

Ordinance No. 120046

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The City of Seattle

Council Bill No. 113307

Council Bill/Ordinance

AN ORDINANCE relating to administration; amending Section 3.102.010 of the Seattle Municipal Code and adding a new Section 3.06.015 to the Seattle Municipal Code to permit the Director of Design, Construction and Land Use to revise the hours of operations for the Applicant Services Center of the Department of Design, Construction and Land Use.

7-18-00 Pass

CF No. _____

7-24-00 Pass

Date Introduced:	<u>JUL 17 2000</u>	
Date 1st Referred:	To: (committee)	<u>Landlord/Tenant & Land Use Committee</u>
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
<u>7-24-00</u>	<u>8-0</u>	
Date Presented to Mayor:	Date Approved:	
<u>7-25-00</u>	<u>7-31-00</u>	
Date Returned to City Clerk:	Date Published:	T.O. <input type="checkbox"/> E.T. <input checked="" type="checkbox"/>
<u>7-31-00</u>	<u>2 pgs</u>	
Date Vetoed by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

John A. McCASTRO
Councilmember

Committee Action:

7-18-00 Pass 3-0 JN, MP, PS

7-24-00 Passed 3-0 (Excused: McIver)

This file is complete and ready for presentation to Full Council. Committee: _____

(initial/date)

Law Department

Law Dept. Review

OMP
Review

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City Clerk
Review

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Approved for
Full Council
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ORDINANCE 120046

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3 **AN ORDINANCE** relating to administration; amending Section 3.102.010 of the Seattle Municipal
4 Code and adding a new Section 3.06.015 to the Seattle Municipal Code to permit the Director of
5 Design, Construction and Land Use to revise the hours of operations for the Applicant Services
6 Center of the Department of Design, Construction and Land Use.

7 **WHEREAS**, in 1997, the Department of Design, Construction and Land Use embarked on a multi-year
8 process to improve the way the department works with its customers and how it processes
9 development permits; and

10 **WHEREAS**, many of the Department's customers are members of the construction industry, who
11 traditionally begin operations earlier than the usual City office hours;

12 **NOW THEREFORE, BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

13 **Section 1.** Section 3.102.010 of the Seattle Municipal Code is amended as follows:

14 **3.102.010 Designated.**

15 Except as permitted by Section 3.06.015 for the Applicant Services Center of the Department of
16 Design, Construction and Land Use, ((A))all city offices shall open for transaction of business from eight
17 (8:00) a.m. to five (5:00) p.m. of each day from Monday through Friday, except on days designated as
18 holidays by RCW 1.16.050 and on Martin Luther King, Jr.'s birthday holiday, on the third Monday of
19 January.

20 **Section 2.** A new Section 3.06.015 is hereby added to the Seattle Municipal Code as follows:

21 **3.06.015 Hours of operation**

22 A. Except as set forth in Subsection B of this section, the Applicant Services Center of the
23 Department of Design, Construction and Land Use shall be open for transaction of business a total of at
24 least forty-four (44) hours per week, between the hours of seven (7:00) a.m. and five thirty (5:30) p.m.,
Mondays through Fridays. These hours may vary by day of the week.



1 B. In weeks containing one or more days designated as holidays by RCW 1.16.050 or containing
2 Martin Luther King, Jr.'s birthday holiday, the third Monday of January, the Applicant Services Center of
3 the Department of Design, Construction and Land Use shall be closed on those days, but shall be open a
4 total of at least forty-four (44) hours less the number of hours it would normally be open on the weekdays
5 on which holidays fall in that week.

6 C. The Director of Design, Construction and Land Use shall establish and may revise from time to
7 time the business hours of the Applicant Services Center of the Department of Design, Construction and
8 Land Use by rule promulgated in accordance with Chapter 3.02 of the Seattle Municipal Code.

9 **Section 3.** This ordinance shall take effect and be in force thirty (30) days from and after its
10 approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after
11 presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

12 Passed by the City Council the 24th day of July, 2000, and signed by me in open
13 session in authentication of its passage this 24th day of July, 2000.

14
15 Margaret Segur
President _____ of the City Council

16 Approved by me this 31st day of JULY, 2000.

17
18 Paul Schell
Mayor _____

19
20 Filed by me this ~~27th~~ ^{3rd} day of July August, 2000.

21
22 Judith E. Dappin
City Clerk _____

23 (Seal)





City of Seattle

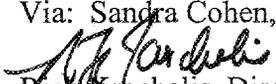
Paul Schell, Mayor

Department of Design, Construction and Land Use

R. F. Krochalis, Director

MEMORANDUM

TO: Council President Margaret Pageler
Via: Sandra Cohen, Law

FROM: 
Rick Krochalis, Director

DATE: July 12, 2000

SUBJECT: Proposed Ordinance: DCLU's Hours of Operation

With this memo, I am transmitting an ordinance that would allow the Department of Design, Construction and Land Use (DCLU) to vary its hours from the standard 8:00 am to 5:00 p.m. work week.

Background

Over the past five years, DCLU has undertaken a variety of significant actions to improve the way we do business and improve our service to our customers. Responding to our stakeholders' suggestions, we've made comprehensive changes in our permitting and review processes. As we learn from experience we continue to refine our processes.

