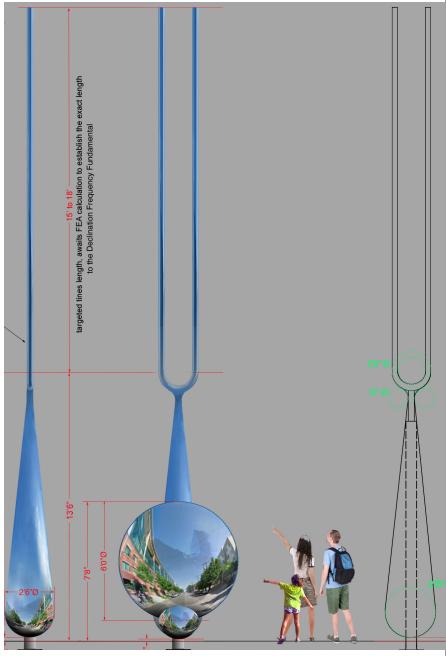


# **BELLEVUE ARTS COMMISSION**



The commission will review two public art proposals by Marc Fornes of Theverymany for the Downtown Park's NE Corner and Po Shu Wang (detail pictured above) for the 130th Streetscape.





Department of Planning and Community Development

# Agenda

Tuesday, April 9, 2019

Meeting: 4:30 p.m.

**ADJOURNMENT** 

Chair Manfredi will adjourn the meeting.

8.

Bellevue City Hall, 1E-109 Commission Staff Contact: 425.452.4105 **CALL TO ORDER** 1. 4:30 Chair Manfredi will call the meeting to order. 2. **APPROVAL OF AGENDA AND MINUTES** 4:30 - 4:35 A. Chair Manfredi will ask for approval of the agenda. B. Chair Manfredi will ask for approval of the March 2019 regular meeting minutes. **ORAL COMMUNICATIONS** 3. 4:35 - 4:40Chair Manfredi will entertain oral communications limited to three minutes per person or five minutes if representing the official position of a recognized community organization for other than main agenda items and public hearing subject. A maximum of three people are permitted to speak to each side of any one topic. 4. **ACTION ITEMS AND DISCUSSION ITEMS** A. Downtown Park NE Entrance Public Art Concept 4:40 - 5:10 B. 130th Avenue Public Art Concept 5:10 - 5:40 C. BelRed Arts District Update 5:40 - 6:10 D. Arts Commission Bylaws Discussion 6:10 - 6:155. **COMMISSION QUICK BUSINESS** 6:15 - 6:20**REPORTS** 6:20 - 6:256. A. Commissioners' Committee and Lead Reports B. Project Updates from Staff **CORRESPONDENCE. INFORMATION** 7. 6:25 - 6:30 A. Written correspondence (if any) B. Information i. Committees

Bellevue Arts Commission

6:30

Bellevue Arts Commission meetings are wheelchair accessible. Captioning, American Sign Language (ASL), or language interpreters are available upon request. Please phone at least 48 hours in advance 425-452-6168 (VOICE) for ADA accommodations. If you are deaf or hard of hearing, dial 711 (TR). Assisted listening devices are available upon request. Please contact the Arts Program at least two days in advance <a href="mailto:iheim@bellevuewa.gov">iheim@bellevuewa.gov</a> 425-452-4105 (Voice) Please dial 711 for assistance for the hearing impaired.

### **ARTS COMMISSION MEMBERS**

Paul Manfredi, Chair Philip Malkin, Vice Chair Ashmita Gulati Trudi Jackson Maria Lau Hui Rebecca Lewis Carl Wolfteich

### **COUNCIL LIAISON**

John Stokes

### **STAFF CONTACTS**

Joshua Heim, Arts Program Manager, 425-452-4105 Scott MacDonald, Arts Program Coordinator, 425-452-4852

Department of Planning and Community Development

### BELLEVUE ARTS COMMISSION REGULAR MEETING MINUTES

March 5, 2019
4:30 p.m.

Bellevue City Hall
Room 1E -109

COMMISSIONERS PRESENT: Chairperson Manfredi, Commissioners Gulati,

Jackson, Malkin, Wolfteich

COMMISSIONERS ABSENT: Commissioners Lau Hui, Lewis

STAFF PRESENT: Joshua Heim, Scott MacDonald, Department of

Planning and Community Development; Kathleen

Kline, City Attorney's Office

OTHERS PRESENT: Zac Cullen, Ben Beres, John Sutton,

SuttonBeresCuller

RECORDING SECRETARY: Gerry Lindsay

I. CALL TO ORDER

The meeting was called to order at 4:35 p.m. by Chairperson Manfredi who presided. All Commissioners were present with the exception of Commissioner Wolfteich, who arrived at 4:37 p.m., and Commissioners Lau Hui and Lewis, both of whom were excused.

### 2. APPROVAL OF AGENDA AND MINUTES

A. Approval of Agenda

Motion to approve the agenda was made by Commissioner Jackson. The motion was seconded was by Commissioner Malkin and the motion carried unanimously.

B. Approval of Minutes

Motion to approve the January 2019 minutes as submitted was made by Commissioner Malkin. The motion was seconded was by Commissioner Jackson and the motion carried unanimously.

- ORAL COMMUNICATIONS None
- 4. ACTION ITEMS AND DISCUSSION ITEMS
  - A. Arts Commission Bylaws Discussion

Assistant City Attorney Kathleen Kline explained that the city has developed a standardized set of bylaws for all boards and commissions to use as tools to facilitate the work they do. While the standardized approach does not allow for much variability, there are some sections in which revisions can be made to make them work for the specific bodies. Currently, the Arts Commission does not have adopted bylaws.

Ms. Kline called attention to Article I of the bylaws mirrors the code section that pertains to the Commission, with the exception of paragraph B that specifically references artists and the guidelines of the Public Art Program. With regard to Section V, she noted that the section is variable as to the specific day and time for Commission meetings but is not variable in the requirement for the Commission to meet at least once per month, provided that the Commission can elect to recess for either August or December, a requirement that is attached to all boards and commissions.

Commissioner Malkin asked what the consequence would be of not adopting bylaws for the Commission. Ms. Kline said the Commission would then be out of compliance with city code.

Ms. Kline noted that paragraph J of Article V showed 6:30 p.m. as the time of adjournment for the Commission meetings. She noted that while the Commission may not want to be that specific, having a time for adjournment helps to maintain order over the length of the meetings. The Commission can always elect to extend the time of adjournment should there be a need to do so.

Commissioner Wolfteich suggested "at 6:30 p.m." in paragraph J should be changed to read "by 6:30 p.m." to avoid the need for a motion to adjourn early or to have each meeting run that late. Ms. Kline agreed.

Ms. Kline pointed out that the order of business shown in paragraph D of Article VI was variable. She said as drafted it closely reflects the Commission's current order of business but allowed that it could be changed if so desired. She also noted that the time allowed for Oral Communications as set out in paragraph D of Article VII could also be changed. She explained that other boards and commissions include the overall limit of 30 minutes.

Ms. Kline called attention to Article XIV in which the requirements regarding public records are outlined. She noted that in paragraphs B and C there is reference to an Arts Commission email address which is in the process of being set up as a tool for managing documents.

Chair Manfredi said from his point of view the proposed bylaws would work well for the Commission. He said the 30-minute time limit on public speakers would almost never come into play, and the order of business follows the Commission's current practice. He agreed with the proposal made by Commissioner Wolfteich regarding the time of adjournment. He said the fact that the Commission is obligated to meet monthly came as news to him, noting that in the past where the Commission had no items to discuss it has elected not to meet. He asked if language could be included that would make not holding a meeting possible. Ms. Kline said changing the text of Article V paragraph A would require amending city code.

Chair Manfredi called attention to paragraph B of Article II and said he was surprised to learn that the election of officers was to occur annually. Commissioner Kline said that requirement is spelled out in the city code.

