

City of Bellevue
Wilburton Commercial Area
Citizen Advisory Committee
Meeting Minutes

January 5, 2017
6:00 p.m.

Bellevue City Hall
Room 1E-112

MEMBERS PRESENT: Jeremy Barksdale, Sarah Chong, Glen Griswold, Jay Hamlin, Maria Lau Hui, Matt Jack, Chris Johnson, Debra Kumar, James McEachran, Andrew Pardoe, Daniel Renn, Lei Wu, Don Weintraub

MEMBERS ABSENT: Alison Washburn, Jon Duarte

OTHERS PRESENT: Bradley Calvert, Department of Planning and Community Development, Kevin McDonald, Transportation Planning, Mayor John Stokes

RECORDING SECRETARY: Audio Recording, transcribed by Bradley Calvert

1. Call to Order and Approval of Agenda

The meeting was called to order at 6:01 p.m. by Co-chair Barksdale.

Action Item: *A motion to approve the agenda was made by Co-chair. Wu. The motion was seconded by Mr. Pardoe.*

Co-chair Barksdale recommends proceeding with committee and staff introductions prior to Mayor Stokes welcome address, in his absence.

2. Committee and Staff Introductions

Co-chair Barksdale asked staff and committee members to introduce themselves.

Bradley Calvert said he is the project manager for the Wilburton-Grand Connection planning initiative.

Kevin McDonald said he is a planner in the Transportation Department, and assists working with the Transportation Commission on policy issues for the City.

Co-chair Jeremy Barksdale said he is a member of the Planning Commission.

Co-chair Lei Wu said she is a member of the Transportation Commission.

Maria Lau Hui said she is a member of the Arts Commission.

James McEachran said he is a member of the Human Services Commission.

Sarah Chong said she was with DASH Housing.

Daniel Renn said he was resident of Wilburton.

Jay Hamlin said he was from the Wilburton neighborhood.
Don Weintraub said he lives and works in Downtown Bellevue.

Chris Johnson said he was with the Bellevue Chamber of Commerce and lived in the Richards Valley neighborhood.

Debra Kumar said she is a member of the Park and Community Services Board.

Matt Jack said he was with the Bellevue Downtown Association.

Andrew Pardoe said he is a resident south of the Toys R Us.

Glen Griswold said he was a resident of the Wilburton Neighborhood.

Co-chair Barksdale recommends proceeding to the public comment period in advance of the Mayor's welcome.

3. Public Comment

Ian Morrison explained that he is joined by the Morelli family. He stated thank you to the city and the Citizen Advisory Committee for including the properties to the south in the SoFo area (ULI Advisory Panel) as part of the study. Mr. Morrison stated that this was an incredible opportunity and appreciated the City's responsiveness to consider the southern portion of the Wilburton Commercial Area as part of the CAC. He thanked the CAC, and cited that the study is an incredible opportunity and journey to talk about the future of the Wilburton Commercial area for the next 50 years by spending their (CAC) time and evenings to talk about community. Mr. Morrison thanked the CAC on behalf of the Morelli family and the property owners for the work and effort they would put into this study. He encouraged them to be creative and think about the long term, and support the vision for the "City in a Park" and transit oriented development.

Panfilo Morelli stated that his family has owned Eastside property for many years including one parcel in Redmond for 86 years. He stated his wife's side of the family dated back to the founding of Redmond in 1871. Mr. Morelli stated that he and his brothers owned five acres next to the Botanical Gardens as part of the Eastridge Corporate Center. They bought the property 12 years ago, and planned to hold it for a long time. He stated its proximity to the rail line and Sound Transit light rail stations. Mr. Morelli stated he planned to hold the property for a length of time as Bellevue is a dynamic city, and that he appreciated the City including his property in the study area. It provides them an opportunity to support the transit system and enhance connections to the parks. He stated he looked forward to working with the CAC, and encouraged them to think creatively and for the long term future of Wilburton as Bellevue grows.

Robert Shay stated that he would like to ensure that the current escalation of property crimes in the Wilburton Hill neighborhood is addressed by the Committee. He stated that the neighbors would like to feel that someone is listening, and that there has been a spike in neighborhood crime.

