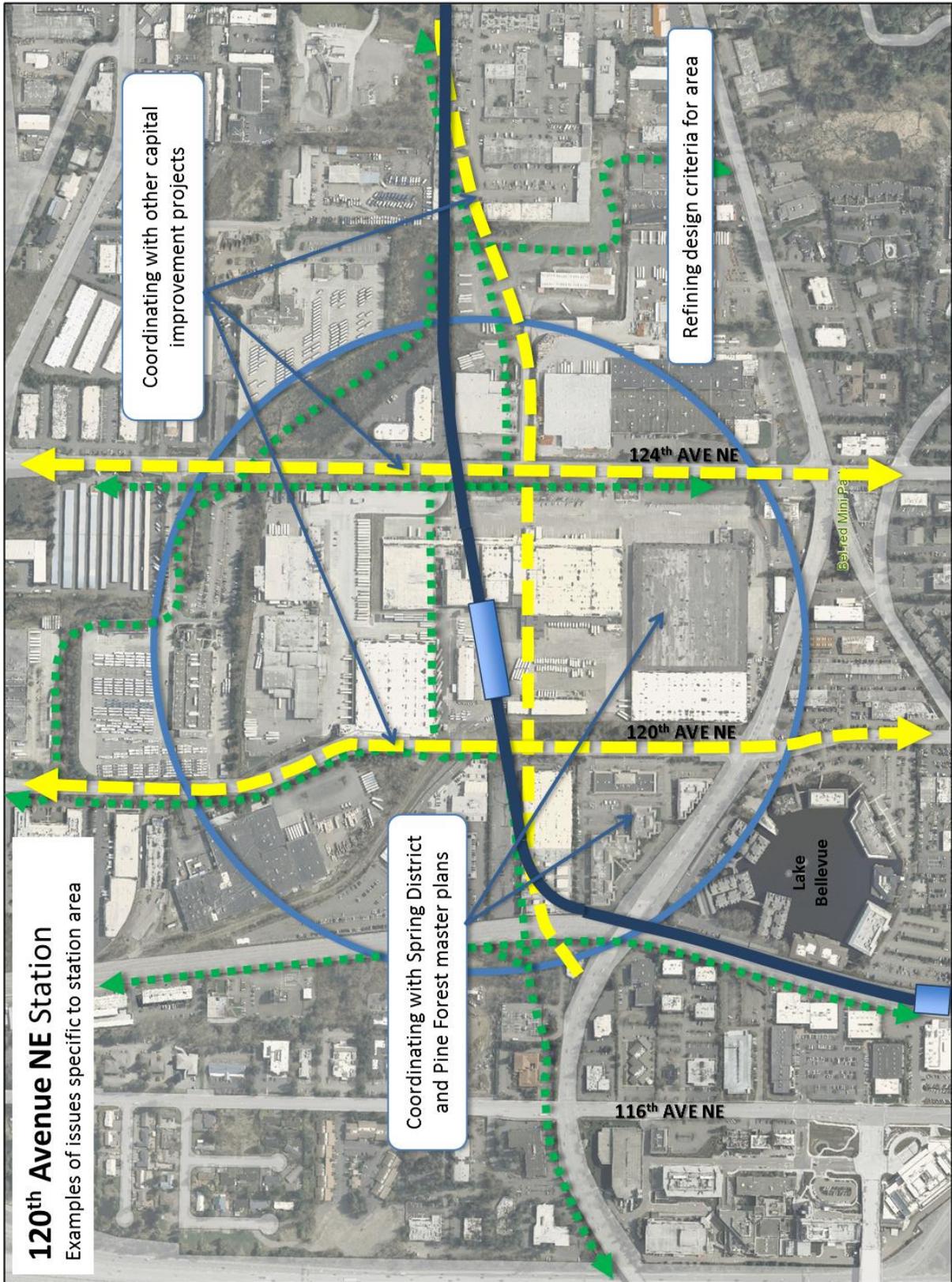
Areas with Potential for Transit Oriented Development











DRAFT PUBLIC OUTREACH PLAN

Introduction

Bellevue's Station Area Planning (SAP) program includes a public outreach component that applies a variety of techniques into a tailored approach to meet the individual needs of each of the six station areas. Public outreach is intended and designed to achieve the following objectives:

1. Engage the community in a planning process that establishes a clear vision and community goals for each station area.
2. Encourage involvement by a broad range of stakeholders.
3. Convey information that is objective and understandable to encourage an informed public dialogue about the issues and opportunities for each area.

