



**City of Seattle**  
Office of Economic Development

**Memorandum**

---

**Date:** July 2, 2013  
**To:** Councilmember Sally Clark  
Councilmember Tom Rasmussen  
Councilmember Richard Conlin  
Councilmember Jean Godden  
**CC:** Jesse Gilliam, Legislative Assistant to Councilmember Sally Clark  
**From:** Steve Johnson, Office of Economic Development  
Karl Stickel, Office of Economic Development  
**Subject:** Seattle Restaurant Regulatory Reform Overview

---

The goal of the restaurant reform effort is to provide cross-agency assistance and informational resources to help restaurateurs successfully navigate through state and local regulatory requirements and processes as they plan and open restaurants within the city of Seattle. This will be accomplished through an ongoing, multi-year partnership of the State of Washington, King County, City of Seattle, and the business community.

**Background**

In December 2012, a meeting was convened with the cross-agency Executive leadership to discuss the development of this project. At that time two main deliverables were requested: engagement in additional data collection on current permitting of restaurants across jurisdictions and the further development of a project work plan and MOU. Data collection efforts ultimately reinforced our understanding that the main issue prospective restaurateurs have is that the current 'process' lacks transparency. We learned that applicants are not clear on where to begin or end the permitting process and are unsure about the requirements throughout.

We held a staff-level meeting on May 1<sup>st</sup> where we discussed the findings of our additional research, proposed a work plan and discussed an outline of an inter-jurisdictional MOU between the agencies. We then followed with an Executive-level meeting of the three governments on June 7<sup>th</sup> to make a decision about how best to move forward.

**Work Plan**

The Executive Sponsors meeting resulted in a signed MOU agreement with work plan tasks, which included the following:

- Convening a Restaurant Core Team which will support this process and work through an implementation plan for their respective agencies.
- Engaging in process improvement efforts to identify and help resolve conflicting, confusing and inefficient regulatory requirements for restaurants in Seattle as part of a formal implementation plan.

- Developing and launching an online guide to assist people through the regulatory process – with the City to host this resource on our growSeattle website.
- Developing and carrying out a communications strategy to include marketing and outreach focused on this website and the process improvement efforts for this to be a success.

This work is envisioned to be completed over 2013 and 2014, and any additional funding needed to implement the identified process improvement efforts will be recommended to the respective agencies for consideration. The signed MOU precipitated a lifting of a City Council budget proviso (122-1-A-1) by Council President Clark (see Attachment 1) and this funding will be dedicated towards furthering this effort.

As part of the communications and outreach planning, we will also work with the Office of Immigrant and Refugee Affairs to reach diverse communities with this information. Overall, this process improvement effort should provide better accessibility and more transparency to the permitting process, thereby helping all communities better understand the regulations and steps involved in restaurant permitting.

### **Next Steps**

OED is convening the Restaurant Core Team to develop and implement an action plan for the restaurant permitting effort. The Core Team will focus its initial efforts on completing the online guide and communication strategy while beginning to address the identified process improvement recommendations. Our 2013 timeline is envisioned as follows:

July 2013:	Convene Restaurant Core Team to manage effort
Underway:	Launch online guide by end of 2013
Underway:	Partner with business community to leverage efforts
Summer 2013:	Begin addressing targeted process improvement efforts
Fall 2013:	Develop outreach/communications strategy in conjunction with online guide
Quarterly:	Progress reports to partners

We will look forward to reporting back in later in the year on the progress we have made.



**Sally J. Clark**  
Seattle City Councilmember

**Date:** June 10, 2013  
**To:** Monica M. Simmons, City Clerk  
**From:** Sally Clark, Council President and Chair, Committee on Economic Resiliency and Regional Relations *SA*  
**Re:** **2013 Green Sheet 122-1-A-1 – Improving Restaurant Permitting Processes**

---

In approving the 2013 Budget, the Council imposed the following proviso on funding for improving restaurant permitting processes (Green Sheet 122-1-A-1):

No more than \$10,000 appropriated in the 2013 budget for the Office of Economic Development's (OED) OED BCL may be spent on improving restaurant permitting processes across City, King County, and Washington State agencies until the Chair of the Council's Committee on Economic Resiliency and Regional Relations files with the City Clerk her certification that OED has executed an agreement with King County and the Washington State Department of Commerce that includes a work plan to improve restaurant permitting processes and articulates agency staffing and funding responsibilities for that work plan through 2014.

On June 7, 2013, OED, King County (Public Health), the Washington State Department of Commerce, and the Governor's Office of Regulatory Assistance executed a memorandum of understanding (MOU) that includes the required components described in the proviso. Thus, by this memo, I certify that the proviso is satisfied. OED is now permitted to spend the remaining \$65,000 appropriated for improving restaurant permitting processes in 2013.

If you have any questions, please let me know.

Attachment: MOU

CC: Councilmember Tom Rasmussen  
Councilmember Richard Conlin  
Councilmember Jean Godden  
Steve Johnson, Director, OED  
Beth Goldberg, Director, CBO  
Michele Scoleri, Mayor's Office  
Karl Stickel, OED  
Catherine Cornwall, CBO  
Jeff Muhm, CBO  
Sara Belz, Council Central Staff

---

City Hall 600 Fourth Avenue, Floor 2, PO Box 34025, Seattle, WA 98124-4025  
(206) 684-8802, Fax: (206) 684-8587, TTY: (206) 233-0025  
E-Mail Address: [sally.clark@seattle.gov](mailto:sally.clark@seattle.gov)  
Internet Address: <http://www.cityofseattle.net/council/clark>  
An EEO employer. Accommodations for people with disabilities provided upon request.