



Planning Commission Agenda

May 3, 2022
5:30pm
Virtual Meeting

Due to the current COVID-19 public health emergency, this meeting will be conducted virtually. The public may listen to the meeting by calling 206.973.4555 and muting your phone*. Public comment opportunities for this meeting are below.

The Planning Commission consists of seven members appointed by the Mayor and confirmed by the City Council. The Commission primarily considers plans and regulations relating to the physical development of the city, plus other matters as assigned. The Commission is an advisory body to the City Council.

Members: Tejvir Basra, Chair; Alyne Hansen, Vice Chair; Tom Dantzler; Andrew Ried-Munro; Tony Zuniga Sanchez; Jagtar Saroya; Bandhanjit Singh.
Staff Coordinator: Jenn Kester, Planning Manager

A quorum of the Council may be present.

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order / Roll Call		Chair	5:30 (2 min)
2	Approval of the minutes of April 5, 2022 meeting.	Review and Approve	Members	5:32 (3 min)
3	Public Comment on items <u>not</u> on the agenda. <i>Comments on agenda items will be addressed after the staff presentation and Commission discussion on each item below.</i> <i>See Public Comment Process below.</i>		Chair	5:35 (3 min)
4	Military Road 5-Way Intersection Study Outcome - (Exhibit 4a - 4b)	Briefing	Staff	5:38 (25 min)
5	Code Amendments: "Halfway House", "Work Release Facilities", and similar uses. - (Exhibit 5a - 5f)	Discussion and Direction	Staff and Members	6:03 (50 min)
6	CED Staff Report	Briefing	Staff	6:53 (3 min)
7	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	6:56 (2 min)
8	Adjourn			6:58

Public Comment Process: In an effort to adhere to the social distancing protocols, and in order to keep our residents, Planning Commission, and staff healthy, the Commission

will not hear any in-person public comments. The committee is providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Signing-up for remote comments or providing written comments must be done by 3:30pm the day of the meeting. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record.

- Instructions for providing remote oral public comments are located at the following link: [Council Committee and Citizen Advisory Committee Virtual Meetings](#).
- Submit email/text public comments to PCPublicComment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website.

**The City is aware of technical issues outside of our control that have occurred during recent meetings. If the call-in line drops, please be patient and know that staff is working to get it back up and running, and that the meeting will be paused until that occurs. Thank you for your understanding.*

**CITY OF SEATAC
PLANNING COMMISSION MEETING
Minutes of April 5, 2022 Meeting**

Members present: Tej Basra, Tom Dantzler, Alyne Hansen, Jagtar Saroya, Tony Zuniga Sanchez, Bandhan Singh, Andrew Ried-Munro

Members absent:

Staff & Others

Present: Gwen Voepel, *Deputy City Manager*; Jenn Kester, *Planning Manager*; Alena Tuttle, *Associate Planner*; Anita Woodmass, *Senior Management Analyst*; Dan Smith, *Maintenance & Operations Supervisor*; Barbara Mailo, *Admin 3*; SeaTV

1. Call to Order/Roll Call

Chair Basra called the meeting at 5:30pm and roll call.

2. Approval of the minutes of March 15, 2022 meeting

Commissioner Dantzler motioned to accept the minutes as written. Commissioner Saroya seconded. All were in favor of approving the minutes.

3. Public Comments on items not on the agenda

None

4. Public Hearing – 2021 King County Surface Water Design Manual

Chair Basra opened the public hearing at 5:37 pm.

Presented by Senior Management Analyst Anita Woodmass and Maintenance & Operations Supervisor Dan Smith.

Public Hearing presentation regarding adoption of the 2021 King County Surface Water Design Manual (KCSWDM) was presented.

The presentation included the following:

- Staff Report: Summary of Amendments
- Review
- Stormwater Permit Background
- SeaTac Compliance Responsibilities
- City-Wide Stormwater Management Program
- City Ordinance and SMC 12.10.010
- King County Surface Water Design Manual
- KCSWDM Changes for 2021
- The KCSWDM Permitting
- Engineering Design Review – KCSWDM Standards
- Construction – KCSWDM Standards
- Controlling Runoff: Construction Phase
- Post-Construction: Operations and Maintenance

Planning Commission Action:
Action Requested

- Planning Commission to take testimony and provide City Council a recommendation to approve or deny the proposed amendments or approve with specific modifications.
- The Planning Commission recommendation is requested at this meeting or April 19, 2022.

Chair Basra closed the public hearing at 5:55 pm.

Commissioner Dantzler motioned to move this forward to City Council with a recommendation of approval. Commissioner Hansen seconded. All were in favor of motion.

5. Introduction – Code Amendments: “Halfway House”, “Work Release Facilities”, and similar uses

Presented by Associate Planner Alena Tuttle.

The purpose of the presentation was for staff to provide overview of the Ordinance No. 21-1027, provide an overview of the preliminary research and Code analysis related to “Halfway Houses”, and seek recommendation on further action for Planning Commission.

The presentation included the following:

- Presentation Overview
- State Work Release Program Overview
- Facilities Located in Washington State
- SeaTac Comprehensive Plan
- SeaTac Municipal Code History
- “Halfway House” Zoning Designations
- Potential Sites Based Upon Zoning Designations
- Conditional Use Permit (CUP) Process
- CUP EPF Review Procedure
- Essential Public Facilities (EPF) Process
- Comparison of Other Municipalities

Potential Committee Action

Committee Action Requested:

- Staff is seeking initial PC questions, comments, and concerns in order to prepare for further discussion.

6. CED Staff Report

Look ahead for next Planning Commission meeting:

- Further Work Release Facility research
- David Tomporowski to present an update on the 5-way intersection way either at a future meeting.

7. Planning Commission Comments (including suggestions for next meeting agenda)

None

8. Adjournment

Commissioner Ried-Munro motioned to adjourn meeting. Commissioner Dantzler seconded. All were in favor of adjourning meeting at 6:43 pm.



MEMORANDUM

Date: May 03, 2022

To: Planning Commission

From: David Tomporowski, Senior Planner

Subject: Military Road Five-Way Intersection Study: Introduction

Purpose:

The Military Road Five-Way Intersection Study has been completed. It was formally adopted by the City Council at their November 23, 2021 meeting. The purpose of this briefing is to brief the Commission on the contents and conclusion of the study.

Background:

The Military Road South, South 164th Street and 42nd Avenue South intersection is located in the northeast part of the City. The subject study is listed in Chapter 4 of the Transportation Master Plan (TMP) and shown as priority #10 in the 2021-2026 Transportation Improvement Program (TIP). The hiring of a consultant to assist the City in performing the study was recommended by this committee on September 3, 2020 and approved by Council on September 8, 2020.

The purpose of the study is to determine the most efficient and effective long-term configuration to accommodate all modes of travel through the five-legged intersection. The intersection as configured has a record of safety issues and operates at capacity during peak periods. Future development is anticipated to the north along Military Road South that will increase mobility demands through the intersection; therefore, this study is warranted to guide future improvements to the functionality and safety of the intersection.

Public Works Capital Improvement Project (CIP) ST-116 is identified in the 2021-2026 Transportation Improvement Program and scoped to rebuild and re-channelize South 160th Street and Military Road from International Boulevard to South 166th Street. Recommendations from this study may either result in expanding ST-116 to include the intersection or result in creating a separate CIP project specific to intersection improvements.

The consultant team completed their operational and safety analysis work and, in consultation with City staff, defined three different alternatives for a redesigned and rebuilt intersection. These alternatives were then evaluated and scored based on a series of criteria that the consultant and City staff came up with. These alternatives and their scoring were presented in an online open house for public feedback.

Postcards advertising the online open house were mailed to residents and businesses within a quarter mile of the intersection ahead of June 2nd. The open house website was available from June 2nd to June 23rd, 2021. Additionally, the City publicized the open house via its various outreach and social media channels. Previous

outreach was conducted via a partnership between the Public Works Department and the Planning and Economic Development Divisions of the CED Department. Staff went door-to-door and visited businesses near the intersection, sharing information about the upcoming study, the pavement overlay project occurring at the intersection this summer, as well as general business assistance resources the City provides.

