



## KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

### Signature Report

#### Ordinance 19995

**Proposed No.** 2025-0225.2

**Sponsors** Zahilay

1 AN ORDINANCE authorizing the vacation of a portion of  
2 NE 122nd Street and NE 123rd Street, file no. V-2747;  
3 Petitioners: Ricky and Laura Callaway and Ian and Patricia  
4 Dewar.

5 **STATEMENT OF FACTS:**

- 6 1. A petition has been filed requesting vacation of a portion of NE  
7 122nd Street and NE 123rd Street in the Snoqualmie Valley NE King  
8 County Community Service Area of unincorporated King County,  
9 hereinafter described.
- 10 2. The department of local services notified utility companies serving the area  
11 and King County departments of the proposed vacation and no utility  
12 requested an easement over the vacation area. King County maintains a  
13 drainage facility within the vacation area and an easement benefiting the  
14 county is retained for permanent access, maintenance, repair and replacement  
15 of the facility. The vacation shall not extinguish the rights of any utility  
16 company to any existing easements for facilities or equipment within the  
17 vacation area.
- 18 3. The department of local services's records indicate that this segment of  
19 right of way is unopened and unmaintained.

Ordinance 19995

---

20           4. The department of local services considers the subject portion of right of  
21           way useless as part of the county road system and believes the public would  
22           benefit by the return of this segment of right of way to the public tax rolls and  
23           recommends approval of the vacation.

24           5. Pursuant to K.C.C. 14.40.020 and RCW 36.87.120, the value of the  
25           vacation area is offset by the costs to King County to manage and maintain  
26           this segment of unopened right of way and the present value of future property  
27           tax resulting in a determination that no additional compensation is required for  
28           the vacation of an approximately 33,522 square foot portion of NE 122nd  
29           Street and NE 123rd Street to the property of petitioners Ricky Callaway and  
30           Laura Callaway. If required, compensation must be received by King County  
31           within ninety days of approval of the ordinance vacating the right of way.

32           6. Due notice was given in the manner provided by law. The office of the  
33           hearing examiner held the public hearing on September 18, 2025.

34           7. As detailed in the recommendation, the hearing examiner found that the  
35           road segment subject to this petition is not useful as part of the King County  
36           road system, concluded that the vacation of this segment of road will benefit  
37           the public through the transfer of responsibility for management and return of  
38           the property to the public tax roll, and recommended approval of the vacation  
39           petition without the requirement of additional compensation by petitioners.

40           8. For the reasons stated in the examiner's October 2, 2025, report and  
41           recommendation, the council determines that it is in the best interest of the  
42           citizens of King County to grant said petition and vacate the right of way.

---

Ordinance 19995

---

43 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

44 SECTION 1. The council, on the effective date of this ordinance, hereby  
 45 vacates and abandons a portion of NE 122nd Street and NE 123rd Street right of way  
 46 as described below:

47 All of NE 123rd Street abutting Lot 2, King County Short Plat No.  
 48 S89S0262, recorded under Recording Number 9202199003 lying  
 49 Southeasterly and Easterly of the following described line:  
 50 Beginning at the intersection of the Southwesterly projection of the  
 51 Northwesterly boundary of said Lot 2 with the Southwesterly right-of-  
 52 way margin of said NE 123rd Street;  
 53 Thence Northeasterly approximately 54.5 feet to the intersection with  
 54 the Northeasterly right-of-way margin of said NE 123rd Street at a  
 55 point offset 24.00 feet Southeasterly of the Northwesterly line of said  
 56 Lot 2, being also the Southeasterly line of an ingress, egress and utility  
 57 easement as sown on the face of said Short Plat.  
 58 Situate within the Northwest Quarter of the Southeast Quarter of  
 59 Section 27, Township 26 North, Range 7 East, Willamette Meridian,  
 60 County of King, State of Washington.  
 61 Containing 33,522 square feet or 0.77 acres, more or less.