With regard to paragraph B of Article I, Arts Program Manager Joshua Heim commented that the Commission supports a lengthy artist selection process. The Commission approves all requests for qualifications, convenes artist selection panels and weighs in on artist proposals. The Commission is not involved in the actual hiring of consultants or independent contractors beyond making a recommendation. Ms. Kline said the limiting language included in the paragraph is spelled out by city code.

Commissioner Malkin referred to paragraph A in Article XIII and pointed out that the Commission has not and does not currently provide at least quarterly communications to the Council regarding major activities and work plans. Mr. Heim said the issue is one that all boards and commissions face. It has more to do with scheduling for Council meetings. The requirement, however, can be satisfied in a number of ways, including through official meetings between the Commission Chair and the Council liaison, and through written letters and reports.

Ms. Kline said the Commission could choose to adopt the bylaws essentially as amended and otherwise drafted and then work to see the city code changed relative to sections that do not specifically work for the Commission. One example would be seeking a change to the code relative to Article V paragraph A allowing the Commission to not meet during a month if there is no business to conduct.

### B. Bellwether 2019 Creative Brief

Ben Beres with SuttonBeresCuller referred to the 2019 Creative Brief included in the packet. He noted that it included the timeline that started with a productive workshop in the fall of 2018 with a lot of stakeholders. He said the brief also outlines the scope of work for 2019, how the event will connect to the Grand Connection, and the implementation timeline, all of which expands on the 2018 iteration of the event. He said there was a lot of trial by fire and learning about the various spaces, but the relationships have been developed. Some will be leaned on less in 2019 and some will be leaned on more. A good group of curators has been gathered to focus on certain things, including a much heavier music component, more tech and more video. Some of the curators will only deal with two or three projects while others will deal with more, but all in all it will be a good way to target what Bellwether wants to do.

John Sutton with SuttonBeresCuller said one notion behind having the curators onboard is to pair up with the programs to be implemented on the Grand Connection. For instance, a murals educator will be tapped to curate the mural section. That curator's work could involve developing more guidelines for how a mural program could move forward. The same will be true of the music and performance curators.

Mr. Beres reminded the Commissioners that the theme in 2018 was Connections. For 2019 the focus will turn to what happens after the connections are made in a format tentatively called Taking Root and centers on the notion of growth and evolution, what it means to put down roots, and what it means to live in the community.

Elisheba Wood Johnson, a Seattle resident who works for the mayor's office and who is currently curating a big show at the Portland Arts Museum, will curate the lion's share of the visual arts at the Bellevue Arts Museum, City Hall and hopefully Meydenbauer Center. Anthony White, who is relatively new to the Seattle arts scene, will do a version of his highly successful While Supplies Last that involves affordable artwork. He is looking at doing two events. Justine Waterhouse splits her time between the Pacific Northwest and Phoenix. She helped do Out of Sight and worked at the Fryer Museum. She will have two different projects, one including a collaboration between a Muslim artist, a filmmaker and a visual artist. Beth Sellers, formerly the curator of the Suyama Space for 19 years, will focus on a single outdoor project. Angelina Villalobos, an artist and muralist who has done a lot of work in Seattle and who has been involved in working with students, will join the team. Katherine Harris White, also known as Sassy Black, and Jonathans Wickle will each take a night of the music curation at Meydenbauer Center. Michelle Delavega, a Seattle artist and curator, will have two projects. Janet Galore comes from the tech world and is

an artist and curator in Seattle. She will be involved with several projects. Phirok Suon who is associated with the MakerSpace at the library is in talks about doing a month-long residency in the library before the actual Bellwether in which the public will be engaged in classes or demonstrations, and the objects created through laser cuts and 3-D printing will be put on display. John Boylen, an excellent moderator who has been engaged in conversations for over a decade, will focus on the potential themes, the art that has happened in Bellevue, and how it all leads into next year. Mr. Boylen works for Microsoft and is well connected with the Eastside tech scene.

Mr. Beres said the current focus is on juggling the budget numbers and determining who should get what, figuring the spaces and developing relationships. Consideration is being given to doing something at the new Meydenbauer Bay Park which opens on March 16.

Commissioner Gulati asked if the same artists that participated in 2018 will be tapped again for 2019. Mr. Beres said his goal was to not have any of the same artists return. Commissioner Gulati asked how many Eastside artists will be involved, to which Mr. Beres answered that the desire is to drastically increase the number. A lot of work is currently going into developing a new roster of Bellevue artists.

Mr. MacDonald added that the vision for Bellwether and its connection to the Grand Connection includes the notion of fostering opportunities for artists at different levels. He pointed out that three of those chosen to serve as curators for 2019 previously participated as artists in the show.

Chair Manfredi asked if the work is tracking well with the established schedule. Mr. Beres said some elements are ahead and some are behind, but generally the schedule is holding. Mr. MacDonald allowed that the schedule had been heavily edited to better reflect where things stand. The schedule is admittedly tight going forward.

Chair Manfredi asked if things will be roughly the same in terms of the Bellevue Arts Museum spaces. Mr. Sutton said it was lucky in 2018 that the museum was between programs and was able to offer its second floor. That opportunity will not be in place for the coming event, but there will still be space available in the lobby, the community gallery on the first floor, and certain outdoor spaces and the auditorium space. The Bellevue Arts Museum will still be a major hub but all exhibits will be on the ground floor. The opening event will again be at the museum.

Commissioner Malkin asked about the curatorial charrette that is scheduled for March 20. Mr. MacDonald said the general idea is to have a discussion with the curators about how to respond to the Taking Root theme. It will serve as a pivotal moment in being true to the theme in order to have an impactful show.

Chair Manfredi asked if a firm has been engaged to do the marketing. Mr. Heim said he had had a kick-off conversation with the marketing consultant from last year. He said her contract from last year included the option of renewing it for another year and that option will be activated. The same is true for the graphic designer which means the same team will be in place.

### C. Lattawood Public Art Concept

Mr. MacDonald reminded the Commissioners that Jim Hirschfield and Sonja Ishii were the artists selected for the Lattawood public art project. He said the project is jointly funded with \$75,000 from the Arts Program, \$5000 from the Neighborhood Enhancement Program, and an additional sum of \$25,000 from the Neighborhood Enhancement

Program that will pay for the electrical and the lighting, bringing the total project budget to \$105,000, of which \$80,000 will be going to the artists. The Neighborhood Enhancement Program proposal that the public art project was combined with involves lighting the pathway with some level of pedestrian lighting. The artists have been talking with the community about how much light is desired and where light is needed. At a meet and greet event in the park last May the artists spoke with more than 40 local residents about the neighborhood, the history of the park, the site and much more. An online survey was conducted that generated 37 respondents answering a number of questions about the project. The concept produced by the artists was posted to the city's website and it generated one comment related to wanting to see solar and motion sensor lighting used, issues that will be addressed during the final design phase.

Mr. MacDonald said pending approval of the project, the artists will refine the concept and bring the project to the point of handing it off to the fabricators and installers. He said staff would be back before the Commission to provide a briefing on the final design once it is in hand ahead of seeking final approval of the design.

Commissioner Gulati asked how the artists were selected. Mr. MacDonald said the project went through the typical public art process that included having the Commission approve a call for artists. Given the choices of a targeted call or an open call, the decision was made to go with an open call. The submissions received were reviewed by a panel consisting of Commissioner Malkin, the president of the Collingswood Community Association, and Nori Sato, a Seattle artist. The panel selected the top three proposals. The final recommendation was approved by the Commission.

The artists drew from their conversations with the public and the online survey that the community appreciates the friendliness of the neighborhood, its neatness, its diversity, its convenience and its natural surroundings. It was clear there is also an appreciation for the families of the neighborhood and the strong sense of community that exists. Nearly 85 percent wanted to see a low level of lighting used, lighting only the path through the park. Almost 59 percent wanted to see lights along the path triggered by movement. There was a strong indication from the public that the sled run area should be protected.