As a result of the study process, analysis, and outreach, the report issues a recommendation of building Alternative C: “Converts Signal to Roundabout.” Reasons for this recommendation include:

- Operations: The roundabout alternative operates better than the signal alternatives, including the No Build alternative.
 - During the PM peak period, the roundabout's 95th percentile queue length for the peak direction (Southbound Military Rd S) is similar to the No Build and Alternative A conditions and shorter than the Alternative B condition.
 - For other approaches and for the AM peak conditions, the roundabout queues are shorter than the signal options.
- Safety: Roundabouts are designed to improve safety for all users, include pedestrians and bicycles.
 - The safety benefits of roundabouts include reduced driving speed (15-25 mph), reduced number of conflict points and reduced pedestrian crossing distances.
 - Approach speeds are reduced because the entire area becomes traffic-calmed by the roundabout.
 - Furthermore, unlike traffic signals, roundabouts do not depend on electricity to properly function, so they are not susceptible to power outages.
- Emergency Services:
 - Angle crashes at signalized intersections are the most common fatal crash type involving fire trucks nationally—a roundabout greatly reduces the prevalence of these types of crashes.
 - Signal preemption is needed at signalized intersections because signals do not accommodate first responders well. This is opposed to roundabouts, which provide a natural flow that is better for first responders since they eliminate unnecessary stops and delays.
 - Finally, we have confirmed that both the City of SeaTac police department and the Puget Sound Regional Fire Authority are supportive of roundabouts.
- Freight mobility and Large Vehicles: Roundabouts can be designed to accommodate large vehicles, including semi-trucks, fire engines, and school buses. A roundabout at this location would be no exception. Design elements include
 - Wider entry and exit lanes for efficient movement of traffic
 - Mountable aprons and curbs intended to be used by vehicles with a wide and/or long wheelbase, and
 - Curvature and radii that allow for easy turning movements, including U-turns.
 - The vast majority of roundabouts present today contain many of these design features, which has allowed the operators of larger vehicles plenty of time to gain familiarity with how to operate within them. If built correctly, a large semi-truck, for example, would much prefer to navigate a roundabout at this intersection as opposed to traversing the narrow residential streets and negotiating the tight-turns in the vicinity of the intersection.
- Pedestrians: pedestrians are inherently safer at a roundabout compared to a signal.

- Since the entering and exiting lanes are separated, pedestrians can cross a shorter distance of only one direction of traffic at a time. This allows pedestrians to focus their attention on one direction of crossing traffic.
- This would be a big change from the current intersection, where—with five legs—pedestrians must watch for vehicles possibly coming from many directions.
- Traffic speeds will be lowered around the roundabout, which is associated with better yielding rates, reduced vehicle stopping distance and lower risk of collision injury or fatality.
- Public Outreach and Preference: in both our rounds of public outreach, the majority of respondents indicated a roundabout was their top preference.
 - Of the three alternatives presented in the online open house, 61% of survey participants preferred Alternative C: “Converts signal to roundabout.”
 - Of the businesses surveyed during our door-to-door outreach this past winter, 83% of the businesses that provided an opinion on intersection alternatives preferred the roundabout idea.

The study is available to view at the project webpage: www.seatacwa.gov/militaryroadintersectionstudy. This webpage will be maintained as a resource to refer to as the City progresses with planning, programming, designing, and building the intersection improvement identified in the study.

Enclosures: PowerPoint Presentation

Military Road South Five-Way Intersection Study

May 3, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

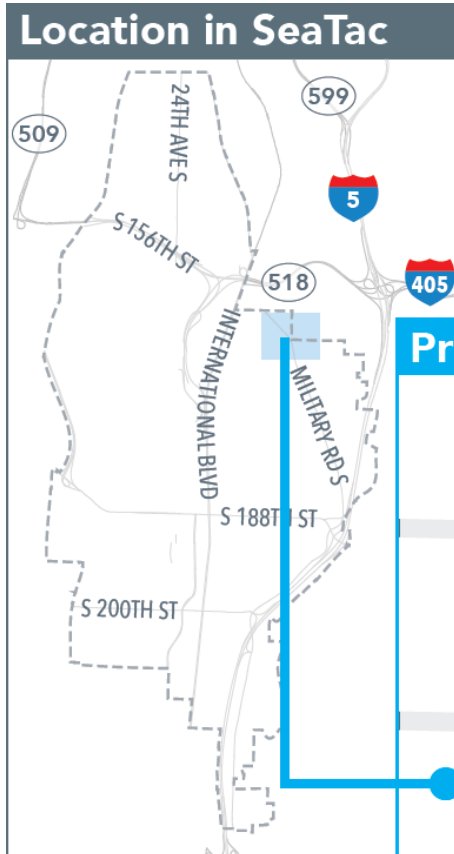
To present on the adopted Military Road South Five-Way Intersection Study, which was adopted by Council at their November 23, 2021 meeting.

WHY IS THIS ISSUE IMPORTANT?

1. The intersection currently has safety issues and can be confusing for users. Future development is planned in the adjacent intersection area, which will increase pressure on the intersection.
2. The City is planning for long-term capital improvements to this intersection via a study. The current operations environment and safety situation were analyzed, and three different alternatives were presented for further evaluation. Public feedback was solicited via an outreach process.
3. A roundabout has been recommended as the preferred solution for this intersection. Having this set plan will serve the City well as it plans for transportation improvements in this area over the next two decades.



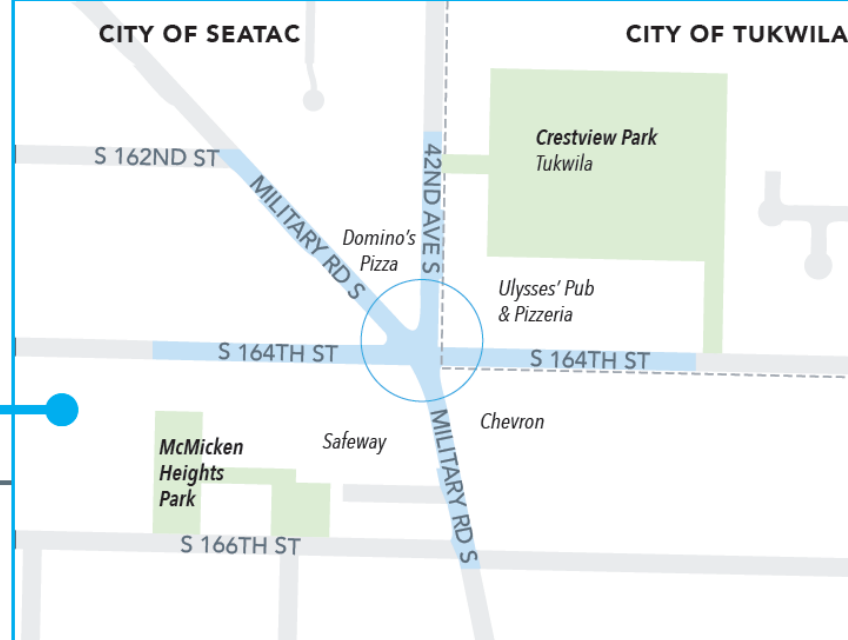
VICINITY MAP



KEY:

- City of SeaTac boundary
- Study boundaries
- Military Road five-way intersection

Project area map



AERIAL IMAGE



STUDY OVERVIEW

PURPOSE AND GOAL

- The purpose of this study is to determine the best treatment to manage all modes of travel through the five-legged intersection of Military Road South, South 164th Street, and 42nd Avenue South.
- Goal is to provide guidance on the City's future investment in the intersection

FUTURE

- Project ST-116 in the 2021-2026 Transportation Improvement Program calls for a rebuild and re-channelization of South 160th Street and Military Road from International Boulevard to South 166th Street, but it does not address this intersection specifically
- Any intersection improvement resulting from this study may become its own separate project in the future.



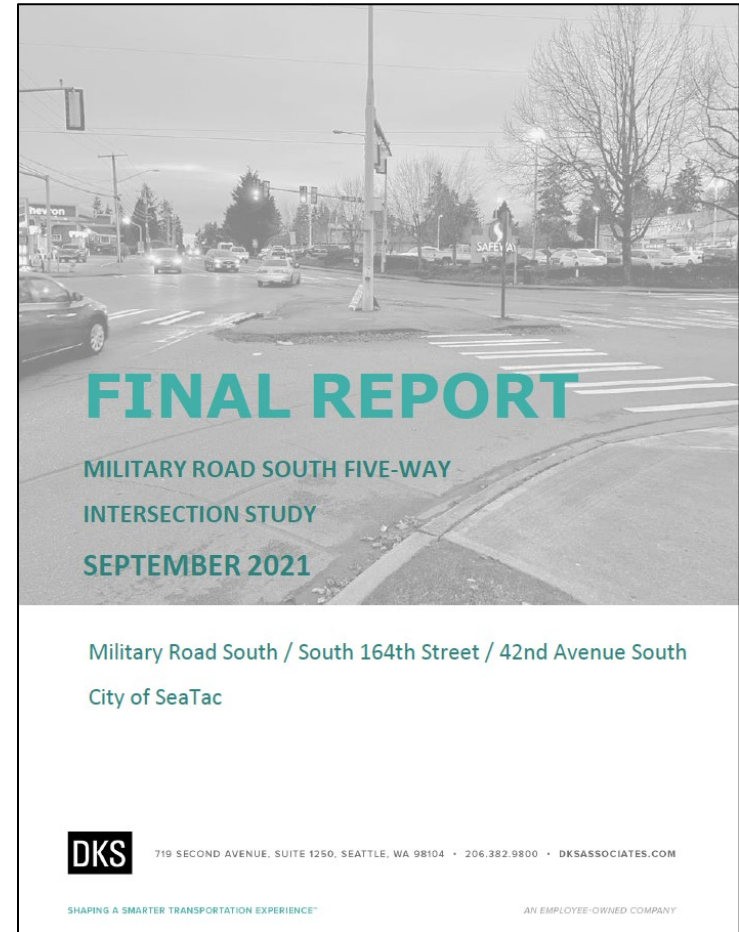
TIMELINE

- Fall 2020 – Winter 2021: Data collection and analysis
- Winter – Spring 2021: Design concept development
- June 2021: Online open house and community survey
- Summer – Fall 2021: Writing final report and selection of a preferred intersection design
- Fall 2021: Review and acceptance of final report