62 SECTION 2. King County retains an easement for permanent access,  
 63 maintenance, repair and replacement of a drainage facility within the vacation area.  
 64 Recording of the approved vacation is contingent on delivery of a signed easement in  
 65 favor of King County to the clerk within ninety days of the date of enactment of this

Ordinance 19995

---

66 ordinance. If King County does not receive the signed easement by that date, there is  
67 no vacation and the associated right of way remains King County's. If the signed  
68 easement is timely received, the clerk shall record an ordinance against parcel

Ordinance 19995

---

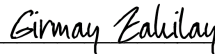
- 69 272607-9060. Recording an ordinance signifies that all contingencies are satisfied
- 70 and that the right of way associated with parcel 272607-9060 is vacated.

Ordinance 19995 was introduced on 8/19/2025 and passed by the Metropolitan King County Council on 11/4/2025, by the following vote:

Yes: 9 - Balducci, Barón, Dembowski, Dunn, Mosqueda, Perry, Quinn, von Reichbauer and Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Signed by:



1AEA3C5077F8485...

Girmay Zahilay, Chair

ATTEST:

DocuSigned by:



8DE1BB375AD3422...

Melani Hay, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 11/25/2025, \_\_\_\_\_.

Signed by:



AAA4841FD7644BE...

Shannon Braddock, County Executive

**Attachments:** A. Hearing Examiner Report dated October 2, 2025

Ordinance 19995

October 2, 2025

**OFFICE OF THE HEARING EXAMINER  
KING COUNTY, WASHINGTON**

Telephone (206) 477-0860

[hearingexaminer@kingcounty.gov](mailto:hearingexaminer@kingcounty.gov)

[www.kingcounty.gov/independent/hearing-examiner](http://www.kingcounty.gov/independent/hearing-examiner)

**REPORT AND RECOMMENDATION**

SUBJECT: Department of Transportation file no. **V-2747**  
Proposed ordinance no. **2025-0225**  
Adjacent parcel nos. **2726079060 and 2726079003**

**RICKY & LAURA CALLAWAY AND IAN & PATRICIA DEWAR**

Road Vacation Petition

Location: between 12310 334th Ave NE and 33333 NE 123rd St, Carnation

Petitioners: Ricky & Laura Callaway; and Ian & Patricia Dewar  
*represented by* **Bill Moffet**  
Bill Moffet Consulting  
6023 189th Avenue CT E  
Lake Tapps, WA 98391  
Telephone: (253) 232-0562  
Email: [b.moffet@yahoo.com](mailto:b.moffet@yahoo.com)

King County: Department of Local Services  
*represented by* **Leslie Drake**  
Department of Local Services  
201 S Jackson Street  
Seattle, WA 98104  
Telephone: (206) 477-7764  
Email: [leslie.drake@kingcounty.gov](mailto:leslie.drake@kingcounty.gov)

## FINDINGS AND CONCLUSIONS:

### Overview

1. Laura and Ricky Callaway, along with Patricia and Ian Dewar, petition the County to vacate an approximately 33,522 square-foot stretch of public right-of-way between properties at 12310 334th Avenue NE and 33333 NE 123rd Street, in the Snoqualmie Valley Northeast Community Service Area, near Carnation. The Department of Local Services, Road Services Division (Roads), recommends vacation and a waiver of compensation. On September 18, 2025, we conducted a remote public hearing on behalf of the King County Council. After hearing witness testimony, studying the exhibits entered into evidence, and considering the parties' arguments and the relevant law, we recommend that the Council vacate the right-of-way and not require compensation.

### Background

2. Except as provided below, we incorporate the facts set forth in Roads' report and in proposed ordinance no. 2025-0225. That report, and a map showing the area to be vacated and the vicinity of the proposed vacation, are in the hearing record and will be attached to the copies of our recommendation submitted to Council.<sup>1</sup>
3. Chapter 36.87 RCW governs the vacation of county roads, and King County Code (K.C.C.) chapter 14.40 establishes the procedures for a road vacation in King County. To vacate a county road, state law requires (1) a finding that the road is useless to the county road system, and (2) a finding that the public will be benefited by the vacation. If those two conditions are met, then the Council has the discretion to vacate the road.<sup>2</sup> State law allows the Council to require those benefiting from the vacation to compensate the county, up to the appraised value of the vacated road. The Council may reduce the compensation amount to account for the value of the transfer of liability or risk, the increased value to the public in property taxes, the avoided costs for management or maintenance, and any limits on development or future public benefit.<sup>3</sup>