The design as proposed, called *Nature's Integral Fragments*, involves three tables or lanterns containing a three-inch etched granite top on a stainless steel base. The bases contain apertures from which light will emerge. The tables will generally be at seating height for use during the day, and then at night they will light up and send across the path a distorted image of pollen. Each of the three will have a different image which will also be etched into the granite of the piece. The work is roughly based on the quote "Youth is the pollen that blows through the sky and does not ask why." The three tree pollen images selected were selected for their elegance, their mysteriousness and their cylindrical designs, and as reflection of the diversity of the community.

Commissioner Malkin said the Latta family lives adjacent to the park. They attended the community gathering and shared the history of the park as a gathering place for the neighborhood since before it was even a park in the early 90s. Mr. MacDonald added that the history of the area includes mining and timber.

Chair Manfredi asked about maintenance of the works, including how long the projectors will last. Mr. MacDonald said the answers to those questions will be addressed during the final design. All of the components will be rated for being outdoors.

A motion to approve the proposal for the Lattawood public art project was made by Commissioner Malkin. The motion was seconded by Commissioner Jackson and the motion carried unanimously.

D. Puget Sound Education Services District Bellevue Art Student Award

Mr. Heim reported that an invitation had been received from the Puget Sound Education Services District (PSESD) inviting a representative from the Commission to judge entries from Bellevue high schools. He noted that both Commissioners Malkin and Gulati volunteered to do the work and were prepared to make a recommendation and a proposal.

Commissioner Malkin said they looked at about 20 different art works ranging from photographs to paintings. One textile piece stood out as being exceptional. It was submitted by Sarah Benjamin, a ninth grader from Interlake High School. The artist chosen as the winner of the overall contest will go on to the statewide competition. Each city that participated in the judging has the option of recognizing the artist they choose with anything from a certificate to a purchase of the actual artwork. He said he and Commissioner Gulati recommended purchasing the piece for the city's collection at a cost of \$250.

Commissioner Gulati said Ms. Benjamin is a special needs student. She said she was very impressed with the way Ms. Benjamin used a flow of colors in the knitted work. It would be wonderful for the artist to be rewarded for her efforts and to see her work displayed. Ms. Benjamin's teacher noted that the student struggles to communicate linguistically because of her autism. For that reason she uses her art form, knitting, to express who she is. The intricate color combinations interact with each other in unexpected ways depending on how the piece is displayed. The sophisticated patterns woven together in a repetition of fine detail says a lot about the young artist's identity.

Commissioner Malkin stressed that in looking at the works, he and Commissioner Gulati were told nothing about the individual artists beyond a number and their school affiliation. He said overall the 20 pieces looked at were all very well done and it was challenging to select the best.

Commissioner Gulati said encouragement from the city would encourage Ms. Benjamin to do more.

Commissioner Malkin said the award event is slated for March 20 at the PSESD office in Renton, and he said he will attend representing the Commission.

Commissioner Wolfteich asked where the \$250 price tag came from. Commissioner Malkin said it was recommended by the woman facilitating the art show. He added that there would likely be an installation cost as well.

Chair Manfredi asked if the city has in the past been involved with the PSESD art show before. Commissioner Malkin said this was the first time. Commissioner Gulati added that the program director has asked the city to be involved going forward in more than just judging Bellevue students.

Commissioner Malkin said he would like to also see recognition given to the second and third place artists as well. Commissioner Jackson argued against doing that, noting that there are lots of art competitions in the area students are involved in. It has not been researched whether or not the PSESD context is the best of the bunch or just one the

Commission fell into. The Commission should be careful in offering its imprimatur to one contest when there may be others it would be better to support.

Chair Manfredi agreed with the recommendation to purchase the work by Ms. Benjamin. He also agreed the Commission should be careful to not set a precedent by determining to decide on a year-by-year basis whether or not to be involved.

Mr. Heim said he had asked Mr. MacDonald to contact 4Culture for advice on collecting textiles. The city has had some in the past that are no longer in the collection for some reason. The city of Redmond has also had issues with textiles they collected. The artist could be given a cash award and the work could be displayed at City Hall without actually purchasing it.

Commissioner Wolfteich said he would not want to see the work purchased if it will ultimately only go into storage. He said he would support giving the artist a cash award.

Mr. Heim said May will be Washington State Arts Education Month, and the National Arts Education Week is set for September 8 to 14. The work by Ms. Benjamin could be part of either of those. The second and third place artists identified by Commissioners Malkin and Gulati could also be invited to display their works at City Hall.

Commissioner Jackson said she would support having a proclamation from the City Council outlining May as Arts Education Month. If that could be arranged, the artists could be invited to attend and their works could be put on display. Ms. Benjamin could be the acceptor of the proclamation.

Commissioner Malkin voiced support for that idea and suggested it would be a precedent the Commission could comfortably support.

Commissioner Wolfteich proposed a cash award of \$100. Mr. Heim said it would have to come out of the public art budget, which he said the budget could support.

Mr. Heim stressed that the creation of something like a Bellevue Arts Commission Student Choice Award would require a motion and vote.

Commissioner Gulati suggested such an award would appropriately be only for the artists chosen from the Bellevue School District. The PSESD contest involves students from a number of school districts.

A motion to create a City of Bellevue Arts Commission Student Choice Award for the Puget Sound Education Service District Art Competition was made by Commissioner Wolfteich. The motion was seconded by Commissioner Malkin and the motion carried unanimously.

A motion to give award to Sarah Benjamin the City of Bellevue Arts Commission Student Choice Award and an appropriate monetary compensation to be determined by staff was made by Commissioner Malkin. The motion was seconded by Commissioner Wolfteich and the motion carried unanimously.

### E. Follow-up Discussion About Topics of Interest

Mr. Heim explained that the topics of interest listed in the packet were taken from the minutes organized into themes. He suggested that the Commissioners could be sustaining conversations about the various ideas independent of staff and identifying

things that should be added to future meeting agendas, and which should be assigned to committees.

Commissioner Malkin asked if the bylaws demand that the Commission have standing committees, such as a facilities and space committee. Mr. Heim said there is no requirement to have standing committees. The chair has the authority, however, to establish committees. The ordinance establishing the Arts Commission lays out that the Commission is to act in a policy advisory capacity to the City Council. It gives the Commission the authority to hold public hearings and conduct studies, prepare analyses and reports requested by the Council. In addition, the Commission may perform a number of functions and is to keep the city informed in matters of art. As such, the Commission can flush out any topic regarding the arts and communicate it to the Council; staff permission to do so is not required.

Commissioner Gulati asked if there had been discussions regarding the Bellevue Festival of the Arts. Mr. Heim said nothing really can be done given that the organization has already made its decision.

Commissioner Gulati reported that she received a text from an artist who pointed out that Bellevue taxpayers support a portion of the Bellevue Arts Museum and questioning why Bellevue artists are not given priority consideration for selected slots for the Bellevue Arts Museum arts fair. She said it was her understanding that with the Bellevue Festival of the Arts shutting down, the museum has received a lot of applications from local artists. The issue is that the museum has already made their selections and the chances of them accepting additional artists is minimal.

Commissioner Malkin pointed out that the Bellevue Arts Museum arts fair is a curated show and the assumption that artists have been participating year after year should be considered is not valid. Commissioner Gulati said those artists get in automatically having been previously curated.

The Commissioners agreed to hold the discussion off line.

F. Tentative 2019 Arts Commission Meeting Schedule

There was agreement to move the April 2 Commission meeting to April 9. Mr. Heim noted that the artists for the Downtown Park project are slated to provide a presentation at that meeting, and said a request has been made to have at least part of the meeting be a joint session with the Parks and Community Services Board.

Commissioner Malkin proposed inviting the new director for the Tateuchi Center to visit the Commission and provide an update. He also said he was considering establishing a committee to focus on facilities and space.

Commissioner Malkin said he would be interested in participating on a facilities and space committee.

- 5. COMMISSION QUICK BUSINESS None
- REPORTS
  - A. Commissioner's Committee and Lead Reports As Noted
  - B. Project Updates from Staff As Noted

### 7. CORRESPONDENCE, INFORMATION

- A. Written Correspondence As Noted
- B. Information
  - i. Committees As Noted

### 8. ADJOURNMENT

Commissioner Malkin adjourned the meeting at 6:32 p.m.

