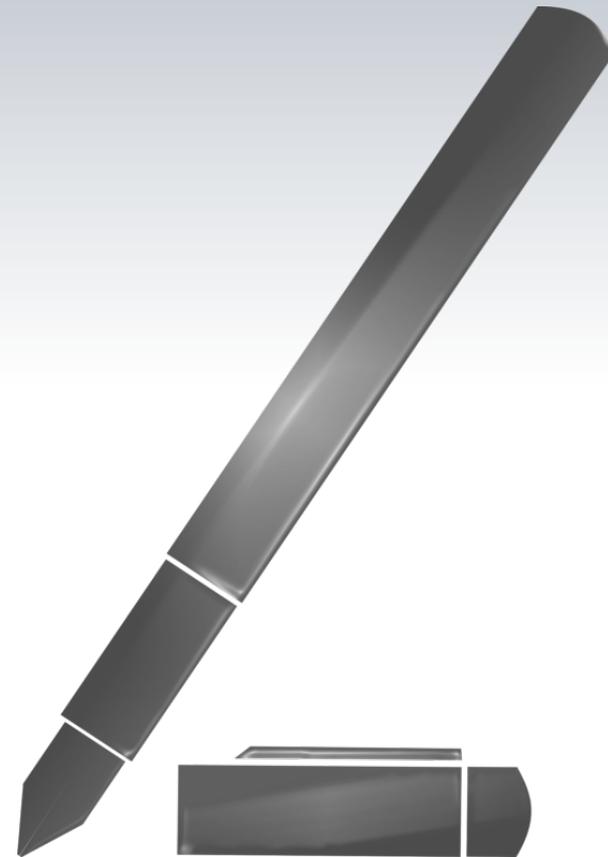


STUDY SESSION ITEM: **DIGITAL & ELECTRONIC** **SIGNATURES**

Presented By:
Matt McFarland
City Attorney's Office

Jake Hesselgesser
Development Services Department



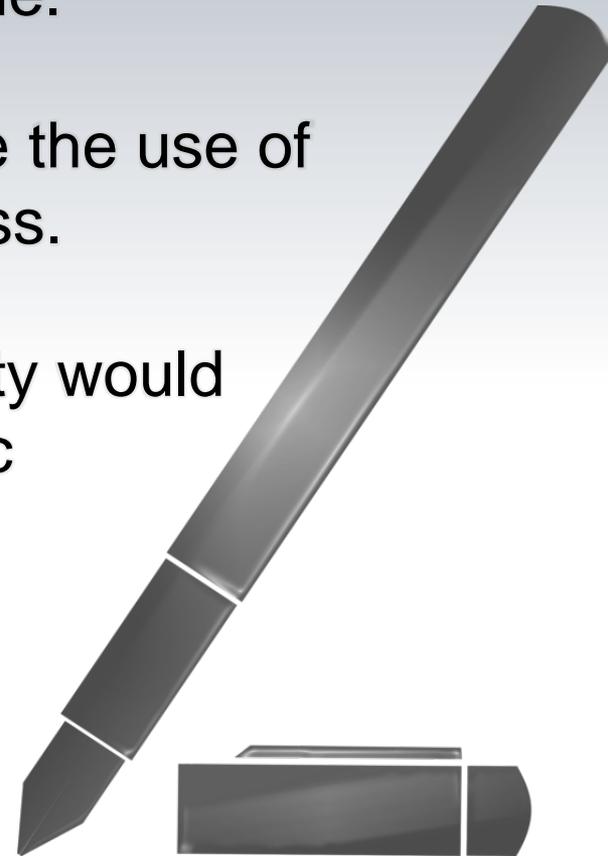
QUESTION PRESENTED:

Should staff bring forward, at a subsequent City Council meeting, a Resolution authorizing the use of digital and electronic signatures in the City of Bellevue?