REPORT OUTLINE

- Existing Conditions
- Development of Design Alternatives and Descriptions
- Safety Assessment
- Operations Analysis
- Evaluation Criteria Assessment and Rating
 - Operations and Mobility
 - Access
 - Creating a Community Hub
 - Property Impact
 - Cost
- Public Outreach
- Recommendation

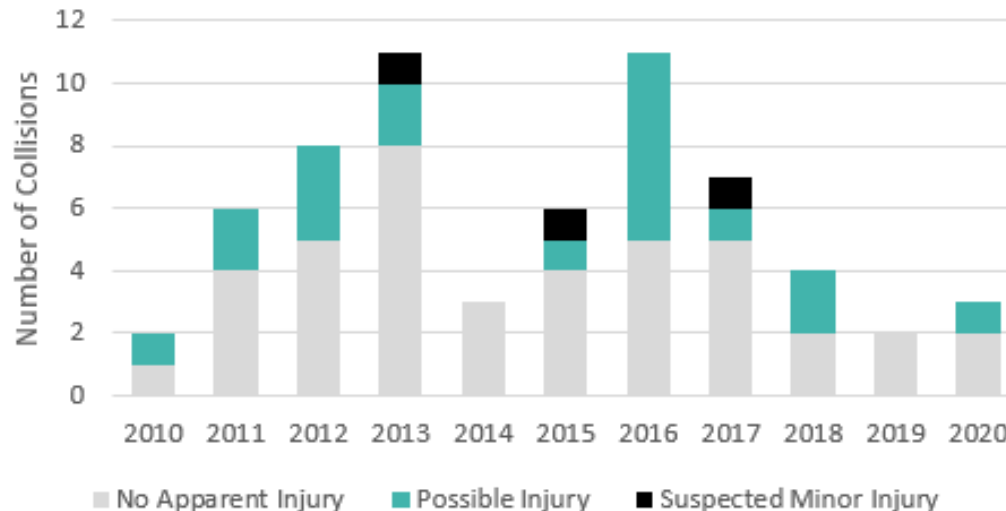


EXISTING INTERSECTION CONFIGURATION



EXISTING CONDITIONS – SAFETY ANALYSIS – COLLISION DATA

From January 2010 to June 2020, there were 63 reported collisions at the intersection, including three (3) suspected minor injuries, 19 possible injuries and 41 collisions with no apparent injuries (also called “property damage only” crash events).



- 63** Total Collisions (Jan 2010-June 2020)
- 62%** Turning
- 35%** Result in Injury
- 38%** Dark/Dusk Conditions

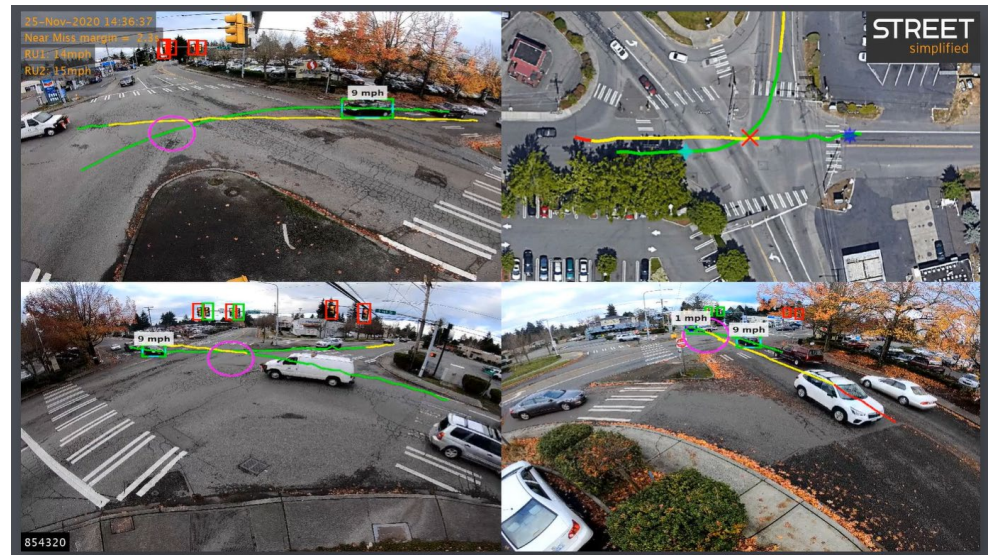
FIGURE 5: CRASH SEVERITY PER YEAR BETWEEN 2010 AND 2020.



EXISTING CONDITIONS – SAFETY ANALYSIS – COLLISION DATA

A near-miss and causal factors analysis was conducted at the intersection using video analytics software (Vendor: “Street Simplified”). Video data were collected on November 24-25, 2020, to capture all road users (vehicles, bicyclists, pedestrians) navigating the location. The video analytics and interpretation identified these conflicts associated with safety risks:

- Rear-end conflicts
- Permissive left turns, especially for southbound movements
- Pedestrian and bicyclist compliance across S 164th St
- Red light running



OPERATIONS ANALYSIS

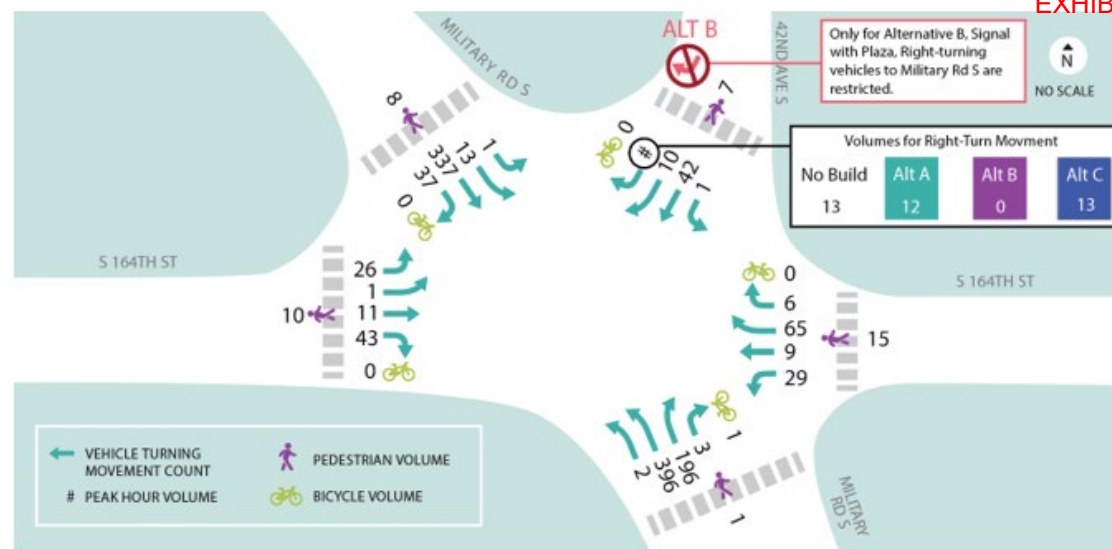


FIGURE 15: AM PEAK FUTURE 2050 VOLUMES FOR VEHICLES, PEDESTRIANS AND BICYCLISTS AT STUDY INTERSECTION.