Todd Woosley stated that he is a second generation owner of properties in the Wilburton Commercial Area, a group of four buildings known as Brierwood Center, just south of the Spring District. Mr. Woosley stated that the properties have been owned by his family since the late 1960's and is looking forward to working with the CAC on

positioning them for the next 50 years. He stated there is lots of opportunity and cited their proximity between two light rail stations and well suited for transit-oriented development and to serve the growing needs of Bellevue. Mr. Woosley provided a thank you to the members of the CAC to work on the project, and is excited about the opportunity and process.

4. Welcome by Mayor Stokes

The Mayor stated his excitement and thanked the CAC members for being a part of this unique planning initiative. Mayor Stokes cited Bellevue's long history of Citizen Advisory Committees, and referenced his prior participation on the Eastgate/I-90 CAC with Mr. Hamlin. Mayor Stokes referenced other engagement groups such as the Technical Advisory Group for affordable housing and the boards and commissions are made of volunteers from the community. Mayor Stokes stated it was an exciting time in Bellevue and that many people inquire about the changes and excitement in Bellevue, but that some of the problems that emerge from these changes also occur in other places.

Mayor Stokes referenced the change in population in Downtown as an example of growth and change in Bellevue and the region. He continued to talk about the evolution of the urban center and the demand to live in Downtown, and the ultimate evolution of Wilburton, citing exciting but challenging opportunities. Mayor Stokes described the CAC's task as a new and exciting opportunity for a transformation vision for the Wilburton Commercial Area provide its unique context such as East Link, Grand Connection, and Eastside Rail Corridor.

Mayor Stokes referenced the 2012 Bellevue Downtown Association study trip to Denver, Colorado and how Denver reconnected Downtown to an existing neighborhood and how this existing neighborhood was transformed with a new connection. He described how this planning initiative is comparable to Denver, and how the Wilburton Commercial Area is at the center of all of this activity and that it is no longer an in-between that is divided from Downtown. He continued by describing Bellevue's strength in neighborhoods and how they differ from other cities in that they are not isolated from one another. Mayor Stokes pointed to the challenge of balancing the re-visioning effort with its proximity to the surrounding neighborhoods.

The Mayor emphasized that this was an opportunity to do something great for Bellevue and for the region. He described that the boundaries between cities mean less than they used to and that they are no longer buffered from one another, meaning that the Wilburton Commercial Area is a crossroads for the region. Mayor Stokes spoke to the momentum developed through previous events, and bringing all of these elements together through the Citizen Advisory Committee. He referenced the BelRed study and its relationship to the development of East Link light rail, GIX, and the REI corporate headquarters.

Mayor Stokes stated that the work of the Citizen Advisory Committee would enhance the development and success of BelRed. He emphasized the opportunity to develop the study area into a great neighborhood where people want to go and live. He thanked the Committee on behalf of the Bellevue City Council and City Manager. Mayor Stokes concluded by expressing the importance of the affordable housing initiative, and that this work will benefit the City and the region.

5. Review of Committee Charge and Operating Guidelines; Confirmation of on-going Committee Meeting Schedule

Co-chair Wu called attention to the Committee operating guidelines and the on-going schedule. She asked if everyone had a chance to review the operating guidelines and if anyone had any comments. Co-chair Wu acknowledged the opportunity to shape this area for the next 50 years, and that attending each meeting and reviewing the materials prior to the meeting was important.

Co-chair Wu spoke to the effort of reaching agreement by consensus but not hesitating to ask for additional information to make informed decisions.

Mr. McEachran asked if the meeting would be recorded and minutes provided for each meeting. Mr. Calvert responded that the meetings would be audio recorded and that minutes would be distributed.

Mr. McEachran asked about citizens approaching Committee members individually and whether it is appropriate to discuss the project. Co-chair Barksdale responded that it should be disclosed at each meeting if such communication has occurred. Mr. McEachran recommended that there be a dedicated time on the agenda to discuss any engagement outside of the Committee meetings. Mr. Calvert agreed to include that in future agendas.

Ms. Kumar asked the role of the Committee and their interaction with the City of Bellevue Boards and Commissions. Co-chair Barksdale stated that report outs and discussions of relevant topics is encouraged, particularly as it relates to opportunities for early implementation. This included opportunities such as tactical urbanism. Mr. Calvert acknowledged the item under the Operating Guidelines for members that represents boards and commissions to provide regular updates to their peers. Mr. McEachran asked if staff would be present at board or commission meetings on behalf of the Committee. Mr. Calvert responded that he would be available as needed to provide updates and presentations.

