



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Ordinance 19690**

**Proposed No.** 2023-0202.2

**Sponsors** Perry

1 AN ORDINANCE declaring a thirteen-month interim  
2 zoning ordinance regulating residentially zoned land in the  
3 Rural Town of Fall City; and amending Ordinance 10870,  
4 Section 340, as amended, and K.C.C. 21A.12.030.

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

6 **SECTION 1. Findings:**

7 A. It is in the public interest that any zoning and development regulations are  
8 consistent with the Growth Management Act, the King County Comprehensive Plan, and  
9 other environmental land use laws.

10 B. King County has the authority, under to constitutional police powers, home  
11 rule authority, and the Washington state Growth Management Act, including chapter  
12 36.70A RCW, to establish an interim zoning ordinance while the county studies related  
13 land use issues.

14 C. In 1990, the Washington state Legislature adopted the Growth Management  
15 Act in order to, in part, facilitate the preservation of rural character. Rural character, in  
16 part, refers to patterns of land use and development in which open space, the natural  
17 landscape and vegetation predominate over the built environment, that fosters traditional  
18 rural lifestyles and rural-based economies, that provide visual landscapes that are  
19 traditionally found in rural areas and communities, and that reduces the inappropriate  
20 conversion of undeveloped land into sprawling, low-density development.

Ordinance 19690

---

21           D. The Countywide Planning Policies state the following goal: "the Rural Area  
22 Geography is stable and the level and pattern of growth within it provide for a variety of  
23 landscapes and open space, maintains diverse low-density communities, and supports  
24 rural economic activities based on sustainable stewardship of land." Although there are  
25 no growth targets identified in the countywide planning policies for the rural area, King  
26 County's rural area is anticipated to grow minimally, by one percent or less annually.

27           E. The King County Comprehensive Plan, as amended by Ordinance 19555,  
28 defines "rural growth" as "growth that is scaled to be compatible with, and maintains the  
29 traditional character of the Rural Area." King County Comprehensive Plan Policy R-301  
30 states that a low growth rate is desirable for the Rural Area including Rural Towns to  
31 comply with the Growth Management Act, continue preventing sprawl and the  
32 overburdening of rural services, reduce need for capital expenditures, maintain rural  
33 character, protect the environment, and reduce transportation-related gas emissions.

34           F. The King County Comprehensive Plan identifies three rural towns within the  
35 Rural Area geography: Vashon, Fall City, and Snoqualmie Pass. The King County  
36 Comprehensive Plan states the purposes of Rural Town designations are "to recognize  
37 existing concentrations of higher density and economic activity in Rural Areas and to  
38 allow modest growth of residential and economic uses to keep them economically viable  
39 into the future." Rural towns are considered part of the rural area for the purposes of the  
40 Growth Management Act, do not provide significant growth capacity, and are not subject  
41 to the growth targets adopted for the Urban Growth Area.

Ordinance 19690

---

42 G. Consistent with King County Comprehensive Plan Policy R-302, residential  
43 development in Rural Towns should occur at a variety of densities and housing types that  
44 are compatible with the maintenance of historic resources and community character.

45 H. King County is preparing the Snoqualmie Valley/Northeast King County  
46 Subarea Plan as well as an update of the King County Comprehensive Plan, scheduled to  
47 be adopted in December 2024. As part of those updates, King County is interested in  
48 evaluating the size and scale of residential development in the Fall City Rural Town to  
49 ensure that the range of development is compatible with the county's goals for the Rural  
50 Area and is consistent with rural character.

51 I. King County is completing an environmental impact statement with the 2024  
52 King County Comprehensive Plan update to identify and analyze environmental impacts,  
53 alternatives, and potential mitigation associated with policy and code changes. The  
54 environmental impact statement will evaluate options that address the issues necessitating  
55 the interim zoning ordinance.