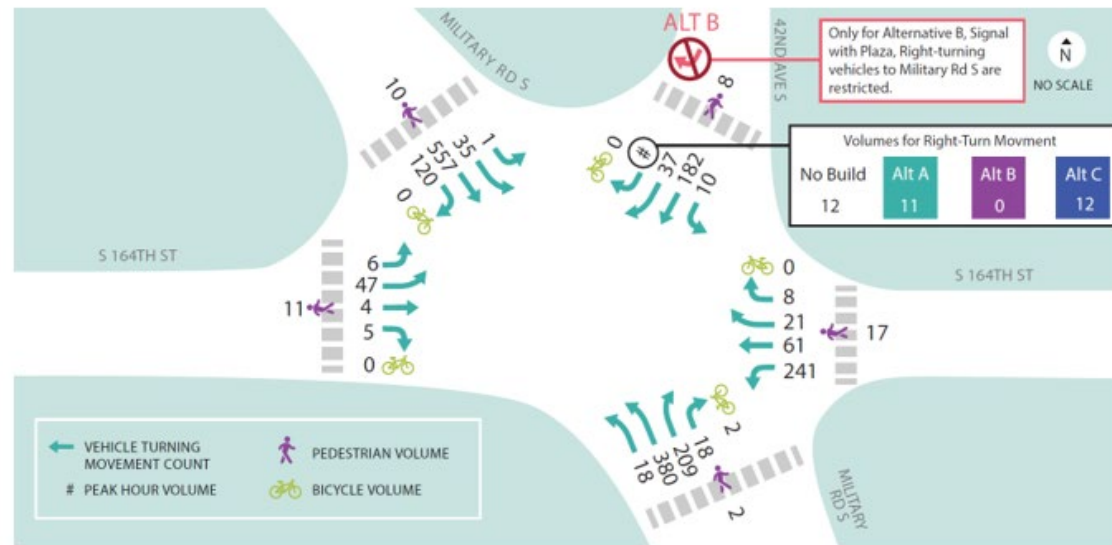
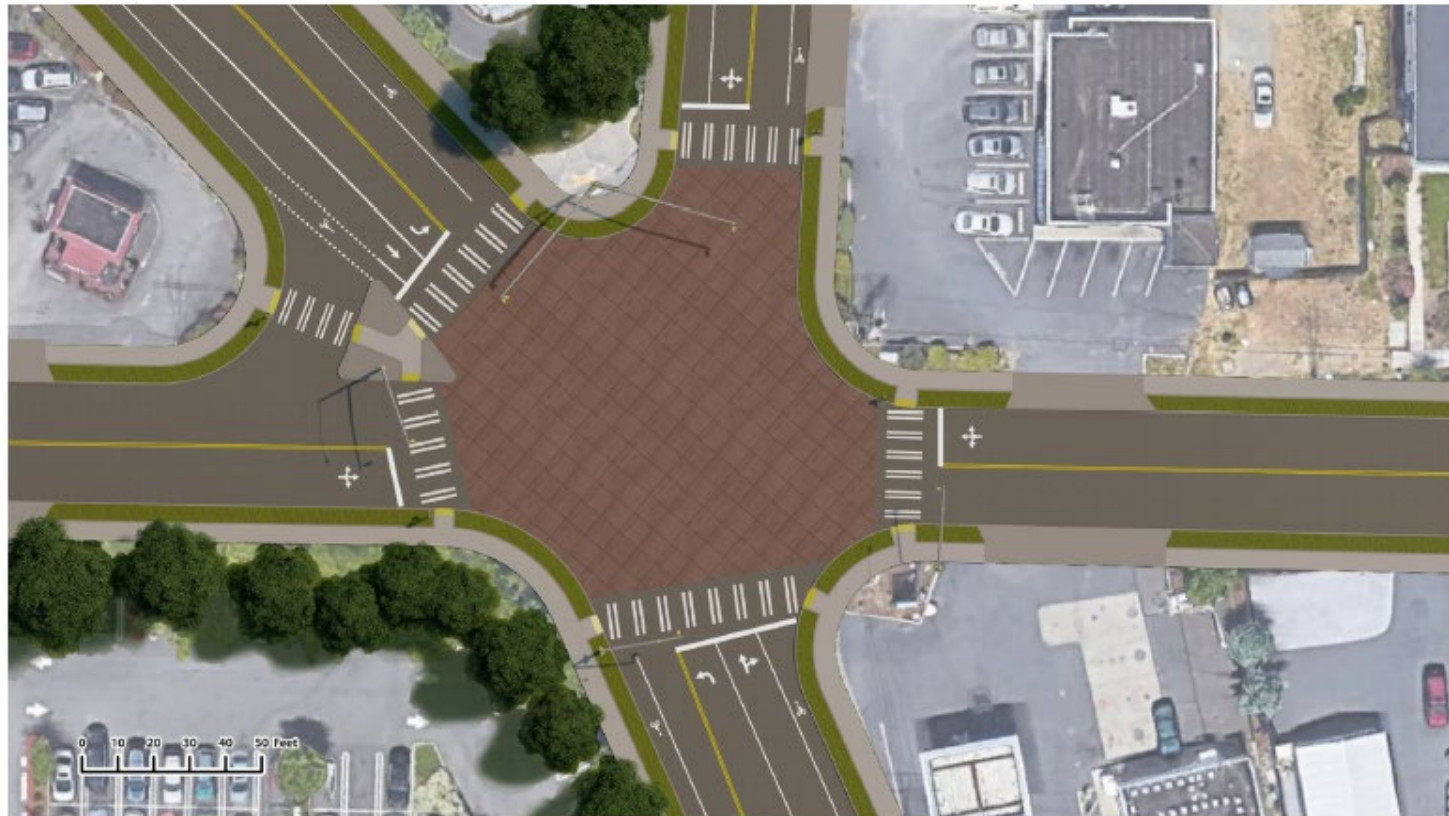


FIGURE 16: PM PEAK FUTURE 2050 VOLUMES FOR VEHICLES, PEDESTRIANS AND BICYCLISTS AT STUDY INTERSECTION.

Alternative A would re-configure the northbound Military Road S approach, removing one lane and shortening the pedestrian crossing distance for the south leg. This alternative also:

- Removes the northeast porkchop island and extends the curb to create a more direct pedestrian crossing for the north leg;
- Restricts trucks from making southbound hard right turns from 42nd Avenue S to Military Road S and improves alignment of 42nd Avenue S with southbound Military Road S;
- Adds pavement treatment to accentuate intersection;
- Improves roadway and intersection lighting; and
- Updates signal timing to improve traffic flow.



Alternative B also re-configures the northbound Military Road S approach, removing a lane and shortening the pedestrian crossing distance for the south leg. This alternative also:

- Restricts all traffic from making southbound hard right turns from 42nd Avenue S to Military Road S and extends the curb to provide plaza space for gathering;
- Removes the northwest porkchop island and protects all pedestrian movements with a signal phase;
- Restricts right turn on red for eastbound 164th Street due to placement of stop bar and crosswalk;
- Adds pavement treatment to accentuate intersection;
- Improves roadway and intersection lighting; and
- Updates signal timing to improve traffic flow.



ALTERNATIVE C – CONVERT SIGNAL TO ROUNDABOUT

Alternative C replaces the existing traffic signal with a one-lane roundabout. This alternative also:

- Provides pedestrian refuges for each crossing;
- Allows bicyclists to enter the sidewalk from bike lane approaches and use marked crosswalks to traverse roundabout, or bicyclists can traverse the roundabout with vehicles; and
- Provides space in center of roundabout for fountain/sculpture/art feature. (Note: center island not intended as a gathering space).



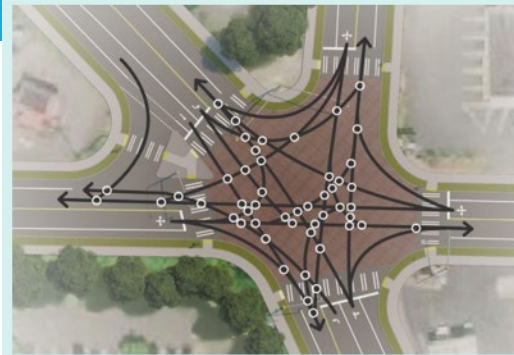
EVALUATION CRITERIA AND SCORING

TABLE 6: EXISTING OPERATIONS (2019 OPERATIONS).

EVALUATION CRITERIA	QUESTIONS TO CONSIDER	ALT A: SIGNAL	ALT B: SIGNAL WITH PLAZA	ALT C: ROUNDABOUT
SAFETY	Does this design improve safety for motor vehicle drivers and passengers?	★★★★	★★★★	★★★★★
	Does this design improve safety for pedestrians and bicyclists?			
OPERATIONS/ MOBILITY	Does this design maintain acceptable traffic operations?	★★★	★★★	★★★★
ACCESS	Does this design negatively impact access for passenger vehicles or freight?	★★★★	★★★★	★★★★
	Does this design improve access for pedestrians and bicyclists?			
CREATING A COMMUNITY HUB	Does this design create a place where residents, businesses, and visitors can enjoy the space and thrive?	★★★	★★★★	★★★★★
PROPERTY IMPACT	Does this design impact existing business operations, property lines, and/or parking?	★★★	★★★	★★
COST	What is the cost implication to build and maintain the design?	★★★	★★★	★★★★
TOTAL OVERALL RATING		3.3/5	3.5/5	3.8/5



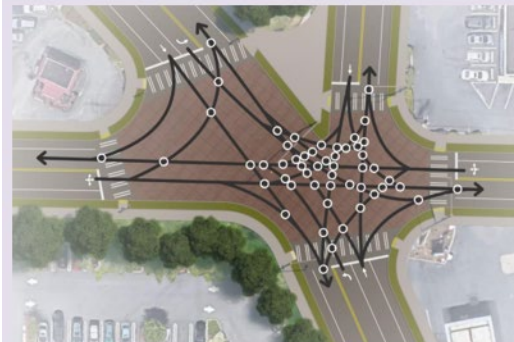
SAFETY ASSESSMENT



Alternative A – Maintains Signal

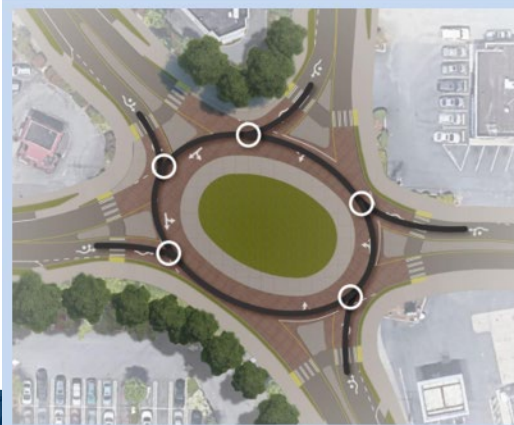
- Approximately 40 crossing conflicts
- Leading pedestrian intervals can reduce 19% of all pedestrian crashes
- One pedestrian crossing not controlled by pedestrian signal

Rating



Alternative B – Maintains Signal and adds Plaza

- Approximately 40 crossing conflicts
- Leading pedestrian intervals can reduce 19% of all pedestrian crashes
- Northwest crossing is longer than Alternative A