# Action & Discussion

Department of Planning and Community Development

# **Action and Discussion**

Tuesday, April 09, 2019 Meeting: 4:30 pm Bellevue Arts Commission Action and Discussion

## **Downtown Park NE Entrance Public Art Concept**

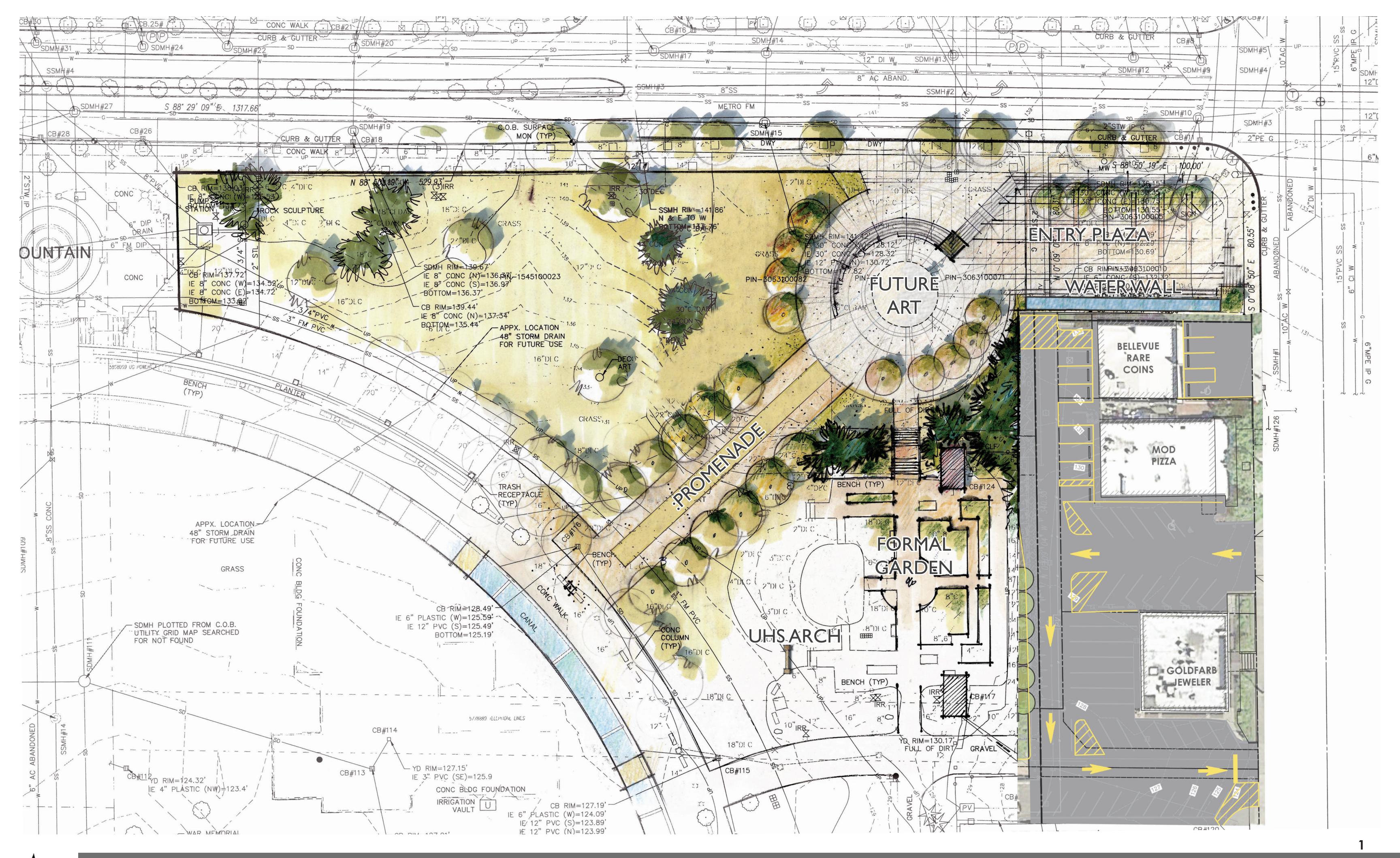
At this meeting, the artist Marc Fornes will present a public art concept for the Downtown Park NE Entrance for discuss. The Arts Commission will be asked for feedback.

### **BACKGROUND**

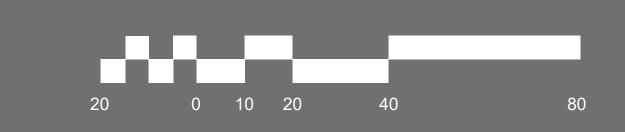
The public art opportunity is for an artist to join the Bellevue Downtown Park design team to integrate a signature public art feature into a new park entrance. The overall project budget is \$900,000, including \$90,000 for design. An open request for qualifications (RFQ) was issued on October 11, 2017 and applications were due on November 3, 2017; 98 applications were submitted and reviewed. The firm, Theverymany, led by the artist Marc Fornes was selected as the artist to receive the commission.

### INTEGRATED ART DESIGN

The Downtown Park's North East (NE) corner entrance is an important physical and aesthetic connection to Bellevue's Downtown area, while providing access to the Downtown pedestrian corridor and functioning as a focal point for the City's Grand Connection from Meydenbauer Bay Park to the Wilburton Special Opportunity District. The corner will be developed as a portal -to and from the Downtown Park and serve as an urban plaza for informal gatherings and respite for Downtown residents, workers, and visitors. The NE corner will encompass this plaza, from which one can enter either the area of the canal/promenade to the west, the formal garden to the south, and provide access to Bellevue Way. In addition, the NE corner will incorporate a water feature different from others in the park and provide opportunities for integration of public art. Please see the attached Preferred Park Design Alternative recommended by the Parks Board for more information.









# **Action and Discussion**

Tuesday, April 09, 2019 Meeting: 4:30 pm Bellevue Arts Commission Action and Discussion

# **130th Streetscape Public Art**

At this meeting, the artist Po Shu Wang will present a public art concept for the 130<sup>th</sup> Streetscape Public Art project for discussion. The Arts Commission will be asked for a recommendation to approve the presented concept.

**Motion:** A motion to recommend the acceptance of the public art concept as presented from artist Po Su Wang for the 130<sup>th</sup> streetscape public art project.

### **BACKGROUND**

The public art opportunity is for an artist to join the 130<sup>th</sup> Streetscape design team to develop a signature public art feature for this BelRed streetscape. The overall project budget is \$200,000, including \$40,000 for design. An open request for qualifications (RFQ) was issued on October 11, 2017 and applications were due on November 6, 2017; 69 applications were submitted and reviewed.

### INTEGRATED ART DESIGN

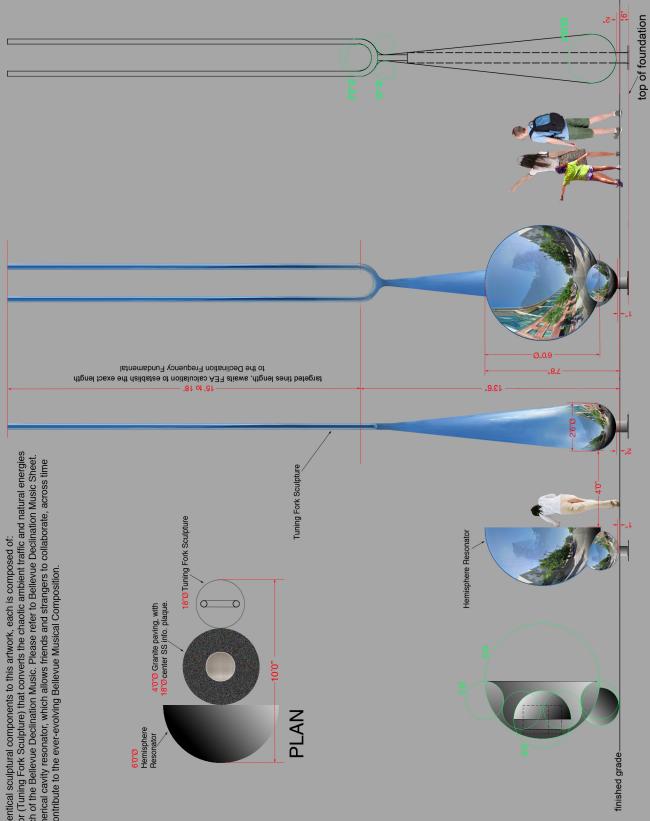
The proposed location for the artwork is on each side of the future intersection of 130<sup>th</sup> and Spring Boulevard at the west end of the future light rail station. The following pages provide a snapshot into the project concept. More information will be provided to the commission by the artist on the proposal for their consideration.

