

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

..title

AN ORDINANCE relating to administration of the Major Institutions and Schools program;
transferring administration of Major Institutions and Schools program from the
Department of Neighborhoods to the Office of Planning and Community Development;
amending Sections 23.69.032, 23.78.002, 23.78.006, 23.78.010, 23.78.012, 23.78.014,
23.79.004, and 23.79.006 of the Seattle Municipal Code.

..body

WHEREAS, the 2026 Proposed Budget includes the transfer of administration of the City's

program for Major Institution Master Plans and Development Standard Departures for

Public Schools from the Department of Neighborhoods to the Office of Planning and

Community Development; and

WHEREAS, the Office of Planning and Community Development is well positioned to consider

the needs of major institutions and schools to grow and change over time in the context of

the City's Comprehensive Plan and its overarching policies for growth and development;

and

WHEREAS, the proposed amendments are limited to shifting the oversight and staffing

responsibilities to a different department and do not make any changes to the substantive

requirements of the existing major institution master plan and development standard

departure for public schools processes; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Section 23.69.032 of the Seattle Municipal Code, last amended by Ordinance
127099, is amended as follows:

23.69.032 Master plan process

* * *

B. Formation of a Development or Implementation Advisory Committee

1. Immediately following submittal of a notice of intent to prepare a master plan, the institution shall initiate the establishment of a Development Advisory Committee of at least six((5)) but no more than 12 members. In addition, all institutions with adopted master plans shall have an Implementation Advisory Committee.

2. Where there is more than one Major Institution in the same general area, as determined by the Director, a single Advisory Committee serving more than one institution may be permitted.

3. The institution, in consultation with the Director of the ((~~Department of Neighborhoods~~)) Office of Planning and Community Development, shall notify individuals and organizations directly affected by the actions of the institution of opportunities to serve on its Advisory Committee. To the extent possible, members of the Advisory Committee should possess experience in such areas as consensus building, community organizing, land use and zoning, architecture or landscape architecture, economic development, real estate development, and educational or medical services. A nonmanagement representative of the institution shall be included.

4. Members of the Advisory Committee shall have no direct economic relationship with the institution except as provided in subsection 23.69.032.B.3.

5. The Director of the ((~~Department of Neighborhoods~~)) Office of Planning and Community Development shall review the list of potential Advisory Committee members and recommend to the Council those individuals appropriate to achieve a balanced, independent, and representative Development Advisory Committee. The City Council may confirm the Development Advisory Committee composition, make changes in the size and/or composition of

1 the Development Advisory Committee, or remand the matter to the Director of the ((~~Department~~
2 ~~of Neighborhoods~~)) Office of Planning and Community Development for further action. The
3 City Council shall establish the final composition of the Development Advisory Committee
4 through a memorandum of agreement with the institution, prepared by the ((~~Department of~~
5 ~~Neighborhoods~~)) Office of Planning and Community Development and adopted by resolution.

6 6. Four nonvoting, ex-officio members of the Advisory Committee shall represent
7 the Major Institution, the Seattle Department of Construction and Inspections, the ((~~Department~~
8 ~~of Neighborhoods~~)) Office of Planning and Community Development, and the Seattle
9 Department of Transportation.

10 7. The Advisory Committee shall be staffed by the ((~~Department of~~
11 ~~Neighborhoods~~)) Office of Planning and Community Development with the cooperation and
12 assistance of the Major Institution. Technical assistance to the committee shall be provided by
13 the Seattle Department of Construction and Inspections, the Seattle Department of
14 Transportation, and the ((~~Department of Neighborhoods~~)) Office of Planning and Community
15 Development.

16 8. During the master plan review and adoption process, the Council may, in the
17 interest of ensuring representative community participation on the Implementation Advisory
18 Committee, amend the size and/or composition of the Implementation Advisory Committee.

19 9. The City-University Community Advisory Committee (CUCAC) shall serve as
20 the Development and Implementation Advisory Committee for the University of Washington.

21 10. The Director of the ((~~Department of Neighborhoods~~)) Office of Planning and
22 Community Development shall promulgate rules applicable to Major Institution advisory

committees, including terms of office, selection of chairpersons, and methods of conflict resolution.

* * *

K. Requirement for compiled plan. Within 30 days of adoption of a master plan by the City Council, the institution shall submit a draft copy of the compiled adopted plan for the Director's review and approval. This compiled plan shall incorporate all changes and conditions imposed during the plan approval process. The Director shall review the compiled plan within 30 days of receipt of the plan and may request corrections or clarifications if necessary. Upon the Director's approval, the institution shall submit six written copies of the compiled adopted plan to the Director. The Director shall keep one copy and distribute the other five copies to the City Clerk's Office, the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development, and the Seattle Public Library (one copy each for the main downtown library and the two branch libraries nearest the institution). The institution shall also submit one copy of the compiled adopted plan in electronic format for the City to post on the City's website. No Master Use Permit for development first permitted in the adopted plan shall be issued until the compiled plan has been reviewed and approved by the Director except as provided in Section 23.69.033.