Ms. Kumar asked if the boards and commissions would have authority or review of the work that the Committee would complete. Mr. Calvert responded that they would not have a role with the exception of the Planning Commission who ultimately makes recommendations to City Council for code updates.

Mr. Johnson asked whether meetings were subject to the Open Public Records and Open Public Meeting Acts and its relationship to records retention. Mr. McDonald stated that communication between members and members and staff is a matter of public record.

Co-chair Barksdale emphasized the importance of the broader community and opportunities to enhance community beyond Downtown and to improve engagement across the broader community.

Co-chair Wu summarized the timeline of the meetings and emphasized the importance of maintaining the schedule of the Committee. Ms. Lau Hui made an inquiry regarding attendance of the meeting, citing future conflicts. Mr. Calvert acknowledged that there could be conflicts in schedule but encouraged full attendance as possible. Co-chair Barksdale informed committee members to contact staff to inform them of any meetings they were not able to attend.

- ❖ **Action Item:** *Mr. McEachran moved to approve the operating guidelines and agenda, the motion was seconded by Co-chair Barksdale and carried unanimously.*

6. Project Context and Approach

Mr. Calvert began by thanking the Committee members for their participation in the planning effort. He acknowledged the absence of two Committee members, Jonathan Duarte and Alison Washburn. Mr. Calvert discussed the context of the project and the influencing factors that have encouraged the planning initiative including East Link light rail, the Eastside Rail Corridor, the location between BelRed and Downtown, and the Grand Connection. Mr. Calvert explained the purpose of the study, to establish a new land use, urban design, and transportation vision for the study area.

Mr. Calvert stated that defining the unique niche for the study area, and satisfying the unmet needs and demands of Bellevue and the region will be an important part of the planning process. He described the unique niche related to design, character, and uses within the study area.

Mr. Calvert began discussing the boundary of the study area and its origins. He described the original ‘special opportunity’ area and the reason for its initial expansion to capture the area immediately around the future light rail station, north of NE 8th Street. He went on to describe the expansion south of NE 4th Street to capture the areas around the Eastside Rail Corridor, serving as a spine and important element of the study area. He referenced the anticipated heavy pedestrian traffic on the route and the influence of additional people in the study area.