### Is Vacation Warranted?

4. A county right-of-way may be considered useless if it is not necessary to serve an essential role in the public road network or if it would better serve the public interest in private ownership.<sup>4</sup>
5. The subject right-of-way segment is not currently opened, constructed, or maintained for public use, and it is not known to be used informally for access to any property. Vacation would have no adverse effect on the provision of access and fire and emergency services

---

<sup>1</sup> See Exhibit 1 at 001-005 and Exhibit 9.

<sup>2</sup> See RCW 36.87.060.

<sup>3</sup> See RCW 36.87.120.

<sup>4</sup> See K.C.C. 14.40.0102.B.

to the abutting properties and surrounding area. The County Road Engineer's report states that the right-of-way is not necessary for the present or future public road system.

6. There are drainage facilities within the right-of-way, but Roads has negotiated a proposed easement that will satisfy the county's need to operate, maintain, and access these facilities. The Callaways have agreed to this easement, which should be executed and recorded once the right-of-way is vacated.<sup>5</sup> Puget Sound Energy also negotiated an easement with the Callaways, which the Callaways have signed. No other utility or agency identified facilities within the right-of-way or a need to retain an easement.
7. At the hearing, Roads confirmed that vacation would not impact NE 122nd Street, which is an open and improved right-of-way that runs parallel to part of the vacation area. The vacation area only includes the right-of-way that runs along the northern edge of NE 122nd Street, and the county would retain the right-of-way for the open and improved street.
8. We find that the subject right-of-way is useless to the county road system. We also find that the public will benefit from its vacation, since its inclusion in the public tax rolls will reduce property taxes for all others in the same taxing districts. In addition, vacation will likely reduce expected costs to the county associated with management and maintenance, discussed below. We conclude that vacation here is warranted.

#### What Compensation is Due?

9. The county may require compensation up to the appraised value of the vacated road. The King County Assessor determines the increase in value due to the vacation for each abutting parcel. This right-of-way was dedicated to the county in the same plat that created the parcel owned by the Callaways; the property owned by the Dewars was created in a separate plat. This means that, somewhat unusually, the entire vacation area will attach to the Callaways' property; nothing will attach to the Dewars' property. As such, the Dewars will not see any increase in value to their property and do not owe any compensation. The Assessor determined in 2024 that the vacation would increase the value of the Callaways' property by \$9,000.
10. State law allows the Council to reduce the compensation amount to reflect the expected value to the public from avoided liability risk, increased property taxes, and eliminated management or maintenance costs. The Office of Performance, Strategy, and Budget (PSB) created a model for calculating these adjustments, updated annually. Roads then applies those figures to a given parcel. The model estimates that the county will receive an additional \$151 in property taxes and reduce management and maintenance costs by \$9,036. Since this combined total is more than the \$9,000 value determined by the Assessor, the model recommends that the Callaways owe no compensation to the county.<sup>6</sup>

---

<sup>5</sup> See Exhibit 16.

<sup>6</sup> See Exhibit 12.