Section 2. Section 23.78.002 of the Seattle Municipal Code, last amended by Ordinance 123913, is amended as follows:

23.78.002 Application for establishment of criteria

A. The Seattle School District or other holder(s) of record of fee title of a public school structure, or an authorized agent thereof, may apply for the establishment of criteria for nonschool use of an existing or former public school structure. Applications shall be made to the Director of the ~~((Department of Neighborhoods))~~ Office of Planning and Community

Development. The Seattle School District or other holder(s) of record of fee title of a public school structure, or an authorized agent thereof, may apply for a rezone of an existing or former public school structure or site pursuant to the provisions in Chapter 23.76 rather than apply for establishment of criteria through a School Use Advisory Committee.

B. On receipt of an application, the Director of the (~~Department of Neighborhoods~~) Office of Planning and Community Development shall convene a School Use Advisory Committee (SUAC) to secure the comments of the public and make recommendations for school use criteria for the school. The committee shall operate pursuant to rules promulgated by the Director of the (~~Department of Neighborhoods~~) Office of Planning and Community Development. The committee shall consist of the following:

1. A representative of the City selected by the Director of the (~~Department of Neighborhoods~~) Office of Planning and Community Development, to act as chairperson;

2. A representative of the Seattle School District, or if the structure is no longer owned by the Seattle School District, a representative of the structure owner.

3. Two (~~((2))~~) persons residing or owning property within (~~((six hundred (600)))~~) 600 feet of the site of the school and any adjoining publicly owned property, selected by the Director of the (~~Department of Neighborhoods~~) Office of Planning and Community Development in cooperation with the community organization(s) representing the area;

4. A representative of the PTSA or parents' group, selected by the appropriate organization, if "joint use" (both public school classrooms and nonschool uses) is contemplated by the application; or a representative of the neighborhood, selected by the Director of the (~~Department of Neighborhoods~~) Office of Planning and Community Development, in

cooperation with the community organization(s) representing the area, if joint use is not contemplated in the application;

5. A representative of the neighborhood, selected by the Director of the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development;

6. A representative at large selected by the Director of the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development to represent city-wide education issues; and

7. A representative of the Department shall be invited to sit as a nonvoting member.

Section 3. Section 23.78.006 of the Seattle Municipal Code, last amended by Ordinance 123913, is amended as follows:

23.78.006 Notice provided

A. If notice is required pursuant to this Chapter 23.78, except mailed notice as defined in Section 23.84A.025, it may be provided by electronic means if the recipient provides an e-mail address to the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development. Notice to City agencies may be provided through the City's interoffice mail or by electronic means.

B. Notification of the application and formation of a SUAC and the first meeting of the SUAC shall be provided by the Director in the following manner:

1. Mailed notice;
2. Inclusion in the Land Use Information Bulletin;
3. Posting one land use sign visible to the public at each street frontage abutting the site except, when there is no street frontage or the site abuts an unimproved street, the

Director shall either post more than one sign or select an alternative posting location so that notice is clearly visible to the public;

4. Through the regular processes of a parents' organization, if one exists; and

5. Provision of notice to community organizations known to the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development as representing the local area, and to similar organizations that have requested notice in writing and provided an address for notice.

Section 4. Section 23.78.010 of the Seattle Municipal Code, last amended by Ordinance 121429, is amended as follows:

23.78.010 SUAC responsibilities~~((:))~~

The SUAC shall:

* * *

D. Recommend criteria to the Director of the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development no later than ~~((ninety (90)))~~ 90 days after its first meeting unless a ten ~~((+10)))~~ day extension is requested, in writing, by a majority of the SUAC and granted by the Director of the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development.

Section 5. Section 23.78.012 of the Seattle Municipal Code, last amended by Ordinance 123913, is amended as follows:

23.78.012 Duties of Director of the ~~((Department of Neighborhoods))~~ Office of Planning and Community Development

A. The Director of the ~~((Department of Neighborhoods (DON)))~~ Office of Planning and Community Development (OPCD) shall establish final use criteria and permitted uses for the

1 school structures and grounds based on the School Use Advisory Committee's (SUAC's)
2 recommendations within ten days of the receipt of the recommendations. If the Director of
3 ((~~DON~~)) OPCD modifies the recommendations of the SUAC, the reasons for the modification
4 shall be put forth in writing.

5 B. The ((~~DON~~)) OPCD Director's decision shall provide notice of the decision within
6 seven days of the date the decision is made in the following manner:

- 7 1. Publication in the City official newspaper;
8 2. Inclusion in the Land Use Information Bulletin; and
9 3. Notice provided to the applicant, all members of the advisory committee, and
10 persons who have requested specific notice in writing and provided an address for notice.

11 C. The notice of the decision shall state the address of the school and briefly state the
12 decision made by the ((~~DON~~)) OPCD Director. The notice shall also state that the school use
13 criteria are subject to appeal and shall describe the appropriate appeal procedure.