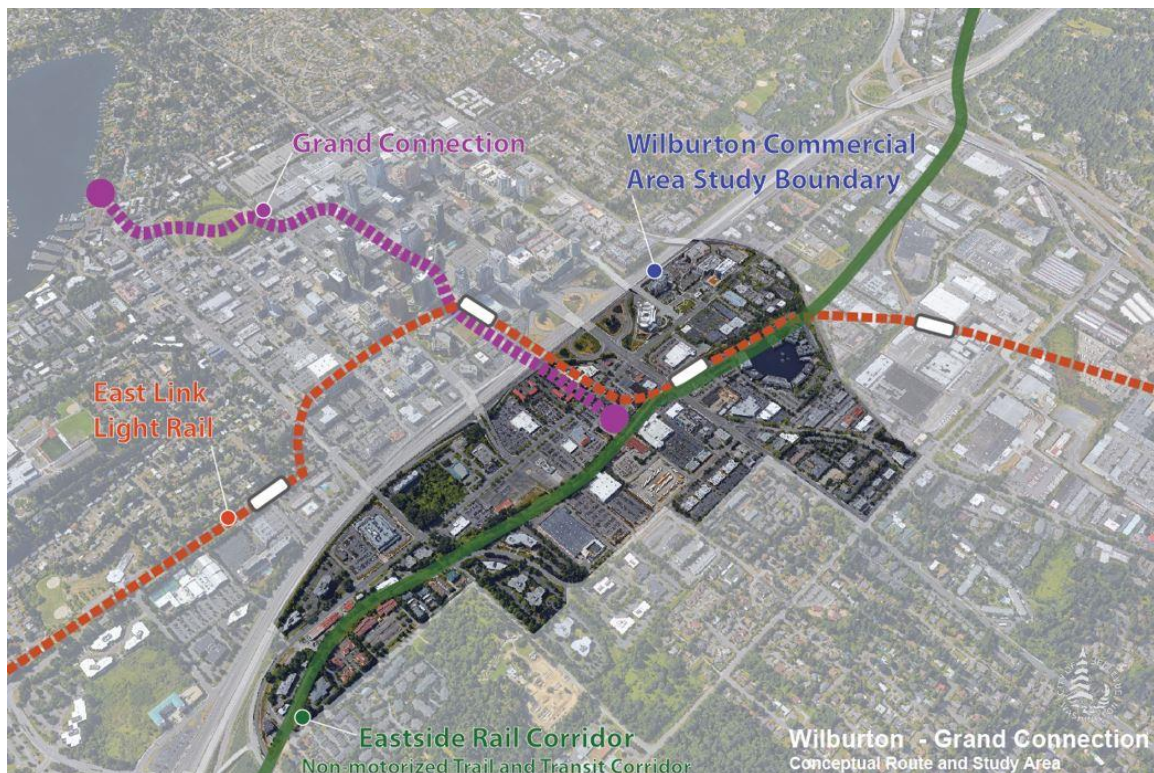


Figure 1 - Study Area Map

Mr. Calvert highlighted some of the surrounding important assets including Downtown, GIX, Lake Bellevue, Wilburton Hill neighborhood, Medical District, the new Wilburton elementary school, and the Wilburton Hill Park and Botanical Garden. He described the existing zoning in the area, highlighting the Medical District and BelRed zoning. Mr. Calvert informed the Committee that they would be examining the BelRed zoning for additional changes in light of recent changes made as part of the BelRed planning initiative. He described the rest of the study area as limited multi-family, office, general commercial, and commercial business zoning with heights typically between 30 and 45', 10 to 30 dwelling units per acre, and a floor area ratio typically between .5 and 1.0, with some limited higher densities in the existing BelRed zones.

Mr. Calvert referenced a series of images to provide context for the existing character, defined by lower scaled buildings, auto row, the residential and commercial condominiums around Lake Bellevue, the existing conditions of the Eastside Rail Corridor, and some large scale retail developments.

Mr. Calvert described the Urban Land Institute (ULI) National Advisory Panel as an element of the work completed to date. He described the process of the panel, and the purpose of applying a fresh perspective to the study area and offering a national perspective in relationship to expertise and precedents. He stated the panel offered an opportunity to establish a baseline precedent for the planning initiative. This included design, implementation and policy.

Mr. Calvert highlighted the strategy developed by the panel, using the existing transportation boundaries. This included a district concept that included a health and wellness district, a technology and innovation district, a trail and transit oriented district, and a spill over mixed use district. The spill over district would pursue opportunities to consolidate the auto retailers in a more condensed or vertical orientation.

Mr. Renn asked why the properties at the southeast corner (Eastridge Corporate Center) were split in half to only include part of the office properties within the study area. Mr. Calvert described how the City received requests for properties to be included into the study area, and that the split in the office properties was to provide a buffer to the Wilburton Hill neighborhood. He stated this would maintain a buffer from the neighborhood and the study area through existing commercial office properties or existing multi-family developments. Mr. Hamlin stated that the two properties to the east are under separate ownership from the properties that were included in the study area. Mr. Calvert confirmed this statement.

Mr. Calvert described the design intent by panel, which included permeable and smaller scaled blocks that would provide access to the Eastside Rail Corridor. He described how this could support the connecting of Bellevue's green assets, including the existing and new green spaces between Downtown, Meydenbauer Bay, and the study area. He discussed the suggestions in changing street character to be more walkable and cyclist friendly. Mr. Calvert went on to describe ULI's suggestion of tactical urbanism, or the small scale rapid testing of concepts in advance of change.

He referenced other implementation concepts from the panel including; adopting a hybrid form based code, simplifying the land use code, adopting and implementing a complete streets policy, enabling street based businesses, establish a tech enhanced green necklace, a gradual change in zoning to prevent overbuilding, and to consider workforce housing requirements. He concluded that a more in depth analysis could be found in the ULI report out provided in the Committee briefing book.

Mr. Hamlin referenced form based codes as being an item that might be out of the Committee's boundary, but wanted the Committee to consider a wide range of ideas. He asked if the Committee was allowed to open the discussion to new and creative ideas. Co-chair Wu responded that the initial ground work provided should assist the Committee, but the Committee should not feel constrained. She stated that if an idea is supported by other Committee members then it should be explored. Co-chair Barksdale agreed, provided that time allowed additional exploration. Mr. Hamlin stated it would be nice to break out of boundaries to explore but that the explorations should be brought back to a reasonable proposal.

Mr. Calvert described the Enliven Wilburton event as a tactical urbanism strategy that was executed with the Gehl Institute, King County, City of Bellevue, REI, Puget Sound Energy, Daniels Real Estate, and other organizations. He described it as an opportunity to consider the location where the Grand Connection and Eastside Rail Corridor might interface and demonstrate the potential of the space. He described the program as a café and how the team covered the existing rails and activated the existing space to show people the potential of the space.