# **BELLEVUE ARTWORK SCULPTURAL COMPONENTS**

scale 1": 5'0"

Soulpture - SS316 all exposed surfaces, internal support structure in SS 304 Paving - Black granite, etched stainless plaque.

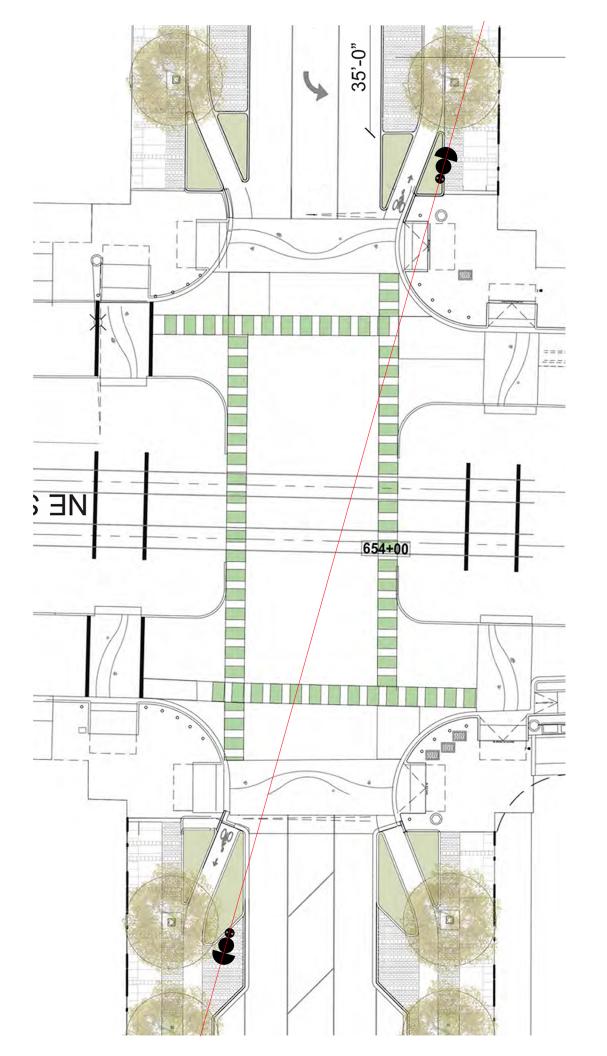
There are two sets of identical sculptural components to this artwork, each is composed of:
- A mechanical resonator (Tuning Fork Sculpture) that converts the chaotic ambient traffic and natural energies into the tonal center pitch of the Bellevue Declination Music. Please refer to Bellevue Declination Music Sheet. - An interactive hemispherical cavity resonator, which allows friends and strangers to collaborate, across time and social barriers, to contribute to the ever-evolving Bellevue Musical Composition.



FRONT ELEVATION

SIDE ELEVATION

# BELLEVUE ARTWORK SCULPTURAL COMPONENTS SITE PLAN PROPOSAL Two Sets of identical sculptural components sited in an exact Believe magnetic declination alignment. This would involve some site paving rearrangement and utility plan check for viability. Please send feedback and alternative suggestions as needed.



# **Action and Discussion**

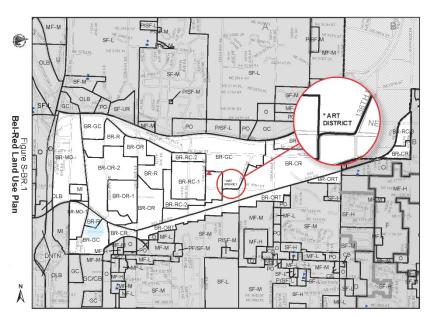
Tuesday, April 9, 2019 Meeting: 4:30 pm Bellevue Arts Commission Action and Discussion

### **BelRed Art District**

### PROJECT BACKGROUND

In 2009 the Bellevue City Council adopted the BelRed Subarea Plan in tandem with new zoning and updated Land Use code regulations, all measures that help position BelRed's transformation from an underutilized light industrial area to a collection of mixed-use nodes with thriving businesses and residences clustered around East Link's upcoming light rail stations. Other planning efforts, such as the BelRed Streetscape Plan which will add a more walkable and connected series of streets, will overtime drastically change BelRed as well. While this change is critical to support Bellevue's growing population and business sector, BelRed will need to face this change with considerations to displacement, affordability, and retaining its heritage and character.

Within the 2009 BelRed Subarea Plan, an Art District was identified in Policy S-BR-45, "Encourage the development of an arts/cultural district near 136th Place NE, as sown on the BelRed Land Use Plan map, Figure S-BR.1." Following this policy is a short discussion on the art district and how it would expand opportunities for arts education, space, and production activities. This discussion, along with following land use incentives and public investments were the only identified items for implementing and supporting the art district within the Subarea plan.



### **PURPOSE OF PROJECT**

The original goal of this project was to position and ready research and other materials to support the BelRed Look Back Arts and Culture portion, however with the Look Back not yet officially launched, the project has changed course to more broadly research the history of and possible futures for the BelRed Art District. This research involves a policy analysis of the Art and Culture policies in the BelRed Subarea Plan, along with a summary of the Land Use code as it informs arts related land uses.

This project will involve reaching out to community stakeholders and businesses through a survey to start conversations about BelRed's future as an Art District. This survey will also serve the purpose of gathering interest and contact information for the subsequent community meetings. The final goal of this project is to create an implementation plan for the BelRed Art District which is missing in the BelRed Subarea Plan.

### **SCOPE**

This project started mid-October of 2018 with research into the BelRed Subarea plan, specifically looking at the performance of the Arts and Culture policies over the past ten years. In conjunction with this

analysis was a study of the current Land Use code as it relates to arts uses and specially how these arts related uses are permitted in the various zones in BelRed. The research culminated in a precedent study of several arts districts around Washington and the United States, discussing the various urban forms, regulatory frameworks, and management styles of these art districts and how they relate to BelRed.

The second phase of the project involved outreach with various arts related businesses and individuals within BelRed. This outreach started with a phone survey, using information gathered from the Cultural Resource map located on Bellevue's Arts and Culture webpage. Due to errors in the data and a high rate of reaching voicemails, the survey was adapted to an online platform and distributed via emails gathered from outreach conducted five years ago by a class at Leadership Eastside. This phase is wrapping up this month and will help inform the current pulse of BelRed's creative sector in response to the art district concept. Staff also presented the project at a "Coffee and Conversation" meeting on work going on or planned for BelRed. 182 people attended the open house and, of those that staff talked to, people were generally excited that there was an arts district and wondered what the plan was for making it more obvious.

Preliminary results of the survey point toward trends of civic-involvement fatigue and general disinterest, with very few respondents indicating enthusiasm and an interest to be involved in building upon the art district concept. Other survey results brought about negative sentiments toward government, driven by resistance to the high rate of change in BelRed, specially around Light Rail construction and other general construction and changes being made in the area. More positive comments from this outreach included the need to act proactively to help combat negative impacts from development and change affecting artists and arts related businesses, however solutions to this need were not fully understood in conjunction with the art district. The survey responses are contrasted with the feedback heard at the Coffee and Conversation event which was largely comprised of developers, property owners, and residents from neighborhoods adjacent to BelRed. This highlights the need for a better-defined concept for the art district, with clearer objectives and goals of how this concept can have a more positive impact for those it was created for.