General Steps

Although there will be variations in the outreach program for each station, the steps that will generally be followed for all of the stations include:

- Stakeholder identification – all of the work that has been done to date furnishes a good foundation for identifying stakeholders that have expressed interest or been previously involved in projects within the station area. In addition, there will be an outreach effort to the broader community at the outset of the plan to solicit interest and identify additional stakeholders. Typically, the number and composition of stakeholders fluctuates during the course of the project and all will continue to receive information included from the point they join the process until the conclusion of the plan, regardless of their level of involvement.
- "Committee" formation – for those stations where a citizen advisory committee (CAC) is created, the appointments should occur as early as possible in the process once the key stakeholders have been identified. Where a CAC is not warranted, this step will involve establishing points of contact and communication protocols with representatives of the various groups and interests that could function as an ad hoc sounding board throughout the process.
- Scoping – this step will build on the known list of issues and opportunities by soliciting additional input from identified stakeholders and the general public in order to expand and refine the issues. A final recommendation for the scope of work would be reviewed by the CAC or ad hoc group.
- Schedule – once the scope of the plan is defined, staff will prepare a schedule specific to that plan that highlights opportunities for public input on issues, concepts and draft plans and strategies. The schedule will include the estimated timing of informational materials and draft documents for public review and comment.

Techniques

In order to achieve all of these objectives, the outreach program will apply multiple techniques appropriate to each station from the following list.

Committees & Ad Hoc Groups

One technique for public engagement that could vary according to the needs of each planning area is formation of a citizen advisory committee (CAC). A CAC can be an effective means for working through a planning process and engaging stakeholders, particularly under the following circumstances:

- a broad and/or complex range of issues
- a mix of stakeholders with competing interests

- a need for consideration and narrowing of multiple options, especially for land use changes and implementation strategies

While a CAC would have Council-appointed members, a formal charter and regular meetings the more informal ad hoc group would be elected or acknowledged leaders of their respective stakeholder groups and meetings would be held individually or jointly as needed during the process. For the reasons cited above and discussed in more detail in the body of this memorandum, the proposed committee structure for each of the stations is:

South Bellevue	Ad hoc stakeholder group comprised of representatives/leaders of Enatai Neighborhood Association, Eastside Heritage Center and park and trail users would be the primary source of input. There would be additional outreach to transit patrons, bicycle and environmental organizations.
East Main	CAC appointed by Council with representatives of nearby residential and commercial areas.
Downtown	CAC already appointed by Council for Downtown Livability Initiative. Additional outreach as part of Downtown Livability Initiative and Downtown Transportation Plan Update.
Hospital/Wilburton	CAC appointed by Council with representatives of nearby residential and commercial areas and other interest groups.
120 th Ave NE	Ad hoc stakeholder group comprised of property and business owners and interest groups previously engaged in Bel-Red planning.
130 th Ave NE	Ad hoc stakeholder group comprised of property and business owners and interest groups previously engaged in Bel-Red planning.

Whether a CAC or an ad hoc group, all CAC meetings and all joint ad hoc meetings will be open to the public and advertised through the city’s website and e-mail alerts. Summaries of the discussion and actions from any meetings (including with individual stakeholders) will be posted on the city’s website.

Open Houses & Workshops

In addition to meetings, there will likely be one or more open houses and/or workshops conducted over the course of each of the station area plans. Open houses are effective at conveying information and soliciting public input on specific options or ideas to the general public or a large group of stakeholders. The work program for each of these station areas also includes at least one workshop. Rather than responding to a set of options, the workshops will be designed to engage a representative group of stakeholders and subject matter experts in developing and refining options for consideration by the CAC or ad hoc group and the general public. This approach is very helpful and effective in these types of planning efforts, especially when there are widely varying ideas and expectations about potential future redevelopment scenarios. Workshops allow for an airing of a range ideas and a blending of the best of those to create options that address multiple objectives.

Community Walking Tours

The best way to understand the issues and opportunities of an area is to walk around and experience the environment. Walking tours may not be appropriate or necessary for each of the stations, but they will be an option offered to CACs, ad hoc groups, community stakeholders and interest groups. The tours will be organized by staff and guided by local stakeholders and subject matter experts.

Best Practices Research – Staff will mine the existing research that was done as part of the *Light Rail Best Practices Report* and conduct additional research on comparable station areas. The purpose of the research will be to update information on particular issues and to learn from the experiences of other cities in planning around stations with similar circumstances and issues.

Comment Tracking – Staff will maintain a compilation of comments received during each station area planning process and post them on the project website. Prior to any recommendations by a CAC or ad hoc group or the Planning Commission, staff will provide a summary of the comments received to date.

Multi-media

A project website has been established (<http://www.bellevuewa.gov/light-rail-station-areas.htm>) and will be kept current during the planning process. The e-gov alert service will notify subscribers to the site when new information is posted. Materials generated by the project will be posted to keep people informed of progress. The site can also be used to solicit input through online comment forms and surveys. A copy of the current comment form used at recent open houses (e.g. Spring Forward Expo) is included in this attachment.