Mr. Calvert went on to talk about the Grand Connection and its role as a companion effort to the Wilburton Commercial Area study, but that it was not part of the Committee scope. He referenced the Bellevue City Council principles and how some of the Grand Connection principles will still play a role in the Wilburton Commercial Area planning. He also stressed the importance of the interface between land use, urban design, and the Grand Connection but that the Grand Connection itself is separate from the CAC work.

Mr. Calvert stated that the I-405 crossing and interface with the Eastside Rail Corridor was still in its early stages, but that the presented concepts could provide some ideas on this relationship. He began by describing the public engagement process and the efforts to achieve as much input as possible and to attempt new means of public outreach. He stressed that there is a desire to continue this language of engagement through the Wilburton Commercial Area study. Some of the engagement means executed thus far included the design charrette with the Bellevue Arts Museum, acknowledging the participation of some of the Committee members in the charrette. Mr. Calvert described how the charrette was an opportunity to produce the initial visualization tools of the potential of the Grand Connection.

Mr. Calvert described the route of the Grand Connection beginning at Meydenbauer Bay and connecting Old Bellevue, the Downtown Park, the Pedestrian Corridor, and across the interstate to the Eastside Rail Corridor and the Wilburton Commercial Area. He stated that much of the work included existing infrastructure Downtown, and that the eastern portion of the route would be new infrastructure. He referenced the recommendation to expand the route to consider Main Street as a secondary route in future work.

Mr. Calvert described the I-405 crossing as the portion that is most relevant to the Committee. He stated that the City is in the very early visioning stages and that the proposed solutions thus far include an elegant pedestrian bridge, a connection similar to New York City's High Line, and an option to cover a portion of the interstate. He described that each alternative will provide a connection to the Eastside Rail Corridor to establish both north-south and east-west connections. Mr. Calvert stated that the City will keep the Committee informed as new concepts and ideas emerge, but the Committee will focus more on the study area and the Grand Connection's interface with building

heights, uses, and densities.

Mr. Renn asked whether the plan was to connect to 116th Avenue NE or go over 116th Avenue NE. Mr. Calvert stated that the goal was for the design to do both, connect to 116th Avenue NE, and to also continue on to the Eastside Rail Corridor. Mr. Calvert stated that the visioning process was still looking for the precise location for the route and connections.

7. Review of Scope Elements and Public Input to Date

Mr. Calvert began discussing the scope of the Committee by reference specific items that would be considered in the planning process including; building height and form, contextual relationship between Downtown, BelRed, and the Wilburton Hill neighborhood; design guidelines, environmental sustainability, neighborhood interface with the Eastside Rail Corridor and the Grand Connection, permitted uses and zoning, parking requirements, station area planning with the Wilburton Station, urban design, streetscapes, and character of the neighborhood. He stated that the Committee will be going through a series of exercises to establish a clear vision for these items.

Mr. Griswold asked how the Puget Sound Energy power lines fit into this planning process. Mr. Calvert stated that the Committee would be exploring that topic in future meetings. Mr. Renn asked if the route for the power lines had been resolved. Mr. Calvert responded that it had not.

Mr. Calvert referenced that some of the Council Principles apply specifically to the Grand Connection, but that they are still relevant to the Wilburton Commercial Area. He described that the goal for the Grand Connection was to create a unique urban experience and that the Wilburton Commercial Area should also be a unique urban experience. He summarized the Principles of defining the unique market niche of the study area, defining the identity, light rail station area planning, creating a community benefit to Downtown and Wilburton Hill, addressing affordable housing opportunities, maintaining contextual sensitivity, timing and phasing, and pursuing innovative public engagement. Mr. Calvert referenced the engagement strategies from the Grand Connection project including launching an independent website, online polls and surveys, and trying new ways to reach out to the public.

Mr. Calvert described how the Citizen Advisory Committee was the first piece of the planning process. He stated that a final report and recommendation would be made from the CAC that would inform policy, strategy, and ultimately code.