Alternative C – Convert Signal to roundabout

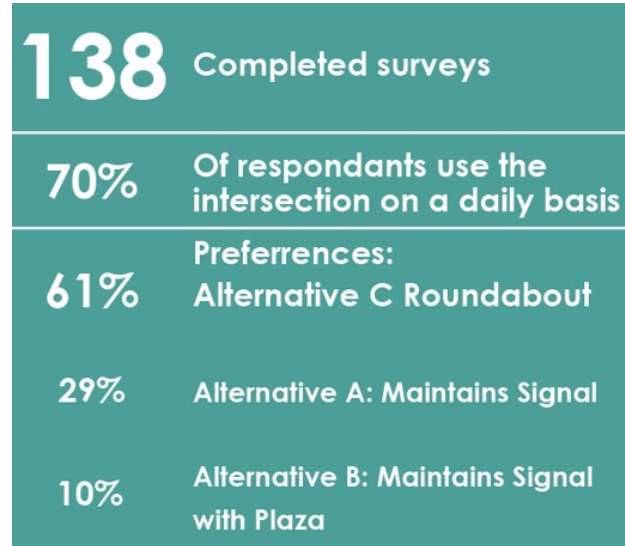
- Zero Crossing conflicts
- 5 Merging conflicts
- Estimated 45% reduction of all crashes
- Estimated 77% reduction in fatal and injury collisions
- Median refuge island for each crossing
- Pedestrians only need to cross one direction and one lane at a time
- No pedestrian crossings controlled by pedestrian signals



PUBLIC OUTREACH

In both our rounds of public outreach, the majority of respondents indicated a roundabout was their top preference.

- Of the three alternatives presented in the online open house, **61% of survey participants** preferred Alternative C: “Converts signal to roundabout.”
- Of the businesses surveyed during our door-to-door outreach this past winter, **83% of the businesses** that provided an opinion on intersection alternatives preferred the roundabout idea.



Top three reasons given for picking Alt. C:

1. Improves traffic flow
2. Improves safety for motor vehicle drivers and passengers
3. Improves safety for pedestrians and bicyclists



RECOMMENDATION

Alternative C: Convert Signal to Roundabout

- Operations
- Safety
- Emergency Services
- Freight Mobility
- Pedestrians/Bicyclists
- Public Outreach



RECOMMENDATION

FROM THE OPERATIONS PERSPECTIVE

The roundabout alternative operates better than the signal alternatives, including the No Build alternative.

- During the PM peak period, the roundabout's 95th percentile queue length for the peak direction (Southbound Military Rd S) is similar to the No Build and Alternative A conditions and shorter than the Alternative B condition.
- For other approaches and for the AM peak conditions, the roundabout queues are shorter than the signal options.



RECOMMENDATION

FROM THE SAFETY PERSPECTIVE

Roundabouts are designed to improve safety for all users, include pedestrians and bicycles.

- The safety benefits of roundabouts include reduced driving speed (15-25 mph), reduced number of conflict points and reduced pedestrian crossing distances.
- Approach speeds are reduced because the entire area becomes traffic-calmed by the roundabout.
- Furthermore, unlike traffic signals, roundabouts do not depend on electricity to properly function, so they are not susceptible to power outages.



RECOMMENDATION

FROM THE EMERGENCY SERVICES PERSPECTIVE

- Angle crashes at signalized intersections are the most common fatal crash type involving fire trucks nationally—a roundabout greatly reduces the prevalence of these types of crashes.
- Signal preemption is needed at signalized intersections because signals do not accommodate first responders well. This is opposed to roundabouts, which provide a natural flow that is better for first responders since they eliminate unnecessary stops and delays.
- Finally, we have confirmed that both the City of SeaTac police department and the Puget Sound Regional Fire Authority are supportive of roundabouts.



EMERGENCY SERVICES

Quote from Captain Joe Hodgson, KCSO

“My experience with roundabouts, including two that were placed in North Bend when I was assigned there as Chief, is that **they improve traffic flow – if built correctly**. By built correctly, I mostly mean the deliberate building up of the middle of the roundabout to discourage gazing across the top by drivers entering the roundabout and forcing them to look left only, which is the area that requires focus in order to encourage safety and move traffic most efficiently.



In my experience, roundabouts create different challenges for law enforcement, but I would not say increased challenges. **If anything, roundabouts seem to be a benefit, because they reduce queueing. Queueing is one of the biggest problems we run into when emergency driving.** Long queues at intersections either force a stop, or force emergency vehicles into the oncoming lane approaching intersections, which is very hazardous. There is an argument to be made that roundabouts prevent the clearing of the intersection in the oncoming lane and that is true, but I don't think this is an overriding concern. As I noted, a properly functioning roundabout should get the emergency vehicle into and controlling the roundabout much sooner, reducing the danger and not having a major impact on response.”

Quote from Chief Mattson:

“They are pretty (and I don't think that they will cause us much grief...)”



EMERGENCY SERVICES

Quotes from Jon Napier, Division Chief/Fire Marshal, Puget Sound Regional Fire Authority



On a roundabout lacking a signal preemption system:

“The lack of signal preemption at a roundabout is not a concern for the fire department. **The one-way design of the roundabout is much safer than a traditional intersection with traffic “control”.** In the roundabout we are not going through a intersection but entering the flow around the roundabout. This flow creates only one way which vehicles could impede a responding apparatus. **The “control” of an intersection is a misnomer since drivers run red lights on an hourly basis and pose a risk to the responders at every intersection.”**

On navigating a roundabout with fire apparatus (fire trucks):

“The design of the roundabout takes into consideration the use of large vehicles like metro buses, garbage trucks, dump trucks, and fire apparatus. The fire department works very closely with the City of SeaTac on all traffic and roadway designs to ensure that our emergency response needs are addressed, including roundabout designs. **Our professional engineers have no problem with navigating the roundabouts with any of our apparatus.”**

RECOMMENDATION

FROM THE “LARGE VEHICLES” PERSPECTIVE

Roundabouts can be designed to accommodate large vehicles, including semi-trucks, fire engines, and school buses. A roundabout at this location would be no exception. Design elements include

- Wider entry and exit lanes for efficient movement of traffic
- Mountable aprons and curbs intended to be used by vehicles with a wide and/or long wheelbase, and
- Curvature and radii that allow for easy turning movements, including U-turns.
- The vast majority of roundabouts present today contain many of these design features, which has allowed the operators of larger vehicles plenty of time to gain familiarity with how to operate within them. If built correctly, a large semi-truck, for example, would much prefer to navigate a roundabout at this intersection as opposed to traversing the narrow residential streets and negotiating the tight-turns in the vicinity of the intersection.



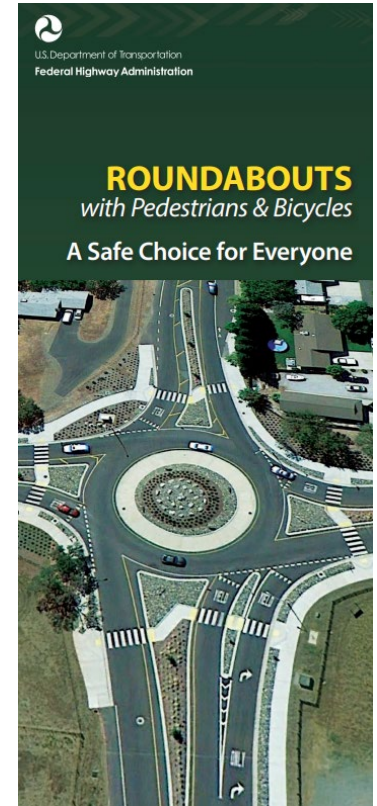
RECOMMENDATION

FROM THE PEDESTRIAN AND BICYCLIST PERSPECTIVE

Pedestrians are inherently safer at a roundabout compared to a signal.

- Since the entering and exiting lanes are separated, pedestrians can cross a shorter distance of only one direction of traffic at a time. This allows pedestrians to focus their attention on one direction of crossing traffic.
- This would be a big change from the current intersection, where—with five legs—pedestrians must watch for vehicles possibly coming from many directions.
- Traffic speeds will be lowered around the roundabout, which is associated with better yielding rates, reduced vehicle stopping distance and lower risk of collision injury or fatality.

Bicyclists will have the choice of traveling the roundabout with traffic or “mounting the curb” via a dedicated ramp. Sidewalks around the roundabout will be marked to accommodate both bicyclists and pedestrians.



U.S. Department of Transportation
Federal Highway Administration

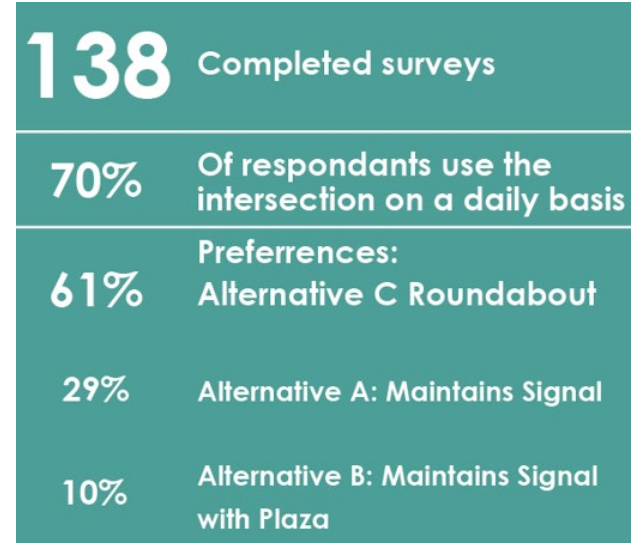
ROUNDBABOUTS
with Pedestrians & Bicycles
A Safe Choice for Everyone

RECOMMENDATION

FROM THE PUBLIC OUTREACH PERSPECTIVE

Public Outreach and Preference: in both our rounds of public outreach, the majority of respondents indicated a roundabout was their top preference.