56 J. On May 16, 2023, the King County council enacted an emergency moratorium  
57 on subdivisions in the residentially zoned area of the Rural Town of Fall City. That  
58 moratorium will pause subdivision applications as King County evaluates development  
59 standards in this interim zoning ordinance as well as potential changes associated with  
60 the Snoqualmie Valley/Northeast King County Subarea Plan for consistency with rural  
61 character.

62 K. King County is reviewing several applications for residential subdivisions in  
63 the Rural Town of Fall City and has received notice that property owners seek to  
64 subdivide additional acres into lots in the Rural Town of Fall City. Past land segregation

Ordinance 19690

---

65 in the R-4 zone included lots that were distributed evenly across the project area with less  
66 space devoted to common infrastructure. In contrast to past land segregations, those  
67 subdivisions now rely on the use of large shared on-site sewage systems, which  
68 necessitate administration by the state of Washington, and shared stormwater tracts,  
69 which in those cases, is resulting in much smaller residential lots and houses tightly  
70 clustered to one area of the subdivision. Those houses are also sited ten feet from the  
71 street and five feet from interior lot lines, facing inwards towards themselves rather than  
72 facing outward to community. Those developments place a great deal of pressure on the  
73 intended rural character of the area, which is what the Growth Management Act was  
74 established, in part, to protect.

75 L. King County finds that the provisions outlined in this ordinance, including a  
76 ten-thousand-square-foot minimum lot size, twenty-foot minimum street setback and ten-  
77 foot interior setback for the rural town of Fall City, represent the standards necessary to  
78 assure the creation of new residential lots that are consistent with rural character on an  
79 interim basis with minimal impacts to the surrounding rural town.

80 M. It is in the public interest to establish an interim zoning ordinance of  
81 residentially zoned land in the Rural Town of Fall City for a thirteen-month period in  
82 order to investigate whether additional regulation is necessary.

83 N. This ordinance will go into effect in order to address land segregation of  
84 residentially zoned land in the Rural Town of Fall City.

85 SECTION 2. A thirteen-month interim zoning control commencing upon the  
86 effective date of this ordinance is declared on residentially zoned land in the Rural Town  
87 of Fall City.

---

## Ordinance 19690

88 SECTION 3. Ordinance 10870, Section 340, as amended, and K.C.C.

89 21A.12.030 are hereby amended to read as follows:

90 A. Densities and dimensions - residential and rural zones.

RURAL					RESIDENTIAL								
STANDARDS	RA-2.5	RA-5	RA-10	RA-20	UR	R-1 (17)	R-4	R-6	R-8	R-12	R-18	R-24	R-48
Base Density: Dwelling Unit/Acre (15) (28)	0.2 du/a c	0.2 du/a c	0.1 du/ac	0.05 du/ac	0.2 du/ac (21)	1 du/ ac	4 du/ ac (6)	6 du/a c	8 du/a c	12 du/a c	18 du/a c	24 du/a c	48 du/a c
Maximum Density: Dwelling Unit/Acre (1)	0.4 du/a c (20)						6 du/ ac (22) 8 du/ ac (27)	9 du/a c (27)	12 du/a c (27)	18 du/a c (27)	27 du/a c (27)	36 du/a c (27)	72 du/a c (27)
Minimum Density: (2)							85% (12) (18) (23)	85% (12) (18)	85% (12) (18)	80% (18)	75% (18)	70% (18)	65% (18)
Minimum Lot Area (13)	1.87 5 ac	3.75 ac	7.5 ac	15 ac			<u>10,000</u> <u>0 sf</u> (30)						
Minimum Lot Width (3)	135 ft	135 ft	135 ft	135 ft	35 ft (7)	35 ft (7)	30 ft	30 ft	30 ft	30 ft	30ft	30 ft	30 ft
Minimum Street Setback (3)	30 ft (9)	30 ft (9)	30ft (9)	30 ft (9)	30 ft (7)	20 ft (7) (29)	10 ft (8) <u>20 ft</u>	10 ft (8)	10 ft (8)	10 ft (8)	10 ft (8)	10ft (8)	10 ft (8)