BACKGROUND & OVERVIEW:

- Agencies like the City of Bellevue are required to establish the use of electronic signatures by Ordinance, Resolution, Policy, or Rule.
- The draft Resolution would authorize the use of electronic signatures for City business.
- Individual Departments within the City would determine when the use of electronic signatures is appropriate.



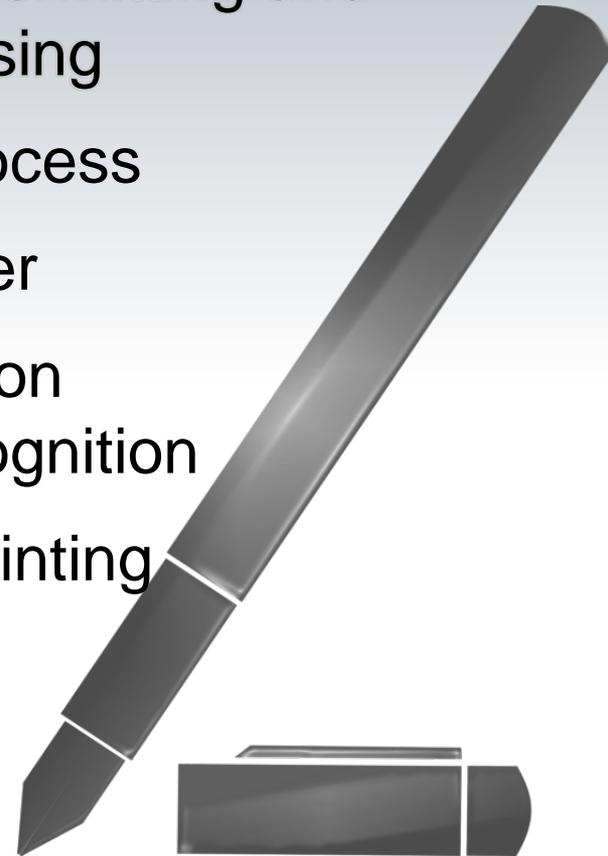
CITY AND PUBLIC BENEFITS:

- Increased efficiency
- Increased security
- Accessibility for all Bellevue citizens
- Accessibility for successor City employees
- Leverage the City's investment in digital technology
- Environmental benefits



EXAMPLES OF BENEFITS WITHIN DEVELOPMENT SERVICES:

- Supports goal of 100% paperless permitting and beginning-to-end electronic processing
- Reduces steps in the permitting process
- Access to digital documents is faster
- Permit records and public information provided with optical character recognition
- Environmental benefits- reduced printing and storage costs



DEVELOPMENT CODES & STANDARDS:

CLEARING & GRADING DEVELOPMENT STANDARDS

July 14, 2017



Issued by

**CITY OF BELLEVUE
DEVELOPMENT SERVICES DEPARTMENT**

A handwritten signature in black ink, which appears to read "Michael Brennan".

Michael Brennan
Director

CODE INTERPRETATIONS & PROCEDURES:



INTERPRETATIONS & PROCEDURES

DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION

CODE: 2015 IBC
SECTION: 1006
SUBJECT: **Compartmentalized Office Tenant Spaces**

INDEX NUMBER: IBC-2017-005
ISSUE DATE: July 28, 2017

Background & Intent

When an office tenant space is located near the end of a corridor and two means of egress are required, exit separation within the tenant space may be difficult or impossible to achieve. To mitigate this situation, the City of Bellevue accepts the installation of a 1-hour rated compartmentation wall within a single tenant space. This serves to reduce the occupant load of each of the spaces to the point that only one means of egress is required from each of the individual compartmentalized spaces.

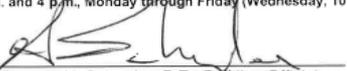
Compartmentalization eliminates the need for separation of the exits or exit access doorways, while achieving equivalency to the intent and the literal code language. Equivalency is established by reducing the risk of smoke and fire spreading quickly throughout the space and by providing independent exiting from each of the compartments.