Full summaries of all these survey results will be included in the final report and will aid in a discussion on what a possible future for the art district could be, such as what features and goals need to be implemented for the art district to succeed through accurately supporting the needs of BelRed's creative sector. The outreach will culminate in a community meeting (currently not planned yet) that will help bring together those interested in the art district and will also help the city identify a vision and implementation plan for the future of BelRed.

Below is a summary of the scope along with a project schedule.

### 1. Research

- a. BelRed Arts & Culture Policy analysis
- b. BelRed Land Use analysis & discussion
- c. Art District precedent study

### 2. Outreach

- a. Phone survey
  - i. called 35 art related organizations/people in BelRed, successfully delivered survey 8 times
- b. Online survey
  - i. emailed to 26 art related organizations/people in BelRed
- c. BelRed Coffee and Conversation Open House 182 attendees with staff talking to approximately 40-50 developers, property owners and local residents from adjacent neighborhoods
- d. Personal outreach and conversations with individuals involved in the art district throughout the years
- 3. Community Meeting
  - a. No set date, community interest is lukewarm

### Schedule

Completed: Research on BelRed policy, land use code and outreach Current: Community meeting planning and summarizing outreach results To be completed before June: Draft report, recommendations, and Art District implementation

# **Action and Discussion**

Tuesday, April 9, 2019 Meeting: 4:30 pm Bellevue Arts Commission
Action and Discussion

# **Arts Commission Bylaws**

At today's meeting, staff will present the final draft bylaws to the Arts Commission for approval. Members of the Arts Commission are encouraged to read these draft bylaws in advance of the meeting and bring questions to the meeting if they have them.

### **MOTION**

To adopt the Arts Commission bylaws as presented.

### **BACKGROUND**

The Bellevue Arts Commission was established by the Bellevue City Council in 1986. Council determines the roles and responsibilities of the Commission which are codified into law and included in the Bellevue City Code. The City Council updates the Code from time to time including changes to the roles and responsibilities of the Commission. An update to the Code in 2015 included a new requirement that the Arts Commission "shall adopt bylaws and procedures not inconsistent with any requirements established in the Bellevue City Code for the conduct of its meeting and hearings, setting of times of hearings, and giving notice to the public." The City subsequently developed a bylaws template for all Council appointed Boards and Commissions. While most of the template is not variable, there are a few sections where the Arts Commission will need to provide guidance before the bylaws can be finalized and adopted.

### **DOCUMENTS**

Chapter 3.56 of the Bellevue City Code governing the Arts Commission is attached for reference along with a draft of the bylaws.

### **TIMELINE**

**March 5** Draft bylaws are presented for discussion and feedback.

March 15 Comments due to staff.

**April 9** Redrafted bylaws are presented and adopt.



### ARTS COMMISSION BYLAWS

These Bylaws constitute the official rules of procedure for the Arts Commission. Where rules of procedure are not addressed in these Bylaws, the Arts Commission shall be governed by the City Council's adopted Rules (Resolution No. 8928) and/or by *Robert's Rules of Order, Newly Revised*.

### ARTICLE I - Scope of Authority/Responsibility

The members of the Arts Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State law and Bellevue City Code (BCC) to the best of their ability and to respect and observe the requirements established by the Bellevue City Council.

The authority of the Arts Commission is limited to those specific functions set forth in Chapter 3.56 of the BCC. The purpose of the Commission is advisory to the City Council.

The Commission shall have no authority or responsibility relating to the following activities:

- A. The Commission or its individual members shall not speak for or advocate on behalf of the City or Commission, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council.
- B. The Commission or its individual members have no supervisory authority and shall not direct administrative operations, maintenance, or hiring of consultants and other independent contractors except for artists, consistent with the guidelines of the Public Art Program.
- C. The Commission shall not participate in regional issues not specifically assigned to the Commission by the City Council.

A member of the Commission is not authorized to speak for the Commission unless the Commission has expressly authorized the member's communication.

An individual member is free to voice a position, oral or written, on any issue after making it clear that the member is not speaking as a representative of the City or as a member of the Commission.

### ARTICLE II - Membership and Organization of the Commission

### A. Membership.

- 1. Each person at time of nomination and continuing uninterrupted thereafter while serving on the Commission shall be a resident of the City of Bellevue.
- 2. Each person to be appointed shall be nominated by the Council Liaison for a specific, numbered position on the Commission.
- Appointees shall commence service after confirmation by the City Council and the
  effective date of the previous member's resignation or expiration of the existing term for
  the position, as applicable.

- 4. Each confirmation motion by the Council shall include the ending date and term for the position to which the member is appointed and that information shall be entered into the Council meeting minutes and maintained in the Commission's records by the Deputy City Clerk.
- B. <u>Election of Officers</u>. The Arts Commission shall elect a Chair and Vice-Chair, and any other officers the Commission deems necessary, for a term of one year at their first regular meeting in June of each year, or as soon thereafter as feasible based on seating of newly-appointed members.

The election process shall be in accordance with Roberts Rules of Order Newly Revised.

In the event of the resignation of the Chair or Vice-Chair, the Commission shall expeditiously elect a new officer to fill the vacancy.

In the absence of the Chair and Vice-Chair, a Chair pro tem shall be elected informally by the members present to conduct the meeting.

- C. <u>Committees</u>. The Chair, with the concurrence of the Commission, may appoint standing committees or special committees of the Commission and assign one or more members to such committees.
- D. <u>Quorum</u>. At all meetings of the Commission, quorum shall consist of a majority of the members.
- E. <u>Ex officio members</u>. The Council may approve the appointment of an ex officio member to the Commission. Ex officio members are authorized to sit at the table and participate in discussions, but are non-voting members.
- F. <u>Resignation</u>. A member may resign by giving written notice to the City Clerk and the Chair of the Commission.
- G. <u>Removal from office</u>. Members of the Commission may be removed at any time by the mayor, upon approval of a majority of the Council, for neglect of duty, conflict of interest, unexcused absence from three consecutive regular meetings of the Commission, or for any reason deemed sufficient by the majority of the Council. The decision of the Council shall be final and there shall be no appeal.
- H. Vacancies. Vacancies shall be reported immediately to the City Clerk.
  - Vacancies occurring for reasons other than the expiration of a term shall be filled for the unexpired portion of the term by appointment by the Mayor upon approval of a majority of the Council.
- I. <u>Staffing</u>. The Community Development Director shall assign staff support to the Commission.

### **ARTICLE III - Duties of Officers**

- A. <u>Presiding Officer</u>. The Chair shall be the presiding officer of the Commission. In the temporary absence of the Chair, the Vice-Chair shall perform the duties and responsibilities of the Chair.
  - It shall be the Presiding Officer's duty to see that the transaction of Commission business is in accord with these Bylaws.
- B. <u>Presiding Officer Duties</u>. It shall be the duty of the Presiding Officer to:

- 1. Call the meeting to order.
- 2. Keep the meeting to its order of business.
- 3. Control the discussion in an orderly manner.
  - a. Introduce the agenda topic, provide for staff presentation and questions from the Commission, and call for discussion among the Commission members.
  - b. Give every Commission member who wishes an opportunity to speak.
  - c. Permit audience participation at the appropriate times.
  - d. Require all speakers to speak to the question and to observe the rules of order.
  - e. Give pro and con speakers opportunities to speak to a question when practicable.
  - f. Guide the Commission in providing direction to staff and making recommendations to the City Council.
- 4. State each motion before it is discussed and before it is voted upon.
- 5. Put motions to a vote and announce the outcome <u>or</u> summarize consensus direction achieved by the Commission.
- 6. Decide all questions of order, subject to the right of appeal to the Commission by any member.

The Presiding Officer may at his or her discretion call the Vice-Chair or any member to take the Chair so the Presiding Officer may make a motion.