- Of the three alternatives presented in the online open house, 61% of survey participants preferred Alternative C: “Converts signal to roundabout.”
- Of the businesses surveyed during our door-to-door outreach this past winter, 83% of the businesses that provided an opinion on intersection alternatives preferred the roundabout idea.



LEGISLATIVE REVIEW

REVIEWS TO DATE

- 9/3/2020 – T&PW (Notice to Proceed with Study)
- 9/8/2020 – RCM (Notice to Proceed with Study)
- 3/2/2021 – Planning Commission (General Briefing)
- 5/6/2021 – T&PW (Outreach Briefing)
- 10/7/21 – T&PW (Review of final report and vote to forward to Council to adopt)
- 11/23/21 – RCM (Adopted by Council)
- 5/3/22 – Planning Commission (General Briefing)



STUDY TEAM

- City Staff:
 - David Tomporowski – Project Manager
 - Florendo Cabudol – City Engineer
 - Dennis Hartwick – Senior Planner
- Consultant Team:





MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: May 3, 2022
To: Planning Commission (PC)
From: Alena Tuttle, Associate Planner
Subject: Code Amendments: "Halfway House", "Work Release Facilities", and similar uses.

Purpose

This meeting is meant to provide the Planning Commission a comprehensive overview of what a work release facility is, including:

- Daily operations.
- Which individuals are eligible for placement in a work release facility.
- How these individuals interact with the surrounding community.
- How these individuals further their education or employment status.

This further research was prompted by questions posed during the April 5th, 2022 meeting. The information in this memorandum was gathered by direct contact via phone call and email correspondence with Mark A. Kucza, Department of Corrections Senior Administrator - Reentry Division and Statewide Work Release Expansion Project Lead. Additional information was acquired through various resources such as DOC Policies (see exhibits) and the DOC work release expansion webpage.

Staff is seeking Planning Commission questions, comments, and concerns in order to prepare for further discussion at your May 17th, 2022 meeting.

Facility Operations

"Work Release Facilities" are now called "Reentry Centers" by the Department of Corrections and will be referred to as such moving forward.

Within Washington State, there are currently twelve Reentry Centers. Out of these twelve, the Washington State Department of Corrections only owns a select few; the majority are privately owned and operated by the State through a 20-year lease. The property owner is financially responsible for paying for any tenant improvements needed for the building. Currently, staffing of these facilities consist of a mix of contracted and state employees. As contract compliance issues have been on the rise, and wages of contracted staff are low, the State is phasing out contracted staff and only state staff will be hired now to operate these facilities.

Unlike a prison which provides services inside of a secure perimeter, reentry center participants access substance use disorder and other types of treatment through community treatment providers accessible to the general public. These are then the same treatment providers that will provide services once individuals are released from the Reentry Center.

Previously, the State provided some in-house programs and services in Reentry Centers, but the State discontinued that practice. The State is considering bringing back substance abuse treatments and a cognitive behavioral intervention program. AA meetings are sometimes integrated with a reentry center if a community partner volunteers.

Screening and Eligibility

The State uses data to pre-screen and identify eligible individuals at 18 months of their earned release date. An individual is ineligible for Reentry Center placement if they meet any of the following. Please refer to exhibit 1, DOC Policy 300.500 Reentry Center Screening for further details.

1. Will not be assigned Minimum 1 custody (lowest level custody classification, low security, eligible for partial confinement).
2. Has an open felony detainer/warrant.
3. Has an open Immigration and Customs Enforcement (ICE) detainer.
4. Has an Out-of-State release plan.
5. Had or currently has a referral recommending civil commitment.
6. Has a serious medical/mental health condition and has not been cleared for Reentry Center placement.
7. Has been convicted of Murder 1.
8. Has a current local victim safety concern.
9. Has been convicted of Rape 1 and is within the first 3 years of confinement.
10. Has been sentenced with a weapons enhancement and the mandatory portion of the sentence has not been completed.
11. Is a sex offender not amenable to crime-related treatment and poses a public safety or community risk.
12. Has refused assessment or has not completed mandatory programming and was found guilty for the refusal during incarceration.
13. Does not intend to become gainfully employed or participate in education or employment training.
14. Does not meet local interagency agreement criteria.
15. Has a consecutive or active concurrent sentence from another jurisdiction.
16. Has been terminated from the Reentry Center placement and/or Graduated Reentry during the current incarceration due to disciplinary action(s).

Community Access

Participants in this program are authorized under the authority of a community corrections officer to leave and return to the Reentry Center for specific reasons such as school, work, counseling and outings with family or friends. It is also common for families and children to visit program participants at these centers.

Community access is allowed based on time spent in the reentry center, progress in meeting plan objectives, personal behavior, and risk to the public. Increased access to the community is based upon a three-step program. Each case manager decides when the individual is ready for entry into the community. The phased approach is to ease a once fully incarcerated and confined individual slowly out into the community environment.

Types of approvals to leave the Reentry Center are:

Point-to-Point Pass

Used only for approved personal business i.e., access to courts/law library/attorney, health and dental care, programs, religion during the hours of 7:00am and 10:00pm and cannot exceed a two-hour duration, excluding travel time.

Job Search Pass

Used only when a participant is seeking employment. The pass has an eight-hour duration including travel time. After four hours, the participant must contact and/or return to the facility.

The phased three step advancement into the community process is as follows:

Step 1

Qualification:

- i. Completion of the facility orientation.

Privileges earned:

- i. Point-to-Point passes.
- ii. Approved visitors.

Step 2

Qualification:

- i. Maintain employment and/or accredited educational programming a minimum of 32 hours per week.
- ii. Have a legal financial obligation schedule established, if applicable.
- iii. Successfully participate in all facility program requirements and comply with the custody facility plan.
- iv. Have remained major infraction free, including violations that resulted in a stipulated agreement, for the past 30 days.

Privileges earned:

- i. Point-to-Point passes.
- ii. Approved social outing time, up to 20 hours a week.
- iii. Other privileges as established.

Step 3

Qualification:

- i. Maintain employment and/or accredited educational programming a minimum of 40 hours per week.

- ii. Be current in his/her payments towards cost of supervision, LFOs, loans, and room and board.
- iii. Have remained major infraction free, including violations that resulted in a stipulated agreement, for the past 60 days.
- iv. Meet facility program requirements and comply with the custody facility plan.

Privileges earned:

- i. Point-to-Point passes.
- ii. Approved social outing time, up to 30 hours a week.
- iii. Other privileges as established.

Safety and Discipline

All participants have a cell phone and must contact DOC if an issue arises such as being late due to missing the bus, car troubles, etc. If contact is not established, an immediate warrant is put out for the individual's arrest and full confinement (prison).

On a less serious case, if an individual is suspected of committing an infraction, s/he may be restricted to the facility pending the outcome of an investigation.

When an individual admits to or is found guilty of a major infraction s/he are returned to the previous step unless otherwise noted by the hearing officer. The offender must re-apply for step advancement. When eligible as determined by the classification committee, the offender may move through the step system.

Visits and Social Outings

Families play a vital role in the reentry process and visits and social outings are encouraged to support maintaining ties with family, friends, and the community.

All requests must be approved before the planned outing. Out of state travel is not allowed but leaving the County may be approved. On an individual basis, case managers may place geographical boundaries based on victim concerns or other reasons.

An adult, 21 or older may apply to be approved as a sponsor to escort and account for an individual outside the reentry center. A social outing cannot exceed 10 hours at a time and may only occur between the hours of 8:00am and 10:00pm. The sponsor must always accompany the individual and escort the individual back into the facility when the outing is complete. A case manager will interview sponsors and/or family members and friends at least quarterly to ensure that individuals are complying with the conditions of the social outing agreement.

Employment

Each reentry center location develops and maintains a list of approved employers who have been oriented regarding the Reentry Center rules related to offender employment. See exhibit 4. The list does not include one-off employers who have hired someone with a specific vocational certificate such as welding, HVAC or wastewater treatment/municipal employers; vocational trade certification while in prison is common. There are federal tax incentives for employers hiring second chance applicants and a federal program that includes bonding and insuring of offenders.

An individual's job and work schedule will be approved before beginning employment with employers not on the approved list. Each employer on the approved list will be contacted by telephone at least once per month if there is a Reentry Center participant currently employed at the location. An in-person visit is conducted at least once a month at new employer sites and every other month for employers on the approved list.