14 Section 6. Section 23.78.014 of the Seattle Municipal Code, last amended by Ordinance
15 123913, is amended as follows:

16 **23.78.014 Appeal of use criteria**

17 * * *

18 D. Appeals shall be considered de novo. The decision on the evidence before the Hearing
19 Examiner shall be made upon the same basis as was required of the Director of the ((~~Department~~
20 ~~of Neighborhoods (DON)~~)) Office of Planning and Community Development (OPCD). The
21 interpretation of the ((~~DON~~)) OPCD Director shall be given substantial weight, and the burden
22 of establishing the contrary shall be upon the appellant. The Hearing Examiner shall summarily

dismiss an appeal without hearing which is determined to be without merit on its face, frivolous, or brought merely to secure a delay.

* * *

F. The decision of the Hearing Examiner may affirm, reverse, or modify the ~~((DON))~~ OPCD Director's decision either in whole or in part. The Hearing Examiner may also remand the decision to the ~~((DON))~~ OPCD Director for further consideration. The decision of the Hearing Examiner shall be final and the applicant, appellant, and ~~((DON))~~ OPCD Director shall be bound by it.

Section 7. Section 23.79.004 of the Seattle Municipal Code, last amended by Ordinance 121429, is amended as follows:

23.79.004 Application for development standard departure(~~(-)~~)

On receipt of an application for development standard departure or upon initiation of the process by the Director, the Director shall forward an application to the Director of the ~~((Department of Neighborhoods (DON)))~~ Office of Planning and Community Development (OPCD) who shall convene a Development Standard Advisory Committee, hereinafter called the advisory committee, to secure the comments of the public and make recommendations for modifications of development standards. The advisory committee shall operate pursuant to rules promulgated by the Director of ~~((DON))~~ OPCD. To the extent that members of the following groups are available, the advisory committee shall consist of:

A. A representative of the City selected by the Director of ~~((DON))~~ OPCD, to act as nonvoting chairperson;

B. A representative of the Seattle School District;

C. A person residing within ~~((six hundred (600)))~~ 600 feet of the site of the school and any adjoining publicly owned property, selected by the Director of ~~((DON))~~ OPCD in cooperation with the community organizations(s) representing the area;

D. A person owning property or a business within ~~((six hundred (600)))~~ 600 feet of the site of the school and any adjoining publicly owned property, selected by the Director of ~~((DON))~~ OPCD in cooperation with the community organization(s) representing the area;

E. Two ~~((2))~~ representatives of the neighborhood, selected by the Director of ~~((DON))~~ OPCD in cooperation with the community organization(s) representing the area;

F. A representative at large selected by the Director of ~~((DON))~~ OPCD to represent city-wide education issues;

G. A nonvoting representative of the Department;

H. Two ~~((2))~~ representatives of the parents of the school to be replaced, expanded, or remodeled, selected by the Director of ~~((DON))~~ OPCD in cooperation with the school's PTSA or other school parent organization; and

I. A person, to be selected by the Director, who resides in a housing unit which will be demolished and who will be adversely affected by the demolition, when demolition of housing is necessitated by the District's proposal.

Section 8. Section 23.79.006 of the Seattle Municipal Code, last amended by Ordinance 126188, is amended as follows:

23.79.006 Notice provided for development standard departure

A. If notice is required pursuant to this Chapter 23.79, except mailed notice as defined in Section 23.84A.025, it may be provided by electronic means if the recipient provides an e-mail address to the ~~((Department of Neighborhoods (DON)))~~ Office of Planning and Community

1 Development (OPCD). Notice to City agencies may be provided through the City's interoffice
2 mail or by electronic means.

3 B. Notification of the application and formation of a Development Standard Advisory
4 Committee and the first meeting of the advisory committee, shall be provided by the ((DON))
5 OPCD Director in the following manner:

6 1. Mailed notice;
7 2. Inclusion in the Land Use Information Bulletin;
8 3. Posting one land use sign visible to the public at each street frontage abutting
9 the site except, when there is no street frontage or the site abuts an unimproved street, the
10 ((DON)) OPCD Director shall either post more than one sign or select an alternative posting
11 location so that notice is clearly visible to the public;

12 4. Through the regular processes of a parents' organization, if one exists; and
13 5. Provision of notice to community organizations known to the ((DON)) OPCD
14 Director as representing the local area, and to other organizations that have made a written
15 request for notice and provided an address for notice.

Section 9. This ordinance shall take effect as provided by Seattle Municipal Code
Sections 1.04.020 and 1.04.070.

Passed by the City Council the _____ day of _____, 2025,
and signed by me in open session in authentication of its passage this _____ day of
_____, 2025.

President _____ of the City Council

Approved / returned unsigned / vetoed this ____ day of _____, 2025.

Bruce A. Harrell, Mayor

Filed by me this _____ day of _____, 2025.

Scheereen Dedman, City Clerk

(Seal)