Mr. Calvert described the Property Owners Panel as an opportunity for stakeholders to infuse their ideas into the CAC. He stated that there would be three or four workshops between the CAC and the Property Owners Panel. Mr. Calvert stated that the workshops would be an opportunity to test ideas and to develop a shared vision. He referenced the schedule and that the anticipated workshop meeting dates would align with critical decision points. Co-chair Wu asked if staff would be offering preparations in advance of the meeting for the Property Owners Panel. Mr. Calvert responded that staff would be preparing the Property Owners Panel, including meetings. He went on to describe the challenge of including property owners on the CAC given the diverse context of the study area and its scale.

Mr. Calvert described the property owners as key stakeholders. Other stakeholders included residents from impacted neighborhoods and potential users of the study area, the

medical institutions, civic organizations, and the Bellevue community as a whole.

Mr. Calvert referenced a timeline describing the launch of the project in December of 2015. He described that this meeting was the beginning of the land use, transportation, and urban design analysis for the Wilburton Commercial Area. Mr. Calvert stated that the anticipated length of the CAC would be 13 months and a final document would be produced to provide recommendations for the comprehensive plan and land use code. He stated that public engagement would mirror some of the work by the CAC.

Mr. Calvert stated that the schedule set a major decision point every three or four months. He stated that the CAC would develop three alternatives and then select a preferred alternative. Co-chair Wu asked if there were predefined alternatives and scenarios. Mr. Calvert stated that the CAC will generate the alternatives. He added that the consultant and the property owners panel would assist in generating the alternatives.

Mr. Renn stated that the Council Principles included walkability, of which he supported. He stated that the new development, Bellevue South, would be completed prior to the CAC recommendations. He went on to describe that the development to the north, Bellevue Central, did not provide pedestrian access from 116th Avenue NE, and to access the property as a pedestrian one would have to walk up a drive way, and that it did not achieve walkability as far as he was concerned. He stated that the new development did not appear to have much access from 116th Avenue NE, and he was unsure of what the Committee could do to influence the design. Mr. Calvert stated that in its current proposal, the project would include access from 116th Avenue NE. Mr. Renn asked if there was anything that the Committee could do to be involved. Mr. Calvert stated that they were welcome to provide public comment once the project began its Design Review process. He stated that beyond public comment the Committee was to develop concepts and a vision that looks forward. Co-chair Wu asked what the level of discussion would be for urban design and land use, assuming that it was not a site-by-site analysis. Mr. Calvert responded that it would be developing the overall character and urban design, though it could be based upon districts, but not site-by-site.

Co-chair Barksdale stated that a goal was to minimize the low hanging fruit at the end through early implementation. Mr. Calvert stated that this was up for discussion and that opportunities would need to first be identified.

8. Overview of Briefing Book and Workbook Materials

Mr. Calvert referenced the materials distributed to Committee members thus far. He stated that the briefing book establishes the baseline existing conditions of the study area and any relevant information to the project. He stated that if there is additional information needed by the CAC to please inform staff and they will include it in future meeting packets. He highlighted the materials included in the workbook, drawing attention to the three different zoning districts found in the study area. Mr. Calvert said that the work to date section did not mean that the plans were finalized, but were to be considered by the Committee. He stated that the tourism survey summary was a short version and a more in depth summary would be provided at a future date.

Mr. Calvert stated that a week prior to each meeting staff would mail the meeting materials to Committee members to insert into workbooks. He said these materials could include work by the consultant, materials requested, and informational materials.

Mr. Calvert highlighted a tool to be used by the City's consultant, design computation.

He described the typical process of illustrating topics such as height and density which include static images and significant time to generate. Mr. Calvert stated that the design computation tool will allow visualization in real time through interactive toggles that would include variables such as incentive zoning, heights, densities, and street network. He continued that the tool will allow for a snapshot for the Committee members as well as the public to serve as a public comment. Mr. Hamlin asked if the tool would include transportation in addition to land use. Mr. Calvert responded that it would include transportation elements such as new streets, pedestrian paths, and street width. Mr. Calvert stated that the tool would allow staff and the Committee to be much more nimble and responsive.

Mr. Johnson asked to what degree the Committee should consultant the existing subarea plan given its study area is much larger than the Wilburton Commercial Area, including potential limitations. Mr. Calvert responded that there are several policies that specifically reference elements of the study area and that those should be given the most attention. Mr. Calvert stated he would highlight the subarea plan policies that were applicable to the Wilburton Commercial Area.