Ordinance 19690

							(30)						
Minimum	5 ft	10ft	10 ft	10 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Interior	(9)	(9)	(9)	(9)	(7)	(7)	10 ft			(10)	(10)	(10)	(10)
Setback						(29)	(30)						
(3) (16)													
Base Height	40 ft	40 ft	40 ft	40 ft	35 ft	60 ft	60 ft	60 ft	60 ft				
						(29)	25 ft	25 ft	25 ft				
							(25a)	(25a	(25a	)	)		
Maximum Height	75 ft	30 ft	45 ft	45 ft	75 ft	75 ft	75 ft	75 ft					
	(4)	(4)	(4)	(4)	(4)	(4)	(25b)	(14)	(14)	(4)	(4)	(4)	(4)
							75 ft	30 ft	30 ft		80 ft	80 ft	80 ft
							(4)	(25b	(25b		(14)	(14)	(14)
								)	)				
								75 ft	75 ft				
								(4)	(4)				
Maximum	25%	20%	15%	12.5%	30%	30%	55%	70%	75%	85%	85%	85%	90%
Impervious	(11)	(11)	(11)	(11)	(11)	(11)	(26)	(26)	(26)	(26)	(26)	(26)	(26)
Surface:	(19)	(19)	(19)	(19)	(26)	(26)							
Percentage (5)	(26)	(26)	(24)	(26)									
			(26)										

91 B. Development conditions.

92 1. This maximum density may be achieved only through the application of:

93 a. residential density incentives in accordance with K.C.C. chapter 21A.34 or  
 94 transfers of development rights in accordance with K.C.C. chapter 21A.37, or any  
 95 combination of density incentive or density transfer; or

96 b. For properties within the Skyway-West Hill or North Highline community  
 97 service area subarea geographies, only as provided in the inclusionary housing  
 98 regulations in K.C.C. chapter 21A.48.

99 2. Also see K.C.C. 21A.12.060.

Ordinance 19690

---

100           3. These standards may be modified under the provisions for zero-lot-line and  
101 townhouse developments.

102           4.a. Portions of a structure may exceed the base height if one additional foot of  
103 street and interior setback is provided for each foot above the base height limit. The  
104 following restrictions apply:

105           (1) for netting or fencing and support structures for the netting or fencing used  
106 to contain golf balls in the operation of golf courses or golf driving ranges, the maximum  
107 height shall not exceed seventy-five feet, except for recreation or multiuse parks, where  
108 the maximum height shall not exceed one hundred twenty-five feet, unless a golf ball  
109 trajectory study requires a higher fence. All such netting, fencing and support structures  
110 are exempt from the additional interior setback requirement, regardless of whether  
111 located in a recreation or multiuse park;

112           (2) properties within the Skyway-West Hill or North Highline community  
113 service area subarea geographies shall not increase height through this method; and

114           (3) for all other structures, the maximum height achieved through this method  
115 shall not exceed seventy-five feet.

116           b. Accessory dwelling units and accessory living quarters shall not exceed base  
117 heights, except that this requirement shall not apply to accessory dwelling units  
118 constructed wholly within an existing dwelling unit.

119           5. Applies to each individual lot. Impervious surface area standards for:

120           a. Regional uses shall be established at the time of permit review;

121           b. Nonresidential uses in rural area and residential zones shall comply with  
122 K.C.C. 21A.12.120 and 21A.12.220;

Ordinance 19690

---

123           c. Individual lots in the R-4 through R-6 zones that are less than nine thousand  
124 seventy-six square feet in area shall be subject to the applicable provisions of the nearest  
125 comparable R-6 or R-8 zone; and

126           d. A lot may be increased beyond the total amount permitted in this chapter  
127 subject to approval of a conditional use permit.

128           6. Mobile home parks shall be allowed a base density of six dwelling units per  
129 acre.