Conditions of Approval

This approved alternate design treats a single office tenant as if it were actually two independent tenants when all of the following criteria are met:

- The wall used to compartmentalize the space is a listed one-hour rated *fire partition* assembly extending from the floor to the suspended ceiling, framed ceiling, or underside of the structure above if a ceiling is not provided. The wall must be braced as required for any partition wall, and snug fit, similar to a typical tenant separation wall between identical occupancies. A smoke seal is not required at the top of the wall. The wall must extend horizontally to provide a complete separation of the compartmentalized spaces.
- Doors in the compartmentalization wall are 20-minute rated assemblies with closers and lever-style latches. Doors must be provided with approved automatic hold-open devices, released by smoke detectors located on each side of the door. Doors in compartmentalization walls are considered convenience doors and are not allowed as part of the exit access system. All required maneuvering clearances must be provided at doors.
- All penetrations and openings in the compartmentation wall, other than doors, are fire rated as required for a *fire partition*. The total area of the glazing in fire-protection rated window assemblies is limited to 25% of the compartmentation wall within any room.
- Each compartment has independent exiting without traveling through the adjacent compartmentalized space. The occupant load for each compartmentalized space is required to be determined in accordance with IBC Section 1004.

NOTE: For questions concerning required permits, please visit or call Development Services (425-452-4121) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4).

SIGNATURE: 

Gregory H. Schrader, P.E., Building Official

DATE: July 28, 2017

LAND USE STAFF REPORTS:



City of Bellevue Development Services Department Land Use Division Staff Report

Proposal Name: Bosa Residential Tower

Proposal Address: 188 Bellevue Way NE

Proposal Description: To demolish two restaurants, a retail jewelry store and associated parking to construct a 21-story residential tower containing 142 units, above a 4 and 5 level podium and three levels of underground parking on 1.15 acres. Ground level retail and amenities will front Bellevue Way NE and NE 2nd Street, which will have 2 and 3 levels of residential units above to create the podium. The three levels of underground parking will provide for approximately 248 parking spaces for residential, retail and visitor.

File Number: 15-124509 LD

Applicant: Bosa Development Washington, Inc.

Decisions Included: Design Review with SEPA, Process II

Planner: Antoinette Pratt, Senior Planner

State Environmental Policy Act
Threshold Determination: **Determination of Non-significance**
Carol V. Helland
Carol V. Helland
Environmental Coordinator

Director's Decision: Michael Brennan, Director
Development Services Department

By: *Carol V. Helland*
Carol V. Helland, Land Use Director

Application Date: September 28, 2015
Notice of Application Date: October 25, 2015
Minimum Comment Period: November 5, 2015
Public Meeting: January 14, 2016
Bulletin Publication Date: September 15, 2016
Appeal Deadline: September 29, 2016

For information on how to appeal a proposal, visit the Development Services Permit Center at City Hall or call (425) 452-6800. Comments on State Environmental Policy Act (SEPA) Determinations can be made with or without appealing the proposal within the noted comment period for a SEPA Determination. Appeal of the Decision must be received in the City Clerk's Office by 5 PM on the date noted for appeal of the decision.

Development Services Department • 425-452-4570 • Hearing Impaired: dial 711
450 110th Avenue NE, Bellevue, WA 98004