- C. <u>Commission Staff</u>. The Commission staff, or an authorized designee, shall attend all meetings of the Commission. The Commission staff shall:
  - a. Provide for noticing of special meetings or changed locations of meetings;
  - b. Post agendas and Commission packet materials for each meeting;
  - c. Record and retain, by electronic means, each meeting for the official record;
  - d. Provide for timely preparation of summary minutes of all Commission meetings;
  - e. Maintain the Commission's official records;
  - f. Manage correspondence on behalf of the Commission.

### **ARTICLE IV - Council Liaison**

- A. The Mayor, with the concurrence of Council, shall appoint a Councilmember to serve as Liaison to the Arts Commission.
- B. The Council shall identify roles and responsibilities for Liaisons to the Council's appointed Boards and Commissions.

### **ARTICLE V** -- Meetings

Public notice of meetings of or hearings before the Commission shall be provided as required by law. Noticing of special meetings and public hearings is provided by the Deputy City Clerk.

A. <u>Regular meetings</u>. The regular meetings of the Arts Commission shall be held at 4:30 pm on the first Tuesday of each month; unless there is critical or time-sensitive work, the Commission may recess for either the month of August or December.

Regular or continued meetings that fall on a holiday shall be rescheduled by the Commission.

- B. <u>Special meetings</u>. Special meetings may be held by the Commission subject to notice requirements prescribed in state law. The notice for special meetings shall state the subjects to be considered, and no subjects other than those specified in the notice shall be considered. Electronic mail shall be considered written notice to members for purposes of this rule.
- C. <u>Meeting place</u>. Meetings of the Arts Commission shall be held at Bellevue City Hall unless otherwise noticed.
- D. <u>Open Public Meetings</u>. No legal action may be taken by the Commission except in a public meeting. "Action" is defined as the transaction of official business, but is not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.
  - All meetings of the Commission shall be open to the public; provided, the Commission may hold Executive Sessions as permitted by law (RCWs 42.30.110 and 43.30.140).
  - Minutes will be prepared for all regular and special meetings and presented as soon as practicable for Commission review and approval. Minutes will include all pertinent information, motions, decisions made, and actions and votes taken. Minutes are not required to be taken at an Executive Session (RCW 42.32.030).
- E. <u>Public Notice</u>. Public notice of meetings or hearings before the Commission shall be provided as required by law. Notice of special meetings will be delivered in writing by mail or electronic mail at least 24 hours in advance to Commission members and to the City's newspaper of record and other media publications that have filed written requests of the City to be notified. The notice will specify the time and place of the special meeting and the business to be transacted.
- F. <u>Attendance</u>. Attendance at regular and special meetings is expected of all Commission members.
  - Any member anticipating absence from an official meeting should notify the Chair or Commission staff in advance.
  - Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action as prescribed by BCC 3.56.010.
- G. Remote participation. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved in advance, by majority vote of the Commission, either at an earlier Commission meeting or before joining a current meeting. A member may participate remotely no more than four times per year, unless absent for medical reasons, and only two members may participate remotely during any one Commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.
- H. <u>Recess</u>. The Commission may, by a majority vote or consensus, recess for a short break. The proposal to recess may set a time limit or run until the Chair calls the meeting back to order.
- I. <u>Continuation</u>. The continuation of a meeting shall be to a definite time and place and approved by majority vote.

J. <u>Adjournment</u>. Regular meetings of the Arts Commission shall adjourn by 6:30pm. The adjournment time may be extended to a later time certain upon approval of a motion carried by a majority of Board members.

At the conclusion of the agenda, after calling for any additional business, the Chair may declare the meeting adjourned.

### ARTICLE VI - Order of Business/Agenda

- A. Preparation of meeting agendas will be the duty of the Commission staff in coordination with the Chair.
- B. Copies of the agenda will be available to all Commission members at least two days prior to a regular meeting and 24 hours in advance of special meetings.
- C. The agenda will indicate whether formal action is intended to be taken by the Commission on a particular matter.
- D. The order of business for each regular meeting shall be as follows:
  - 1. Call to Order
  - 2. Approval of Agenda and Minutes
  - 3. Oral Communications
  - 4. Action Items and Discussion Items
  - 5. Commission Quick Business
  - 6. Reports
  - 7. Written Communications and Other Information
  - 8. Adjournment
- E. The printed agenda of a regular meeting may be modified, supplemented or revised by a majority affirmative vote of the Commission members present.
- F. A topic on the agenda may be continued to subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
- G. The order of business does not apply to Special Meetings.

### **ARTICLE VII - Public Comment**

- A. <u>Timing of Communications</u>. The Commission shall not take public comment at regular meetings except for that given at a public hearing or at Oral and Written Communications. Written comments may be submitted to the Commission staff in advance of the meeting.
- B. <u>Addressing the Chair</u>. Speakers shall address all statements to the Chair. Commission members may direct questions to speakers only with the Chair's permission.
- C. <u>Public hearings</u>. The purpose of a public hearing is to gather information and opinions on a specific subject the Commission is studying. The following rules shall be observed during any public hearing:
  - 1. The Chair shall, at the opening of a public hearing, state the purpose of and process for the hearing and may request that staff provide an introductory staff report.

- 2. Persons wishing to speak shall sign in on the sign-in sheet provided and will be called to speak in the order in which they signed.
- 3. Speakers will be allowed three minutes in which to make their comments. Additional time will not be allowed unless the Chair or a majority of the Commission determines to allow additional time.
- 4. Speakers are encouraged to indicate support for or opposition to previous comments rather than repeating prior testimony.
- 5. No specific time limitations are placed on the length of public hearings.
- 6. The Commission may continue a hearing to a future date or close a hearing after everyone wishing to speak has spoken.
- 7. All written material provided before or during the hearing will be included in the hearing record.
- 8. The Chair may allow additional time for receipt of written comments when needed.

### D. Oral Communications.

- 1. The time allowed for Oral Communications shall not exceed 30 minutes.
- 2. Persons wishing to speak shall sign in on the sign-in sheet provided and will be called to speak in the order in which they signed.
- 3. Speakers will be allowed to speak for three minutes. Additional time will not be allowed unless the Chair or a majority of the Commission determines to allow additional time.
- 4. Suspension of these rules will require a majority vote of the Commission members present.
- E. <u>Decorum.</u> Persons participating in Commission meetings are strongly encouraged to aid the Commission in maintaining the decorum and orderly progression of the meeting agenda. Engaging in shouting, use of profanity or slurs against others, disruptive noise, or comments that are off-topic detract from the ability of the Commission to conduct business. Where such conduct results in actual disruption of the meeting, the Chair may issue a verbal warning to the speaker and, if the behavior continues, have the speaker removed from the meeting room. Repeated disruption may result in the speaker being excluded from participating in public comment at one or more subsequent Commission meetings. If the Chair issues an exclusion to any speaker, he or she shall inform the person of the basis for the exclusion and the term of the exclusion. The Chair shall also notify the speaker that if he or she desires to address the Commission during the period of exclusion from public comment, he or she may submit written comments which will be received by the Commission staff and provided to each of the Commission members.
- F. <u>Timekeeping</u>. The Commission staff shall be the timekeeper.

### **ARTICLE VIII - Motions**

A. No motion shall be entertained or debated until seconded and announced by the Chair. The motion shall be recorded and, if desired by any member, read by the Clerk before it is debated. With the consent of the Commission, a motion may be withdrawn at any time before action is taken on the motion.