Mr. Hamlin stated that there was limited information on the Wilburton East Link Station, and assumed that it was separate from this body of work. He asked how the Committee could get more information on the Wilburton Station. Mr. Calvert stated that he was assembling information and that station area planning was part of this process. Mr. McDonald confirmed that station area planning is part of the Wilburton Commercial Area planning process. Mr. Johnson asked for clarification that the work would include the station area and not the station itself. Mr. Calvert confirmed that the station area was part of the work, but not the physical station.

Mr. Hamlin stated it would be nice to have more information on the bicyclist and pedestrian plan. Mr. McDonald confirmed that there was a pedestrian and bicyclist transportation plan that included project descriptions. He stated that the Downtown Transportation Plan includes some information on the east side of the freeway because the Transportation Commission believed Downtown was not just an island and had to be connected to the rest of the city. As a result, the Commission developed a set of recommendations for east of the freeway. Mr. McDonald stated that he would provide the information in the next packet.

Mr. Hamlin made the comment that the area as a regional center is an interesting idea. He stated that this is a really important element to consider, as it has a regional element with its existing uses, but the neighborhoods do not have a neighborhood center for Wilburton. He stated this was an important element to him, and to create a sense of place to Wilburton.

Co-chair Barksdale reference the use of personas in his professional work to identify users. He stated that the Committee has an opportunity to establish personas to understand who the City is not serving or could be serving better. He stated that personas are not necessary but it is a concept to consider.

Co-chair Wu stated that this was an opportunity for the study area to stand out in the region and that the potential is unlimited.

Mr. Pardoe stated that it would be interesting to investigate opportunities to make Lake Bellevue more accessible to people. He stated that it is interesting that there is a lot of water in Bellevue that most cannot access. He stated that he wondered if anyone had

looked at whether the properties along Lake Bellevue were in a position to be acquired similar to the East Main light rail station. He stated it would be interesting to explore opportunities around Lake Bellevue. Mr. Hamlin stated that the City was not successfully activating the space. Mr. Pardoe raised the concept whether property owners could be incentivized to move. Co-chair Wu stated that the briefing book included an assessment on the water quality of the lake, which Mr. Pardoe stated was not great. Mr. Hamlin acknowledged that the trail was in close proximity to the Lake.

Mr. McEachran stated that the ULI report made the only reference to affordable housing. He stated his work on housing and affordable housing, and continued to say that he supported work on economic development and transportation. Mr. McEachran stated that it would be helpful to include housing and human services elements from the comprehensive plan as part of the conversation, emphasizing its importance on livability. Mr. Calvert confirmed that he would include those sections in the next meeting packet.

Co-chair Barksdale stated that he liked the conversation and wanted everyone to feel comfortable contributing.

Co-chair Wu referenced the Bellevue South project from the earlier discussion and asked if Committee members could get involved outside of the CAC on individual projects. Mr. Calvert stated that the Committee members could as a resident, but not as representatives of the Committee. Co-chair Wu asked if Committee members could be made aware of such opportunities. Mr. Calvert stated that all Design Review projects are open for public comment and that public meetings are noticed and mailed.

Mr. Renn stated that the Bellevue South project would be secured in its development review process prior to the completion of the CAC's work. He stated that if the goal is walkability, projects like the REI are not walkable and he hopes that the next project to the south will be better.

Mr. Renn asked if the briefing book was available online. Mr. Calvert confirmed that the book is available on the project website. He stated that future agendas and packet materials would also be posted on the project website.

Co-chair Barksdale encouraged all members to forward questions to staff in advance of the next meeting.

Co-chair Wu requested clarification on communication in regards to the Open Public Records Act. She asked if Mr. Calvert was the Committee's staff contact. Mr. Calvert confirmed that he was. Co-chair Wu also asked whether Committee members should communicate amongst themselves. Mr. Calvert responded that Committee members should not discuss, via email or in person, if the number of participants reaches a quorum. Mr. Calvert stated that requests for information should be directed to himself or Mr. McDonald. Mr. McDonald stated that replying all to messages would constitute as a meeting.

Mr. Weintraub asked if meetings would go beyond the anticipated schedule given the limited number of hours. Mr. Calvert responded that some meetings, particularly those with action items, could extend to 9:00 p.m. to address all relevant items. Mr. Calvert stated that he would notify Committee members in advance, and that the goal is to maintain the original meeting timeline.

Co-chair Barksdale stated that Committee members schedule time with staff to obtain

additional information or clarification. Mr. Calvert confirmed this opportunity.

9. Adjourn

Co-chair Wu adjourned the meeting at 7:29 p.m.