### Model Methodology Concerns

11. The PSB model uses a flat amount per abutting parcel to estimate reduced management and maintenance costs each year.<sup>7</sup> This means the estimated savings for the county does not vary based on the size or nature of the vacated road, but instead on how many parcels abut the vacation area and which year those abutting landowners happened to file their petition.
12. For example, the estimated amount of management and maintenance costs per parcel in 2024 was \$9,036, but it was only \$6,526 in 2023 and only \$6,880 in 2025. This means that if the Callaways had submitted their petition a year later or a year earlier, they would now owe around \$2,000 more in compensation for the same vacation under the PSB model.
13. Conversely, if the vacation area had attached to both abutting properties (as is usually the case), then the PSB model would have doubled the estimate of maintenance costs, even though the vacation area itself had not changed. The PSB model would have estimated that the same road vacation would save the county \$18,072 (since both parcels would have each received credit for saving \$9,036 in costs).
14. Additionally, the flat amount ignores the size of the vacation; the area attached to the Callaways' property is over six times larger than the average area attaching to other parcels in road vacation petitions that had hearings on the same day. There were four road vacation hearings on September 18, including the Callaways' petition. Across these four petitions there were 14 parcels where PSB had calculated a flat amount of reduced maintenance costs. The area attaching to the Callaways' property was over 40 times larger than the smallest parcel's vacation area (800 square feet compared to 33,522 square feet), yet PSB's model would have estimated the same amount of reduced management and maintenance costs for both.
15. Furthermore, PSB intended the flat amount to equal to two percent of total expenditures over five years for clean-up, research, enforcement, and administrative actions associated with unopened rights-of-way. In other words, the PSB model estimates that each abutting parcel of a vacated, unopened right-of-way saves the county 10% of these annual costs. This means that the PSB model would estimate that a single vacated roadway could save an entire year's worth of these costs if it had 10 abutting parcels.
16. Taken together, all these methodological choices make it difficult to reliably and consistently estimate what compensation is due for any given road vacation. There are a variety of different ways to address each concern above, and each way would come with its own assumptions and judgment calls. Until PSB refines its methodology, it seems equity would demand that we use the same PSB model that has been applied to past road

---

<sup>7</sup> This is only true for unopened and undeveloped land. For opened roads or frequently traversed public areas, PSB's estimate of costs scales based on the length of the vacation area.

vacation petitions.<sup>8</sup> Therefore, the Callaways owe no compensation to the county for attaching over 0.75 of an acre to their property.

#### RECOMMENDATION:

We recommend that Council APPROVE proposed ordinance no. 2025-0225 to vacate the subject road right-of-way abutting parcel 272607-9060, with no compensation requirement, but CONTINGENT on Petitioners delivering a signed easement in favor of King County within 90 days of the date Council takes final action on this ordinance. If King County does not receive the signed easement by that date, there is no vacation and the associated right-of-way remains King County's. If the signed easement is timely received, the Clerk shall record an ordinance against parcel 272607-9060. Recording an ordinance signifies that all contingencies are satisfied and that the right-of-way associated with parcel 272607-9060 is vacated.

DATED October 2, 2025.



---

Peter Heineccius  
Hearing Examiner pro tem

#### NOTICE OF RIGHT TO APPEAL

A party may appeal an Examiner report and recommendation by following the steps described in KCC 20.22.230. By **4:30 p.m.** on **October 27, 2025**, an electronic appeal statement must be sent to [Clerk.Council@kingcounty.gov](mailto:Clerk.Council@kingcounty.gov), to [hearingexaminer@kingcounty.gov](mailto:hearingexaminer@kingcounty.gov), and to the party email addresses on the front page of this report and recommendation. Please consult KCC 20.22.230 for the exact filing requirements.

If a party fails to timely file an appeal, the Council does not have jurisdiction to consider that appeal. Conversely, if the appeal requirements of KCC 20.22.230 are met, the Examiner will notify parties and interested persons and will provide information about next steps in the appeal process.

---

<sup>8</sup> See, for example, V-2754-Baraja, Kim, Anderson (October 25, 2024), where a prior hearing examiner expressed misgivings about the Assessor's methodology for determining the values of road vacations to abutting properties. The hearing examiner explained why the Assessor is likely undervaluing the benefit to petitioners but ultimately concluded the petitioners could take advantage of the same terms offered to past petitioners.

**MINUTES OF THE SEPTEMBER 18, 2025, HEARING ON THE ROAD  
VACATION PETITION OF RICKY & LAURA CALLAWAY AND IAN & PATRICIA  
DEWAR, DEPARTMENT OF TRANSPORTATION  
FILE NO. V-2747**

Peter Heineccius was the Hearing Examiner in this matter. Participating in the hearing were Leslie Drake, Bill Moffet, and Joshua Neil.