130           7. The standards of the R-4 zone apply if a lot is less than fifteen thousand square  
131 feet in area.

132           8. At least twenty linear feet of driveway shall be provided between any garage,  
133 carport or other fenced parking area and the street property line. The linear distance shall  
134 be measured along the center line of the driveway from the access point to such garage,  
135 carport or fenced area to the street property line.

136           9.a. Residences shall have a setback of at least one hundred feet from any property  
137 line adjoining A, M or F zones or existing extractive operations. However, residences on  
138 lots less than one hundred fifty feet in width adjoining A, M or F zones or existing  
139 extractive operations shall have a setback from the rear property line equal to fifty  
140 percent of the lot width and a setback from the side property equal to twenty-five percent  
141 of the lot width.

142           b. Except for residences along a property line adjoining A, M or F zones or  
143 existing extractive operations, lots between one acre and two and one-half acres in size  
144 shall conform to the requirements of the R-1 zone and lots under one acre shall conform  
145 to the requirements of the R-4 zone.

Ordinance 19690

---

146           10.a. For developments consisting of three or more single-detached dwellings  
147 located on a single parcel, the setback shall be ten feet along any property line abutting  
148 R-1 through R-8, RA and UR zones, except for structures in on-site play areas required in  
149 K.C.C. 21A.14.190, which shall have a setback of five feet.

150           b. For townhouse and apartment development, the setback shall be twenty feet  
151 along any property line abutting R-1 through R-8, RA and UR zones, except for  
152 structures in on-site play areas required in K.C.C. 21A.14.190, which shall have a setback  
153 of five feet, unless the townhouse or apartment development is adjacent to property upon  
154 which an existing townhouse or apartment development is located.

155           11. Lots smaller than one-half acre in area shall comply with standards of the  
156 nearest comparable R-4 through R-8 zone. For lots that are one-half acre in area or  
157 larger, the maximum impervious surface area allowed shall be at least ten thousand  
158 square feet. On any lot over one acre in area, an additional five percent of the lot area  
159 may be used for buildings related to agricultural or forestry practices. For lots smaller  
160 than two acres but larger than one-half acre, an additional ten percent of the lot area may  
161 be used for structures that are determined to be medically necessary, if the applicant  
162 submits with the permit application a notarized affidavit, conforming with K.C.C.  
163 21A.32.170A.2.

164           12. For purposes of calculating minimum density, the applicant may request that  
165 the minimum density factor be modified based upon the weighted average slope of the  
166 net buildable area of the site in accordance with K.C.C. 21A.12.087.

167           13. The minimum lot area does not apply to lot clustering proposals as provided in  
168 K.C.C. chapter 21A.14, except in the Rural Town of Fall City between the effective date

Ordinance 19690

---

169 of this ordinance and thirteen months after the effective date of this ordinance.

170 14. This maximum height is only allowed as follows:

171 a. in R-6 and R-8 zones, for a building with a footprint built on slopes exceeding  
172 a fifteen percent finished grade; and

173 b. in R-18, R-24 and R-48 zones:

174 (1) for properties within the Skyway-West Hill or North Highline community  
175 service area subarea geographies, only if meeting the requirements of K.C.C. chapter  
176 21A.48; or

177 (2) for all other properties, using residential density incentives and transfer of  
178 density credits in accordance with this title.

179 15. Density applies only to dwelling units and not to sleeping units.

180 16. Vehicle access points from garages, carports or fenced parking areas shall be  
181 set back from the property line on which a joint use driveway is located to provide a  
182 straight line length of at least twenty-six feet as measured from the center line of the  
183 garage, carport or fenced parking area, from the access point to the opposite side of the  
184 joint use driveway.