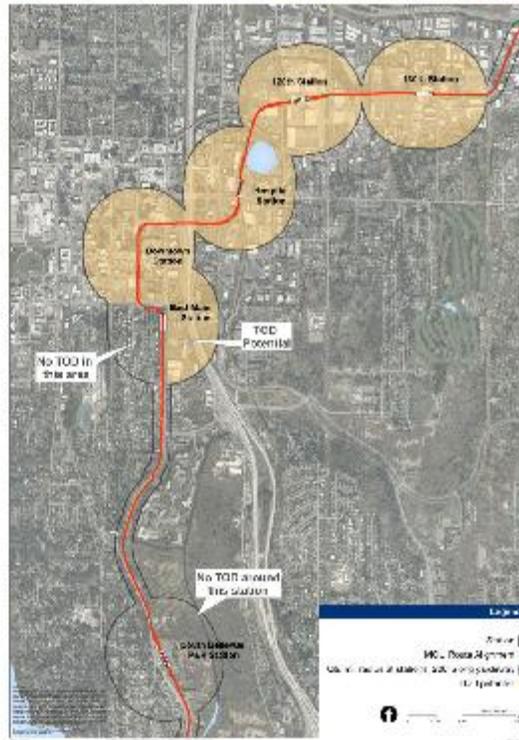
Regular updates on the project will be included (and featured when possible) in the *It's Your City* newspaper as well as the electronic newsletter, "Neighborhood News." Project staff will also work with public information staff to issue press releases to local print and online media at key points in the process.

An initial informational brochure has been created for each of the stations to provide basic location, background, and preliminary issue information about the individual stations and the station area planning process in general. These will be updated with more information as the individual plans progress. Additional information pieces will be developed at other key points in the planning process to summarize concepts, options and draft recommendations.

The following pages contain two public information pieces that have been used in the pre-scoping outreach to date. The first is a one-page general description of station area planning and the second is a form for pre-scoping comments:

STATION AREA PLANNING

...is an opportunity for neighbors of light rail stations to consider what light rail could mean to their community and to make a plan for the future. Each community will have different issues. For example, shaded areas on the map indicate potential for new development that mixes residential, office and retail to take advantage of light rail – known as “transit-oriented development” or TOD. There is no potential in two areas due to well-established city policy preserving existing single-family neighborhoods.



*While each station is unique, some issues that are common to all include:

- Pedestrian/bicycle access from the surrounding area
- Local bus service to the station
- Improvements such as sidewalks, utilities, landscaping, and way-finding that could enhance the area.

Each plan will follow some basic steps (see below) and the public will be involved throughout the project.

1. Seek input from nearby residents, business and property owners to identify what issues should be addressed in the plan.
2. Analyze issues that can be addressed through the planning process and develop different concepts and strategies.
3. Recommend which concept and strategies should be in the final plan.
4. Present the recommendation to City Council for their approval or further direction.
5. Make the plan a reality by implementing the strategies included in the recommendation.



*Station Area Planning does not include the design of the station itself, construction, mitigation, operation or maintenance of light rail; those are the responsibility of Sound Transit.



For more information check out the City's website: www.bellevuewa.gov/light-rail-station-areas.htm, or contact Mike Kattermann (mkattermann@bellevuewa.gov, 425-452-2042) or Phil Harris (psharris@bellevuewa.gov, 425-452-7680).

STATION AREA PLANNING

What could it be like living, working or visiting in the community surrounding the [Enter Station Name Here] light rail station in the year 2025?

Station area planning is an opportunity for the people that live, work, do business or own property in the vicinity of light rail stations to consider what light rail could mean to their community and to make a plan for the future. Please help city staff better understand the scope of issues for the plan by taking a few minutes to respond to the following questions. Use the back of this page if you need more space.

1. Though every neighborhood is unique, following is a list of topics commonly included in station area plans. Using this list or adding your own items, what are the 3 most important things you would like to see studied in the plan for this area and briefly explain why they are important?

❖ Neighborhood character	❖ Public spaces/parks	❖ *Redevelopment Potential
❖ Local station access (walk/bike/bus)	❖ Street & utility improvements	❖ Parking
		❖ Natural environment

*NOTE: Established city policy precludes land use changes in existing single-family and environmentally sensitive areas around the South Bellevue Station and west of the East Main Station.

a. _____

b. _____

c. _____

2. What, if anything, do you think will change for the surrounding community after the light rail station opens? What changes would you like to see?

Please drop off this comment form at the check-in table or e-mail or mail it to Mike or Phil (see below). If you would like to be added to the interested parties list for this project, please provide your contact information.

Name: _____ E-mail: _____

Address: _____



For more information check out the City's website: www.bellevuewa.gov/light-rail-station-areas.htm, or contact Mike Kattermann (mkattermann@bellevuewa.gov, 425-452-2042) or Phil Harris (psharris@bellevuewa.gov, 425-452-7680). Mailing address: City of Bellevue, PO Box 90012, Bellevue, WA, 98009-9012