The following exhibits were offered and entered into the hearing record:

|                |                                                                                                                                          |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Exhibit no. 1  | Roads Services report to the Hearing Examiner, sent August 30, 2025, with 12 attachments and 20 exhibits                                 |
| Exhibit no. 2  | Petition transmittal letter dated May 27, 2021, to the County Road Engineer                                                              |
| Exhibit no. 3  | Petition for Vacation of a County Road received May 27, 2021                                                                             |
| Exhibit no. 4  | Letter to Petitioners dated June 7, 2021, acknowledging receipt of Petition                                                              |
| Exhibit no. 5  | King County Assessor's information for Petitioners Ricky and Laura Callaway's property, APN 2726079060                                   |
| Exhibit no. 6  | King County Assessor's information for Petitioners Ian and Patricia Dewar's property, APN 2726079003                                     |
| Exhibit no. 7  | Assessor's Quarter Section map for SE272607                                                                                              |
| Exhibit no. 8  | King County Short Plat S89S0262 rec 199202199003                                                                                         |
| Exhibit no. 9  | Exhibit map depicting vacation area                                                                                                      |
| Exhibit no. 10 | Copy of final notice sent of review to agencies on 07/26/2021                                                                            |
| Exhibit no. 11 | Email exchange with Assessor's Office regarding valuation of vacation area                                                               |
| Exhibit no. 12 | Compensation calculation model spreadsheet for Petitioners' property, APN 2726079060                                                     |
| Exhibit no. 13 | Cover letter to Petitioners dated April 16, 2024, with a copy of the County Road Engineer's Report                                       |
| Exhibit no. 14 | County Road Engineer's Report                                                                                                            |
| Exhibit no. 15 | PSE Easement                                                                                                                             |
| Exhibit no. 16 | Permanent Easement in favor of King County                                                                                               |
| Exhibit no. 17 | Ordinance transmittal letter dated July 21, 2025, from King County Executive to Councilmember Girmay Zahilay, Chair, King County Council |
| Exhibit no. 18 | Proposed Ordinance                                                                                                                       |
| Exhibit no. 19 | Declaration of Posting                                                                                                                   |
| Exhibit no. 20 | Request for publication by Clerk of the Council                                                                                          |

October 2, 2025

**OFFICE OF THE HEARING EXAMINER  
KING COUNTY, WASHINGTON**

Telephone (206) 477-0860

[hearingexaminer@kingcounty.gov](mailto:hearingexaminer@kingcounty.gov)

[www.kingcounty.gov/independent/hearing-examiner](http://www.kingcounty.gov/independent/hearing-examiner)

**CERTIFICATE OF SERVICE**

SUBJECT: Department of Transportation file no. **V-2747**  
Proposed ordinance no. **2025-0225**  
Adjacent parcel no(s). **2726079060 and 2726079003**

**RICKY & LAURA CALLAWAY AND IAN & PATRICIA DEWAR**

Road Vacation Petition

I, Jessica Oscoy, certify under penalty of perjury under the laws of the State of Washington that I transmitted the **REPORT AND RECOMMENDATION** to those listed on the attached page as follows:

- ☒ EMAILED to all County staff listed as parties/interested persons and parties with e-mail addresses on record.
- ☒ placed with the United States Postal Service, through Quadient-Impress, with sufficient postage, as FIRST CLASS MAIL in an envelope addressed to the non-County employee parties/interested persons to addresses on record.

DATED October 2, 2025.