Employment is not always in the same City as the location of the Reentry Center and public transportation is the heavily relied upon method of getting to a job site. New employment partnerships may be established with local businesses after the siting of a new facility. There are currently several chain businesses that are pre-approved and have locations in SeaTac or neighboring cities, including businesses in the hospitality industry.

A participant in the Reentry Center does not necessarily need to seek employment. Educational attainment, such as going to community college is an option. For older adults eligible for social security, a reentry plan and working on reconnecting with family is also an option.


Next Steps

Staff will be researching the following in addition to any further questions and requests the Planning Commission brings forth:

- Zoning and land use compatibility of the established Reentry Centers across Washington.
- Determining economic development impacts of Reentry Centers by contacting local Chambers of Commerce and businesses surrounding these facilities.
- Bringing forth newfound information on the City of Wenatchee's Hearing Examiner Decision of the DOC's Conditional Use Permit application for siting a new reentry center.

Attached Items (Exhibits)

1. Reentry Center Screening Policy 300.500
2. Monitoring Graduated Community Access Policy 300.550
3. Visits and Social Outings for Reentry Centers Policy 450.310
4. Washington State Work Release Employers by Location

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	TITLE REENTRY CENTER SCREENING		

POLICY

REVIEW/REVISION HISTORY:

Effective: 6/4/02
Revised: 10/15/04
Revised: 6/28/05
Revised: 9/11/07 AB 07-027
Revised: 8/4/08
Revised: 10/12/10
Revised: 2/13/20
Revised: 2/2/22

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
I.B., I.C. - Adjusted language for clarification
I.C.2. - Adjusted for person-centered language
II.A.6. - Added clarifying language
Removed II.A.6. as unnecessary


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

1/19/22

Date Signed

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	TITLE REENTRY CENTER SCREENING		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 72.65](#); [WAC 137-56](#); DOC 100.500 Offender Non-Discrimination; DOC 300.380 Classification and Custody Facility Plan Review; DOC 310.150 Reception, Initial Classification, and Custody Facility Plan; DOC 350.300 Mutual Reentry Program; DOC 690.400 Individuals with Disabilities

POLICY:

- I. The Department has established a system of graduated release with a process to screen all potential individuals and determine suitability for placement in or admission to a Reentry Center.

DIRECTIVE:

I. General Requirements

- A. Individuals will not be discriminated against per DOC 100.500 Offender Non-Discrimination when referring or screening an individual for Reentry Center placement.
- B. Health Services will conduct an assessment and document on DOC 14-031 Partial Confinement Health Services Screening.
- C. The case manager will consider medical/mental health needs when determining placement in a Reentry Center that best meets the individual's needs.
 1. Placement may be limited based on degree and type of resources required to accommodate eligible individuals.
 2. Individuals will only be denied placement based solely on a disability or medical/mental health needs when determined ineligible by the sending facility health services employees/contract staff.
 - a. Appropriate accommodations for placement and mitigating barriers will be considered per DOC 690.400 Individuals with Disabilities.

II. Eligibility

- A. An individual is prohibited from Reentry Center placement and should not be considered if the individual:
 1. Will not be assigned Minimum 1 custody within 12 months of the Earned Release Date (ERD) or has had a custody demotion after approval.

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- a. Individuals eligible for Graduated Reentry must be eligible for Minimum 1 custody within 18 months of the ERD.
2. Has an open felony detainer/warrant (i.e., notification, extraditable, or non-extraditable).
 - a. Misdemeanor warrants for unadjudicated criminal cases, high bail (i.e., \$5,000 or higher), or multiple jurisdictions may only be considered once the warrant is cleared.
3. Has an open Immigration and Customs Enforcement (ICE) detainer.
4. Has an Out-of-State release plan.
5. Had or currently has an End of Sentence Review Committee referral recommending civil commitment.
6. Has a serious medical/mental health condition and has not been cleared for Reentry Center placement, as determined by the sending facility health services employees/contract staff and documented on DOC 14-031 Partial Confinement Health Services Screening.
7. Has been convicted of Murder 1, except when Reentry Center placement is part of the reentry planning process per DOC 350.300 Mutual Reentry Program.
8. Has a current local victim safety concern.
 - a. The Community Victim Liaison and the Reentry Center Community Corrections-Supervisor (CCS)/designee will be consulted before approving transfer.
9. Has been convicted of Rape 1 and is within the first 3 years of confinement.
10. Has been sentenced with a weapons enhancement under RCW 9.94A.533 and the mandatory portion of the sentence has not been completed.
11. Is a sex offender not amenable to crime-related treatment and poses public safety or community risk.
 - a. Individuals who are unable to participate in the Sex Offender Treatment and Assessment Program may be eligible for Reentry

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Center placement on a case-by-case basis as determined by the Headquarters Community Screening Committee (HCSC).

12. Has refused assessment or has not completed mandatory programming and was found guilty for the refusal during incarceration.
 13. Does not intend to become gainfully employed or participate in education or employment training.
 - a. Exceptions may be approved in the release plan for individuals eligible for social security disability/retirement benefits.
 14. Does not meet local interagency agreement criteria, located on the Reentry Division SharePoint site under Reentry Centers.
 15. Has a consecutive or active concurrent sentence from another jurisdiction.
 16. Has been terminated from Reentry Center placement and/or Graduated Reentry during the current incarceration due to disciplinary action(s).
- B. Data will be used to pre-screen and identify eligible individuals at 18 months to the ERD.
- III. Prison Referral
- A. Individuals will be targeted for Reentry Center placement per DOC 300.380 Classification and Custody Facility Plan Review and DOC 310.150 Reception, Initial Classification, and Custody Facility Plan.
 - B. Referrals will be submitted up to 18 months before the ERD as a transfer order to the facility serving the county of origin per Reentry Centers by County of Origin (Attachment 1).
 1. Exceptions may be approved by the CCS/designee when it is determined that placement is inappropriate due to:
 - a. A court-ordered condition of the sentence.
 - b. Victim safety concern.
 - c. Negative influences on the individual in the community.
 - d. The location of family or other sponsoring persons or organizations providing support.
 2. Approval for exceptions will be documented in the Special Concerns section of the transfer order.


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IV. Screening

- A. Screening and acceptance/denial will be completed within 45 days from the date of the transfer order was initiated.
 - 1. Acceptance may be conditional and require programming when appropriate, based on the risk and needs assessment and/or criminal history information.
- B. If the referral is built for the wrong Reentry Center destination, the screening facility CCS/designee will update the destination and the transfer request will be screened by the correct Reentry Center. Both facilities will provide feedback to the referring source and document the action as a chronological entry in the electronic file.
- C. When a referral is denied:
 - 1. The screening facility CCS will forward DOC 02-249 Request for Denial of Reentry Center Placement to the Headquarters Classification Reentry Center Correctional Specialist/designee.
 - a. The Headquarters Classification Reentry Center Correctional Specialist/designee will confirm the accuracy of denials made for policy reasons and concur with the denial, with no referral to HCSC required.
 - b. All other denials (i.e., not policy-driven or those that warrant additional review) will be scheduled for HCSC review by attaching DOC 07-026 Formal Headquarters Community Screening Committee (HCSC)/Life Without Parole Decision.
 - 2. The HCSC will make a final decision and document the decision on DOC 07-026 Formal Headquarters Community Screening Committee (HCSC)/ Life Without Parole Decision and in the electronic file to provide specific reasons to the referring source and Reentry Center.

V. Callouts

- A. The Headquarters Classification Reentry Center Correctional Specialist will review the case within 8 months of the ERD to see if the individual is still eligible for Reentry Center placement.
 - 1. If eligible and bed space is available at the receiving Reentry Center, the Headquarters Classification Reentry Center Correctional Specialist will:

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- a. Initiate callout for Reentry Center placement and notification procedures,
 - b. Advise the receiving and sending facility records employees/ contract staff of the arrival date, and
 - c. Schedule transportation.
2. Placement may be limited due to available bed space.

DEFINITIONS:


The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Amenable. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

Reentry Centers by County of Origin (Attachment 1)

DOC FORMS:

DOC 02-249 Request for Denial of Reentry Center Placement
DOC 07-026 Formal Headquarters Community Screening Committee (HCSC)/Life Without Parole Decision
DOC 14-031 Partial Confinement Health Services Screening

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	TITLE MONITORING GRADUATED COMMUNITY ACCESS		

REVIEW/REVISION HISTORY:

Effective: 7/26/04
Revised: 12/7/06
Revised: 1/18/08
Revised: 12/26/08
Revised: 10/30/09
Revised: 2/13/12
Revised: 1/14/14

SUMMARY OF REVISION/REVIEW:

I.E. - Adjusted that offenders in compliance with their Custody Facility Plan may be allowed outings with approved sponsors
III.C.1.c. - Adjusted that offenders must remain major infraction free for 60 days to qualify for Step III
IV.A. - Removed time limit for sanctions to the previous step
V.C.2. - Added clarifying language


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

12/5/13

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 137-56-140](#); [ACA 2A-11](#); [ACA 4C-11](#); [ACA 5A-14](#); [ACA 6A-02](#); [ACA 6D-01](#); [ACA 6D-02](#); [DOC 310.000 Orientation for Offenders](#); [DOC 320.145 Violator Confinement in Department Facilities](#); [DOC 450.310 Visits and Social Outings for Work Release Offenders](#)

POLICY:

- I. The Department recognizes the need to monitor offender activities in order to enhance community safety. Offenders in Work Release will be allowed community access based on time in the facility, progress in meeting plan objectives, personal behavior, and risk to the public. [5A-14]
- II. [6D-01] [6D-02] Community access allows offenders to participate in restorative justice by taking responsibility for their actions and giving back to the community through work. This allows them to pay restitution and satisfy court obligations, such as fines and court costs, and donate community service hours. Offenders are encouraged to make restitution to the victims of their crimes or to the community for past behavior.
- III. Rap House/Lincoln Park Work Release will follow procedures for graduated community access tailored to the specialized needs of its population. These procedures are documented at the facility and are approved annually by the Statewide Programs/Work Release Administrator.
- IV. Work Release offenders who are sanctioned to Work Release for community custody violations will be managed per DOC 320.145 Violator Confinement in Department Facilities.