B. Motions shall be entertained in the order of precedence outlined in *Robert's Rules of Order Newly Revised*.

### **ARTICLE IX - Voting**

- A. Action. Action may be taken by a majority of the members present when a quorum exists.
- B. <u>Votes on Questions</u>. Each member present or participating remotely shall vote on all questions put to the Commission except on matters in which he or she has been disqualified for a conflict of interest or under the Appearance of Fairness doctrine. Such member shall disqualify himself or herself prior to any discussion of the matter, stating the reason for the disqualification unless there is a legal impediment to disclosure. The disqualified member will then leave the meeting room.
  - Voting shall be accomplished by voice or through a showing of hands. Secret balloting is prohibited. Proxy votes of members not present are not valid votes. All votes shall be recorded in the Summary Minutes.
- C. <u>Tie Vote</u>. The passage of a motion is defeated by a tie vote, provided that the question may be brought forward again at the request of any member at the same meeting or at the next meeting when any members who were absent or disqualified at the time of the tie vote are present.
- D. <u>Failure to Vote</u>. Any Commission member who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.
- E. <u>Six-month Time Limitation</u>. Except as otherwise provided in these Bylaws, once a matter has been voted on and the time for reconsideration has passed with no action, the matter may not be taken up again for six months unless there is a showing of a substantial change of circumstances.
- F. <u>Decisions</u>. The Commission shall act as a body in making its decisions and in announcing them. The Chair or the Chair's designee shall serve as the spokesperson for the Commission in reporting decisions.

### ARTICLE X - Conflict of Interest, Appearance of Fairness, and Legal Assistance

Commission members are held to high ethical standards and shall at all times comply with the provisions of Chapter 3.92 of the BCC, as they exist now or as amended in future.

Any member of the Commission who, in his or her opinion, has an interest in any matter before the Board that would tend to prejudice his or her actions shall so publicly indicate and shall step down and refrain from voting and participating in any manner on the matter in question to avoid any possible conflict of interest or violation of the appearance of fairness.

When there is doubt concerning the legality of an issue, the City Attorney (or designee) may be called upon to advise members as to the legality of the proposed action. If necessary, a hearing or deliberation may be continued until legal matters can be clarified. Care must be taken in maintaining records of the proceedings when litigation is a possibility.

### **ARTICLE XI - Minutes**

A. Minutes are the official record of a meeting. Electronic recordings of meetings (if made) are retained for six years. After that period, the minutes are the only source of information

about what took place at a meeting. For this reason, it is important that minutes accurately reflect what occurred.

Minutes should be sufficiently detailed to provide what was done, by whom, and why, in order to provide an accurate summary of the main points of the discussion. Minutes are written to provide a readable, concise record of lengthy meetings, and as such not every speaker's comments on every topic are included.

If a Commission member wishes to ensure that a particular statement is included in the minutes, he or she should indicate, "For the record, I believe . . . " to signal the desire to have this comment included.

B. Draft minutes presented for approval in the meeting packet may be amended if a legally sufficient reason to do so exists.

Once approved, that page of amended minutes will subsequently show the following wording next to the spot of the amendment: "Corrected – see minutes of Arts Commission."

### **ARTICLE XII - Compliance with Laws**

All Commission members shall comply with all federal, state, and local laws and ordinances, including but not limited to Chapter 49.60 RCW (Washington's Law Against Discrimination) and 42 U.S.C. 12101 et. seq. (ADA), BCC 3.92 (Code of Ethics), RCW 42.56 (Public Records Act), RCW 42.30 (Open Public Meetings Act), BCC 2.26 (Public Records) and the Civil Rights Act of 1964 (Public Law 88-352).

### **ARTICLE XIII - Communications**

- A. <u>Communications with Council.</u> The Commission shall provide at least quarterly communications to the Council, either at Reports of Boards and Commissions or in written form. Reports should highlight major activities, future work plans, changes in work plans, and request any policy direction needed from Council. All communications with Council shall comply with BCC 3.56.040.
- B. <u>Communications among Commission members</u>. To avoid possible violations of the Open Public Meetings Act, Commission members shall refrain from back-and-forth exchange of information, viewpoints, positions, or other dialogue via email, telephone, or in person among a quorum of the membership about the business of the Commission outside of a public meeting. Communications among less than a quorum that are then relayed by a participant to other members, who together constitute a quorum, are also prohibited.

### **ARTICLE XIV -- Records**

The term "public records" applies to any paper, correspondence, completed form, bound record book, photograph, film, audio or video recording, map drawing, machine-readable material, video stream, email, text message, or social media that has been created or received by any state or local government agency during the course of public business and legislative records described in RCW 40.14.100. The following requirements apply to the Arts Commission and its individual members:

- A. Public records are the property of the City and must be managed (preserved, stored, transferred, destroyed, etc.) according to the provisions of RCW 40.14.
- B. Tools are in place to manage all emails sent to the Commission's email account (artscommission@bellevuewa.gov) according to state law.
- C. Commission members are responsible for including Commission staff on all Commission-related communications, including forwarding any emails sent to the member in his/her individual capacity to the <a href="mailto:artscommission@bellevuewa.gov">artscommission@bellevuewa.gov</a> address. Any hard copy records shall also be transferred to staff for long-term maintenance.
- D. Members may be required to produce emails or documents that relate to the activities or operations of the Commission in response to a public disclosure request. Members may also be required to produce their personal notes taken at Commission meetings that relate to the activities and deliberations of the Commission. To the extent that those notes contain information that is purely personal or material that is exempt under the Public Disclosure Act, they may not need to be provided to the requestor.
- E. As required by WAC 44-14-04003(2) and the City's Public Records Act Rules, the City must provide the fullest assistance in response to public disclosure requests. The City's Public Records Officer and a representative of the City Attorney's Office will review any documents that may be exempt from disclosure and will provide the necessary explanations of any exemptions to the requestor if access to particular records is denied. Courts may award monetary penalties should the City not respond fully or promptly.
- F. Commission members are advised to establish a separate, clearly-named file within their personal email account and/or on the hard drive of their personal computer to which they file all materials relating to the Commission.

### **ARTICLE XV - Compensation and Reimbursement of Expenses**

Members of the Commission shall serve without compensation. Members shall be reimbursed for authorized travel or other expenses incidental to that service, which are authorized by the City Manager or City Council. Members should seek pre-authorization for any proposed expense.

### **ARTICLE XVI - Amendments**

These Bylaws may be amended, revised, or repealed by the entire Commission at any regular meeting or any special meeting, provided that notice of such changes is included on the agenda and the vote to change takes place at the next regular meeting. Amendments will not be valid unless two-thirds of the membership of the Commission vote in favor of amending the Bylaws.

### **ARTICLE XVII - Validity**

If any part or parts of these Bylaws are found to be invalid, that part or parts will not invalidate the remainder of the Bylaws.

Approved this day of	, 2019.		
Chair		Director	Department
	, Commission Staff		

# **Quick Business**

# Tuesday, April 9, 2019

Bellevue Arts Commission

- 1.
- 2.
- 3.

Department of Planning and Community Development

Tuesday, April 9, 2019

Bellevue Arts Commission

# **PROJECT UPDATES**

### **GRANT PROGRAMS**

### 2020 Funding Cycle and Allocations Committee

No updates to report.

### CIP Cultural Arts Fund

No updates to report.

### Power Up Bellevue

No updates to report.

### PLANNING PROJECTS

### **BelRed Arts District**

Update, April 9, 2019: An update will be provided at today's meeting.

### BelRed Streetscape Plan Update

**Update, April 9, 2019:** Staff will provide an update on the draft vision and related materials at the May Arts Commission meeting.

### **Cultural Compass**

No updates to report.

### **PUBLIC ART**

### 130th Streetscape Public Art

**Update, April 9, 2019:** The artist will present a draft concept to the commission for their recommendation to approve.

### Bellwether 2019

No updates to report.

### **Downtown Park Public Art**

**Update, April 9, 2019:** The artist will present a draft concept to the commission for their recommendation to approve.

### East Link Public Art

No updates to report.

### **Grand Connection**

No updates to report.

### Lattawood Park

Update, April 9, 2019: The artist has begun the final design of the project.

### Project 42 at City Hall

Update, April 9, 2019: This project has been completed.

### Public Art Collection & Maintenance

**Update, April 9, 2019:** A 2019-2020 maintenance plan for the public art collection is expected early April 2019.

### Meydenbauer Bay Park Expansion

**Update, April 9, 2019:** In late March, several art tiles created by Laura Brodax because loose or fell to the ground due to installation error. The artist is refabricating a new tile and will be working with the installer in much more favorable temperature conditions for adhesion of the tiles.