---

Jessica Oscoy  
Administrator

**Brown, Keith**

Department of Local Services

**Callaway, Ricky/Laura**

Hardcopy

**Carr, Trevor**

Department of Natural Resources and Parks

**Carrasquero, Jose**

Department of Local Services

**Claussen, Kimberly**

Department of Natural Resources and Parks

**Dewar, Ian/Patricia**

Hardcopy

**Drake, Leslie**

Department of Local Services

**Eastside Fire and Rescue**

**Hay, Melani**

Metropolitan King County Council

**Ishimaru, Jim**

Department of Local Services

**Jackson, Robert**

Department of Natural Resources and Parks

**Kosai-Eng, JoAnn**

Department of Local Services

**Kulish, Michael**

Facilities Management Division

**Martin, James**

Comcast Cable

**McDonald, Andrew**

Department of Natural Resources and Parks

**Miles, Dawn**

Metro Transit Division

**Minichillo, Tom**

Department of Local Services

**Moffet, Bill**

Bill Moffet Consulting

Hardcopy

**Neil, Joshua**

**Ozanich, Barbara**

King County Water District No. 119

**Pursley, Steve**

Wave Broadband

**Robinson, Jeff**

Department of Local Services

**Shular, Ryan**

Department of Local Services

**Sung, Huey-yi**

Department of Local Services

**Todd, Scott**

Department of Natural Resources and Parks

**Torkelson, Cindy**

Department of Local Services

**Yang, Amber**

Puget Sound Energy

Hardcopy

## Certificate Of Completion

Envelope Id: C5A3ABA6-52DD-4AC8-8C6B-20E21E73C161

Status: Completed

Subject: Complete with Docusign: Ordinance 19995.doc, Ordinance 19995 Attachment A.pdf

Source Envelope:

Document Pages: 5

Signatures: 3

Envelope Originator:

Supplemental Document Pages: 8

Initials: 0

Cherie Camp

Certificate Pages: 5

AutoNav: Enabled

401 5TH AVE

Envelopeld Stamping: Enabled

SEATTLE, WA 98104

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Cherie.Camp@kingcounty.gov

IP Address: 198.49.222.20

## Record Tracking

Status: Original

Holder: Cherie Camp

Location: DocuSign

11/5/2025 12:36:32 PM

Cherie.Camp@kingcounty.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: King County-Council

Location: Docusign

## Signer Events

Girmay Zahilay

girmay.zahilay@kingcounty.gov

Council Chair

Security Level: Email, Account Authentication (None)

## Signature

Signed by:

1AEA3C5077F8485...

## Timestamp

Sent: 11/5/2025 12:37:20 PM

Viewed: 11/5/2025 2:04:25 PM

Signed: 11/5/2025 2:04:34 PM

Signature Adoption: Pre-selected Style

Using IP Address: 71.227.166.164

## Electronic Record and Signature Disclosure:

Accepted: 11/5/2025 2:04:25 PM

ID: c226b758-b35d-4b1e-b7cd-8411f6369b2b

Melani Hay

melani.hay@kingcounty.gov

Clerk of the Council

King County Council

Security Level: Email, Account Authentication (None)

DocuSigned by:

8DE1BB375AD3422...

Sent: 11/5/2025 2:04:35 PM

Viewed: 11/5/2025 2:05:31 PM

Signed: 11/5/2025 2:05:47 PM

Signature Adoption: Pre-selected Style

Using IP Address: 198.49.222.20

## Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:27:12 AM

ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

Shannon Braddock

Shannon.Braddock@kingcounty.gov

King County Executive

Security Level: Email, Account Authentication (None)

Signed by:

AAA4841FD7644BE...

Sent: 11/5/2025 2:05:48 PM

Resent: 11/25/2025 9:43:50 AM

Viewed: 11/25/2025 9:47:10 AM

Signed: 11/25/2025 9:47:19 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 198.49.222.20

## Electronic Record and Signature Disclosure:

Accepted: 11/25/2025 9:47:10 AM

ID: 1a959278-fb9a-4be7-8edf-30f84e5ae026

## 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 |
|--------------------|--------|-----------|
|--------------------|--------|-----------|

Ames Kessler  
akessler@kingcounty.gov  
Executive Legislative Coordinator & Public Records  
Officer  
King County  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 11/5/2025 2:05:48 PM  
Viewed: 11/6/2025 9:21:53 AM

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

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

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

|                     |                  |                       |
|---------------------|------------------|-----------------------|
| Envelope Sent       | Hashed/Encrypted | 11/5/2025 12:37:20 PM |
| Certified Delivered | Security Checked | 11/25/2025 9:47:10 AM |
| Signing Complete    | Security Checked | 11/25/2025 9:47:19 AM |
| Completed           | Security Checked | 11/25/2025 9:47:19 AM |

| 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.