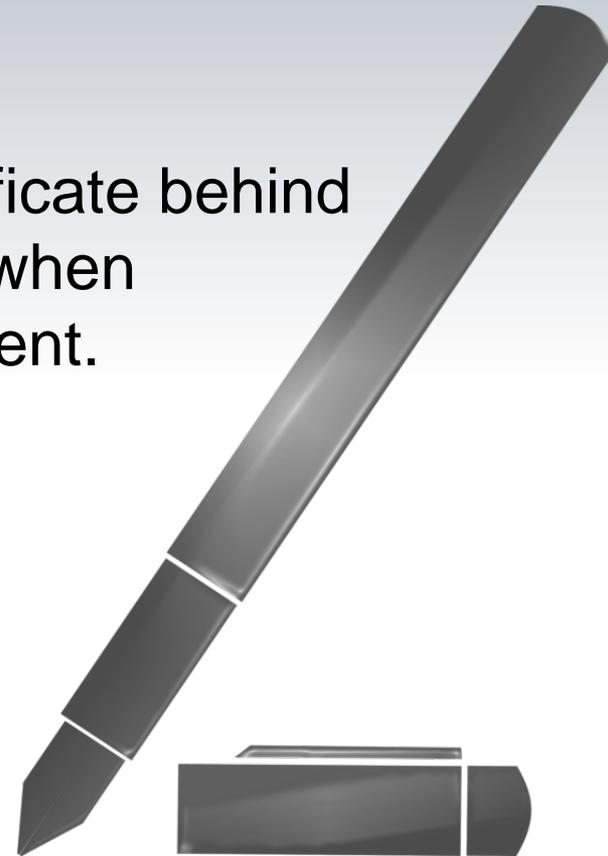
ELECTRONIC SIGNATURES:

- **Electronic Signatures:** Can be any electronic sound, symbol, or process adopted by the person with the intent to sign the record.
- **Example:** “/s/ *PedBee*”



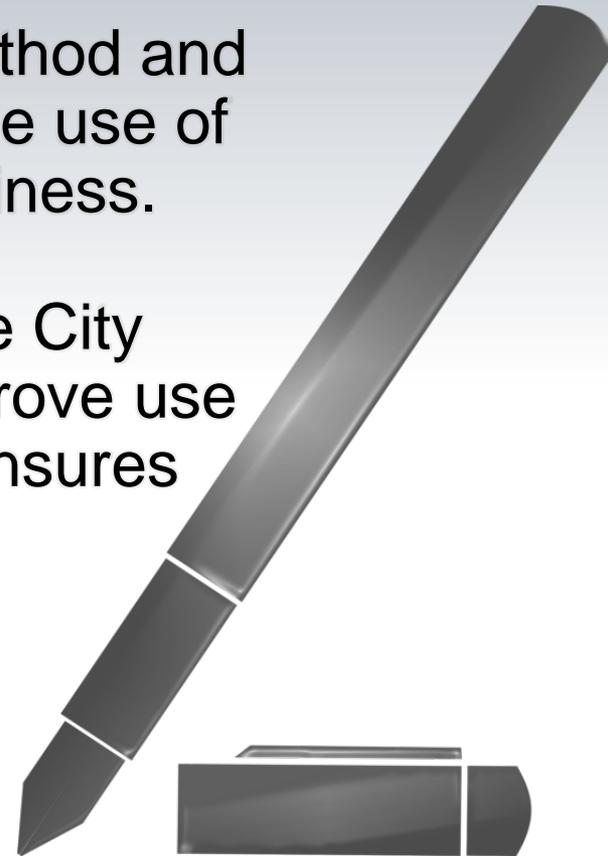
DIGITAL SIGNATURES:

- **Digital Signatures:** A digital signature is one type of electronic signature.
- Digital signatures have a digital certificate behind them, which ensures authentication when sending a "signed" electronic document.



QUALITY CONTROL:

- Digital and electronic signatures have the same force and effect of a signature affixed by hand.
- The draft Resolution provides the method and process that must be employed for the use of digital signatures to conduct City business.
- The draft Resolution provides that the City Manager, or their designee, may approve use electronic signatures if the process ensures security, authentication, integrity, and non-repudiation of the electronic communication.



OPTIONS:

- Direct staff to bring forward a Resolution authorizing the use of digital and electronic signatures in the City of Bellevue.
- Provide alternative direction regarding the use of digital and electronic signatures in the City.