185 17.a. All subdivisions and short subdivisions in the R-1 zone shall be required to  
186 be clustered if the property is located within or contains:

187 (1) a floodplain;

188 (2) a critical aquifer recharge area;

189 (3) a regionally or locally significant resource area;

190 (4) existing or planned public parks or trails, or connections to such facilities;

191 (5) a category type S or F aquatic area or category I or II wetland;

Ordinance 19690

---

192 (6) a steep slope; or

193 (7) an urban separator or wildlife habitat network designated by the

194 Comprehensive Plan or a community plan.

195 b. The development shall be clustered away from critical areas or the axis of  
196 designated corridors such as urban separators or the wildlife habitat network to the extent  
197 possible and the open space shall be placed in a separate tract that includes at least fifty  
198 percent of the site. Open space tracts shall be permanent and shall be dedicated to a  
199 homeowner's association or other suitable organization, as determined by the director,  
200 and meet the requirements in K.C.C. 21A.14.040. On-site critical area and buffers and  
201 designated urban separators shall be placed within the open space tract to the extent  
202 possible. Passive recreation, with no development of recreational facilities, and natural-  
203 surface pedestrian and equestrian trails are acceptable uses within the open space tract.

204 18. See K.C.C. 21A.12.085.

205 19. All subdivisions and short subdivisions in R-1 and RA zones within the North  
206 Fork and Upper Issaquah Creek subbasins of the Issaquah Creek Basin (the North Fork  
207 and Upper Issaquah Creek subbasins are identified in the Issaquah Creek Basin and  
208 Nonpoint Action Plan) and the portion of the Grand Ridge subarea of the East  
209 Sammamish Community Planning Area that drains to Patterson Creek shall have a  
210 maximum impervious surface area of eight percent of the gross acreage of the plat.  
211 Distribution of the allowable impervious area among the platted lots shall be recorded on  
212 the face of the plat. Impervious surface of roads need not be counted towards the  
213 allowable impervious area. Where both lot- and plat-specific impervious limits apply, the  
214 more restrictive shall be required.

Ordinance 19690

---

215           20. This density may only be achieved on RA 2.5 zoned parcels receiving density  
216 from rural forest focus areas through a transfer of density credit pursuant to K.C.C.  
217 chapter 21A.37.

218           21. Base density may be exceeded, if the property is located in a designated rural  
219 city urban growth area and each proposed lot contains an occupied legal residence that  
220 predates 1959.

221           22.a. The maximum density is four dwelling units per acre for properties zoned R-  
222 4 when located in the Rural Town of Fall City.

223           b. For properties within the Skyway-West Hill or North Highline community  
224 service area subarea geographies, only as provided in the inclusionary housing  
225 regulations in K.C.C. chapter 21A.48.

226           23. ~~((The minimum density requirement does not apply to properties located  
227 within the Rural Town of Fall City.))~~ The subdivision or short subdivision of property  
228 within the Rural Town of Fall City is not required to meet with the minimum density  
229 requirements of this chapter.

230           24. The impervious surface standards for the county fairground facility are  
231 established in the King County Fairgrounds Site Development Plan, Attachment A to  
232 Ordinance 14808\* on file at the department of natural resources and parks and the  
233 department of local services, permitting division. Modifications to that standard may be  
234 allowed provided the square footage does not exceed the approved impervious surface  
235 square footage established in the King County Fairgrounds Site Development Plan  
236 Environmental Checklist, dated September 21, 1999, Attachment B to Ordinance 14808\*,  
237 by more than ten percent.

Ordinance 19690

---

238 25. For cottage housing developments only:

239 a. The base height is twenty-five feet.

240 b. Buildings that have pitched roofs with a minimum slope of six over twelve  
241 may achieve a maximum height of thirty feet at the ridge of the roof.

242 26. Impervious surface does not include access easements serving neighboring  
243 property and driveways to the extent that they extend beyond the street setback due to  
244 location within an access panhandle or due to the application of King County Code  
245 requirements to locate features over which the applicant does not have control.

