

Chapter 3.63 TRANSPORTATION COMMISSION

Sections:

3.63.010 Transportation Commission established.

3.63.020 Officers.

3.63.030 Meetings.

3.63.040 Bylaws and procedures.

3.63.050 Staff support.

3.63.060 Power and duties.

3.63.070 Limitations.

3.63.010 Transportation Commission established.

There shall be a Transportation Commission of the City of Bellevue.

A. Membership and Appointment. The Transportation Commission shall consist of seven members appointed by the Mayor following the consent of a majority of the City Council. Commission members shall be appointed without respect to political affiliation and shall serve without compensation. The Council Liaison may recommend appointment of a non-voting ex-officio member.

B. Eligibility. Members of the Transportation Commission must be residents of the City of Bellevue.

C. Terms of Office. The term for all positions on the Commission shall be four years. Each position shall expire on May 31st of the last year of the term. The expiration date of the terms of the positions on the Commission shall be staggered so that no more than four positions expire in the same year.

No person shall serve more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years is eligible to serve two successive four-year terms, and provided further, a person who is ineligible to serve for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term.

D. Vacancies, Removal of Commission Members, and Filling of Unexpired Terms.

(i). The position of a member of the Transportation Commission shall become vacant upon such member ceasing to be a resident of the City.

(ii). Members of the Commission may be removed at any time by the Mayor, upon approval of a majority of the City 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 a majority of the Council. The decision of the Council shall be final and there shall be no appeal.

(iii). 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.

E. Ethical Standards. Commission members shall be held to high ethical standards and shall at all times comply with the provisions of Chapter 3.92 BCC, as they exist now or may be hereafter amended.

3.63.020 Officers.

A Chair, Vice Chair, and such other officers as the Commission deems necessary shall be elected annually from its members. The Chair shall preside at meetings; the Vice Chair shall preside at meetings in the absence of the Chair.

3.63.030 Meetings.

A. The Commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the Commission may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the Commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the *Open Public Meetings Act*, 42.30 RCW, and the *Public Records Act*, 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present, when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. 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, 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.

Examples of situations where remote participation is authorized include, but are not limited to:

- An agenda item is time sensitive, and remote participation is needed to achieve a quorum;
- An agenda item is of high importance to the member who cannot be physically present;
- It is considered important for all members to participate in a key decision, but a member is unable to be physically present.

3.63.040 Bylaws and procedures.

The Commission shall adopt bylaws and procedures not inconsistent with any requirements established in the Bellevue City Code for the conduct of its meetings and hearings, setting of times of hearings, and giving of notice to the public.

3.63.050 Staff support.

The **Transportation Department** shall provide technical and administrative support for the Commission.

3.63.060 Power and duties.

The Commission shall act in a policy advisory capacity to the City Council. The Commission may hold public hearings and shall conduct studies, perform analyses, and prepare reports as required by the **Traffic Standards Code** or requested by the City Council. The Commission shall review, advise, and make recommendations to the Council as needed regarding:

A. The preparation of transportation facilities plans as provided in BCC [14.10.030A](#) and 22.16.050;

B. The progress of transportation facilities plans and corrective actions as required by BCC [14.10.045A](#);

C. Review of updated concurrency reports and recommendations on transportation capacity projects needed to meet Level of Service standards city-wide;

D. Adopted Level of Service standards or transportation concurrency methodology specified in the Traffic Standards Code;

E. Long-range and short-range funding programs for transportation facilities or projects;

F. Short-term planning studies and implementation programs, such as Transportation Demand Management;

G. Capital improvement program (CIP) and six-year transportation improvement program (TIP) project prioritization;

H. Multi-modal system planning;

I. Long-range transportation planning, including participation with the Planning Commission in preparing, reviewing and recommending comprehensive plan updates and subarea

transportation plans; provided that the Planning Commission shall review and make final recommendations to the City Council on all matters which will be adopted by the City Council as part of the comprehensive plan; and

J. Technical advice and make recommendations on: public transit plans, facilities and services; state of mobility evaluation and reporting; travel demand management programs, and specific transportation improvement projects.

In addition, the Commission:

K. May participate in community outreach activities as assigned by Council;

L. May provide the public with opportunities for involvement in the Commission's activities;

M. May recommend particular concepts for inclusion in the City's vision, subject to approval by Council;

N. May provide suggestions regarding new matters or initiatives that Council might consider;

O. Shall provide at least quarterly communications to the Council, highlighting major activities, future work plans, changes in work plans, and any policy direction requested;

P. Shall cooperate and coordinate duties with other Council-appointed boards, commissions, committees, and task forces as appropriate; and

Q. Shall perform other duties as may be directed by the City Council.

3.63.070 Limitations.

The Commission shall have no powers and duties related to the following activities:

A. Advocacy on behalf of the City or the Commission without express Council permission;

B. Supervision of staff, administrative operations, or development activities;

C. Traffic operations and street maintenance activities where professional staff receive direction from the City Council; and

D. Regional issues not specifically assigned to the Commission by the City Council.