The Applicant Services Center (ASC) has replaced our Intake Center. We have moved the experts to the front, providing more on-the-spot coaching for our customers. We've also made changes that have resulted in better quality applications, significantly decreased the "no show" appointments, and increased the successful intake appointments. At the same time, we are continuing to process the same record volume of permits as the past two years. In order to keep up this pace we have implemented some additional changes, one of which is a proposal to change our hours of operation.

Proposed Ordinance

The ASC and the Public Resources Center (PRC) are currently open from 8:00 am to 5:00 p.m. all days except Tuesday, when we are open from 10:00 am to 5:00 p.m. The two hours on Tuesday mornings allow time for staff meetings, sharing of process and project information, and training. The PRC is a reference and research center that provides access to information about development projects, property, regulations and permitting processes related to DCLU's mission. The PRC would continue on the current schedule.

City of Seattle, Department of Design, Construction and Land Use
710 Second Avenue, Suite 200, Seattle, WA 98104-1703

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.



The proposed change would be only for the ASC, which would be open from 7:30 am to 5:30 p.m. Mondays, Wednesdays and Fridays. On Tuesdays and Thursdays, the ASC would be open from 10:30 am to 5:30 p.m. Overall, there would be one additional hour of service to our customers, compared with the current system. In addition, the earlier morning hours would coincide with the needs of the construction industry, which tends to start work earlier than regular office hours. It would also provide service at a time when the traffic and parking downtown is not as difficult. In addition to the advantage to our customers, this would also provide an additional two-hour period for staff to be trained in the new processes and regulations.

The ordinance, as drafted, would allow us some flexibility in establishing hours, just in case we find that we need to make revisions. The ordinance states that we will be open a total of 44 hours between the hours of 7:00 am and 5:30 p.m. However, at this time we propose the hours described above.

Customer Notification and Effective Date

Assuming Council approves the ordinance, we will make these new hours effective September 11, 2000. We have prepared an article for the DCLU INFO, which will be available in late July, announcing the anticipated change in hours. We are also preparing posters for our customer service centers and flyers for our customers. Closer to the effective date, we will also contact the *Daily Journal of Commerce*.

Future Options

In 2001, after we have a chance to settle into the 18th through 22nd floors of Key Tower, we will begin analyzing the option of having satellite offices. This will be another step in our on-going effort to improve services for our customers. We will be discussing this with you when we have more information.

If you have any questions, please feel free to contact me at 684-8899. Thank you.



STATE OF WASHINGTON - KING COUNTY

121404
City of Seattle, City Clerk

—SS.

No. FULL ORD.

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:120046 ORDINANCE

was published on

08/09/00

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

[Handwritten signature]

Subscribed and sworn to before me on

08/09/00

[Handwritten signature]

Notary Public for the State of Washington,
residing in Seattle

City of Seattle

ORDINANCE 120046

AN ORDINANCE relating to administration; amending Section 3.102.010 of the Seattle Municipal Code and adding a new Section 3.06.016 to the Seattle Municipal Code to permit the Director of Design, Construction and Land Use to revise the hours of operations for the Applicant Services Center of the Department of Design, Construction and Land Use.

WHEREAS, in 1997, the Department of Design, Construction and Land Use embarked on a multi-year process to improve the way the department works with its customers and how it processes development permits; and

WHEREAS, many of the Department's customers are members of the construction industry, who traditionally begin operations earlier than the usual City office hours;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

SECTION 1. Section 3.102.010 of the Seattle Municipal Code is amended as follows:

3.102.010 DESIGNATED.

Except as permitted by Section 3.06.015 for the Applicant Services Center of the Department of Design, Construction and Land Use, (A) all city offices shall open for transaction of business from eight (8:00) a.m. to five (5:00) p.m. of each day from Monday through Friday, except on days designated as holidays by RCW 1.16.050 and on Martin Luther King, Jr.'s birthday holiday, on the third Monday of January.

SECTION 2. A new Section 3.06.015 is hereby added to the Seattle Municipal Code as follows:

3.06.015 HOURS OF OPERATION

A. Except as set forth in Subsection B of this section, the Applicant Services Center of the Department of Design, Construction and Land Use shall be open for transaction of business a total of at least forty-four (44) hours per week, between the hours of seven (7:00) a.m. and five thirty (5:30) p.m., Mondays through Fridays. These hours may vary by day of the week.

B. In weeks containing one or more days designated as holidays by RCW 1.16.050 or containing Martin Luther King, Jr.'s birthday holiday, the third Monday of January, the Applicant Services Center of the Department of Design, Construction and Land Use shall be closed on those days, but shall be open a total of at least forty-four (44) hours less the number of hours it would normally be open on the weekdays on which holidays fall in that week.

C. The Director of Design, Construction and Land Use shall establish and may revise from time to time the business hours of the Applicant Services Center of the Department of Design, Construction and Land Use by rule promulgated in accordance with Chapter 3.02 of the Seattle Municipal Code.

SECTION 3. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by the City Council the 24th day of July, 2000, and signed by me in open session in authentication of its passage this 24th day of July, 2000.

MARGARET PAGELER,
President of the City Council
Approved by me this 31st day of July, 2000.

PAUL SCHELL,
Mayor
Filed by me this 3rd day of August, 2000.
(Seal) JUDITH E. PIPPIN,
City Clerk
Publication ordered by JUDITH PIPPIN,
City Clerk.

(Boldface denotes deletion.)

Date of official publication in Daily Journal of Commerce, Seattle, August 9, 2000.
8/5(121404C1)