246 27. a. For properties within the Skyway-West Hill or North Highline community  
247 service area subarea geographies, only in accordance with the inclusionary housing  
248 regulations in K.C.C. chapter 21A. 48.

249 b. For all other properties, only in accordance with K.C.C. 21A.34.040.F.1.g.,  
250 F.6. or K.C.C. 21A.37.130.A.2.

251 28. On a site zoned RA with a building listed on the national register of historic  
252 places, additional dwelling units in excess of the maximum density may be allowed under  
253 K.C.C. 21A.12.042.

254 29. Height and setback requirements shall not apply to regional transit authority  
255 facilities.

256 30. Applies only in the Rural Town of Fall City between the effective date of  
257 this ordinance and thirteen months after the effective date of this ordinance.

258 **SECTION 4. Severability.** If any provision of this ordinance or its application to  
259 any person or circumstance is held invalid or should any portion of this ordinance be  
260 preempted by state or federal law or regulation, the remainder of the ordinance or the

Ordinance 19690

---

261 application of the provision to other persons or circumstances is not affected.

262 SECTION 5. This ordinance expires thirteen months after the effective date of

263 this ordinance.

Ordinance 19690 was introduced on 5/23/2023 and passed as amended by the Metropolitan King County Council on 11/14/2023, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
E76CE01F07B14EF...

Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
8DE1BB375AD3422...

Melani Hay, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 11/21/2023, \_\_\_\_\_.

DocuSigned by:  
  
4FBCAB8196AE4C6...

Dow Constantine, County Executive

Attachments: None

**Certificate Of Completion**

Envelope Id: E38CCCD7DE124F0299806E6616B72722	Status: Completed
Subject: Complete with DocuSign: Ordinance 19690.docx	
Source Envelope:	
Document Pages: 14	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Gavin Muller
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5TH AVE
	SEATTLE, WA 98104
	gavin.muller@kingcounty.gov
	IP Address: 198.49.222.20

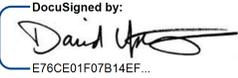
**Record Tracking**

Status: Original	Holder: Gavin Muller	Location: DocuSign
11/16/2023 12:33:24 PM	gavin.muller@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

**Signer Events**

Dave Upthegrove  
dave.upthegrove@kingcounty.gov  
Chair  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
E76CE01F07B14EF...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 67.160.80.216

**Timestamp**

Sent: 11/16/2023 12:38:43 PM  
Viewed: 11/16/2023 1:41:18 PM  
Signed: 11/16/2023 1:41:28 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 11/16/2023 1:41:18 PM  
ID: 549929c9-f59c-4958-b155-5daf5c8e7c40

Melani Hay  
melani.hay@kingcounty.gov  
Clerk of the Council  
King County Council  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
8DE1BB375AD3422...  
Signature Adoption: Pre-selected Style  
Using IP Address: 198.49.222.20

Sent: 11/16/2023 1:41:30 PM  
Viewed: 11/16/2023 1:45:04 PM  
Signed: 11/16/2023 1:45:13 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 9/30/2022 11:27:12 AM  
ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

Dow Constantine  
Dow.Constantine@kingcounty.gov  
King County Executive  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 198.49.222.20

Sent: 11/16/2023 1:45:15 PM  
Viewed: 11/21/2023 2:59:13 PM  
Signed: 11/21/2023 2:59:23 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 11/21/2023 2:59:13 PM  
ID: a6a14a65-2591-4355-9889-3985e599f3f2

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Kaitlyn Wiggins kwwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/16/2023 1:45:15 PM Viewed: 11/17/2023 8:11:32 AM
--	---------------	--

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	11/16/2023 12:38:43 PM
Certified Delivered	Security Checked	11/21/2023 2:59:13 PM
Signing Complete	Security Checked	11/21/2023 2:59:23 PM
Completed	Security Checked	11/21/2023 2:59:23 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact King County-Department of 02:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

### **To advise King County-Department of 02 of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from King County-Department of 02**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with King County-Department of 02**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.