DIRECTIVE:

- I. General Requirements
 - A. Work Release offenders will only be allowed supervised access to the community until they have completed orientation per DOC 310.000 Orientation for Offenders.
 - B. Work Release employees/contract staff will monitor and document the offender's location per the pass or schedule/plan approved by the Community Corrections Officer (CCO).
 - C. Increased access to the community will be based on a 3 step program. This program does not affect an offender's religious service, medical treatment, law library, court, or attorney access. However, if an offender is suspected of

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committing an infraction, s/he may be restricted to the facility pending the outcome of the investigation.

- D. An offender’s advancement to a higher step may occur automatically when the expectations are met.
 - E. After demonstrated successful compliance with their Custody Facility Plan, offenders may be allowed outings with approved sponsors per DOC 450.310 Visits and Social Outings for Work Release Offenders. [2A-11]
 - F. Employees/contract staff will provide input on the offender’s accomplishments, compliance with expectations, and demonstration of positive behavior.
- II. [2A-11] Approvals
- A. Point-to-Point Pass
 - 1. DOC 20-109 Point-to-Point Pass will be used only for approved personal business (e.g., access to courts/law library/attorney, health and dental care, programs, religion) that cannot be accomplished in another manner. [4C-11] [6A-02] Offenders will be encouraged to conduct the majority of their business on social outings.
 - a. [6A-02] DOC 20-109 Point-to-Point Pass may be approved for use only between the hours of 7:00 a.m. and 10:00 p.m. and will not exceed 2 hours duration, excluding travel time.
 - 1) For medical purposes, the Community Corrections Supervisor (CCS)/designee may extend the 2 hour limit or grant written permission for a Point-to-Point Pass for a period outside the 7:00 a.m. to 10:00 p.m. timeframe.
 - 2. The CCS may design a Pre-approved Pass System for routine business, which may include check cashing or a store run.
 - B. Job Search Pass
 - 1. DOC 20-103 Job Search Pass will be used when an offender is seeking employment.
 - a. DOC 20-103 Job Search Pass will not exceed 8 hours duration, including travel time. After 4 hours, the offender must contact and/or return to the facility.

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2. The CCS will establish the facility procedure to monitor and verify offender job search activities, including employee/contract staff responsibilities.

C. Offender Schedule/Plan

1. Any recurring activity exceeding 2 hours will be scheduled using DOC 20-102 Offender Schedule/Plan. [6A-02]
2. The CCS will establish facility procedures for CCOs and contract staff in the event an offender's approved return time needs to be extended.

- D. The CCO/designee will verify the offender's compliance through personal contact, written contact, written documentation, or sales receipts. Telephone contact may be used after the initial in-person confirmation.


III. Step Advancement Process

A. Step I

1. The offender is placed in Step I upon completion of the facility orientation.
2. Privileges for Step I are:
 - a. Point-to-Point passes, as needed to conduct essential business.
 - b. Approved visitors per DOC 450.310 Visits and Social Outings for Work Release Offenders.

B. Step II

1. To qualify for Step II, the offender must, at a minimum:
 - a. Maintain employment and/or accredited educational programming a minimum of 32 hours per week.
 - b. Have a Legal Financial Obligation (LFO) schedule established, if applicable.
 - c. Successfully participate in all facility program requirements and comply with the Custody Facility Plan.
 - d. Have remained major infraction free, including violations that resulted in a Stipulated Agreement, for the past 30 days.
2. Privileges for Step II are:
 - a. Point-to-Point passes.

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- b. Approved social outing time per DOC 450.310 Visits and Social Outings for Work Release Offenders, up to 20 hours a week.
- c. Other privileges established by the CCS.

C. Step III

1. To qualify for Step III, the offender must, at a minimum:

- a. Maintain employment and/or accredited educational programming a minimum of 40 hours per week.
- b. Be current in his/her payments toward Cost of Supervision, LFOs, any Community Services Revolving Fund (CSRF) loans, and room and board.
- c. Have remained major infraction free, including violations that resulted in a Stipulated Agreement, for the past 60 days.
- d. Meet facility program requirements and comply with the Custody Facility Plan.

2. Privileges for Step III are:


- a. Point-to-Point passes.
- b. Approved social outing time per DOC 450.310 Visits and Social Outings for Work Release Offenders, up to 30 hours per week.
- c. Other privileges established by the CCS.

IV. Major Violation Step Reduction

- A. When an offender admits to or is found guilty of a major infraction through the hearing or Stipulated Agreement process, s/he will be returned to the previous step as part of the sanction, unless otherwise noted by the Hearing Officer.
- B. The offender must re-apply for step advancement. When eligible, as determined by the Classification Committee, the offender may move through the step system.

V. Employment

- A. Work Releases will develop and maintain a list of approved employers who have been oriented regarding Work Release rules related to offender employment.
 - 1. When an offender secures employment, the CCO/designee will confirm employment, review DOC 16-043 Work Release - Employer Letter, and

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follow-up by mailing or faxing the letter to the employer within 5 working days of the start of employment.

2. For new employers who are not on the approved list, the CCO/designee will complete an in-person contact at the job site within 10 working days of the start of employment. The CCO/designee will discuss the content of DOC 16-043 Work Release - Employer Letter with the employer.
- B. The CCO will approve an offender's job and work schedule before the offender begins employment with employers not on the approved list. Contract staff may approve employment with approved employers within parameters established by the CCS/designee.
- C. [2A-11] Required employer contacts are as follows:
1. The CCO/designee will contact each employer on the approved list by telephone at least once per month if there is an offender(s) currently employed at the location.
 2. Unless otherwise specified in the Custody Facility Plan, the CCO will conduct in-person visits at least:
 - a. Once a month at the employment site of new employers, and
 - b. Every other month for employers on the approved list if there is an offender(s) currently employed at the location.

DEFINITIONS:


Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- [DOC 16-043 Work Release - Employer Letter](#)
- [DOC 20-102 Offender Schedule/Plan](#)
- [DOC 20-103 Job Search Pass](#)
- [DOC 20-109 Point-to-Point Pass](#)

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	REVISION DATE 11/30/21	PAGE NUMBER 1 of 6	NUMBER DOC 450.310
	TITLE VISITS AND SOCIAL OUTINGS FOR REENTRY CENTERS		

REVIEW/REVISION HISTORY:

Effective: 6/20/00
Revised: 4/9/04
Revised: 8/21/06
Revised: 11/28/07
Revised: 3/10/08 AB 08-003
Revised: 12/26/08
Revised: 11/9/09
Revised: 12/21/09
Revised: 1/3/11
Revised: 8/13/15
Revised: 11/21/15
Revised: 11/30/21

SUMMARY OF REVISION/REVIEW:

Major changes to include moving content to DOC 450.300 Visits for Incarcerated Individuals, reorganization, and updating terminology throughout. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

11/1/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94.043](#); [RCW 9.94.045](#); DOC 300.550 Monitoring Graduated Community Access; DOC 450.300 Visits for Incarcerated Individuals; Visitor Guidelines for Reentry Centers

POLICY:

- I. The Department recognizes the vital role families play in the reentry process and will support incarcerated individuals in maintaining ties with family, friends, and the community by setting reasonable criteria that encourages visits and social outings.
- II. The Department prohibits discrimination or unfair/illegal treatment on the basis of genetic information (e.g., national origin, ancestry, race, color), religion/creed, age, gender, gender expression, marital status or status as a state registered domestic partner, pregnancy, sexual orientation, political views, immigration/citizenship status, veteran/military status, or the presence or history of a physical/mental/sensory disability in any activity or its operations.

DIRECTIVE:

- I. General Requirements
 - A. Incarcerated individuals may be allowed social outings when in compliance with their Custody Facility Plan and have progressed to Step II or III per DOC 300.550 Monitoring Graduated Community Access.
 1. Eligible individuals will complete DOC 20-084 Social Outing Request and Responsibilities and have it approved before the planned outing.
 2. Out-of-state travel is not allowed during an outing. Individuals may leave the county where the Reentry Center is located when approved by the Reentry Center Community Corrections Supervisor (CCS) and documented in the electronic file.
 3. The case manager/CCS may place geographical boundaries within the approved county(ies) based on victim concerns or as listed on the individual's Judgment and Sentence.
 - B. Employees/contract staff may escort individuals to recreational activities in the community with the CCS's approval.
 - C. Eligibility requirements and visit processes will be conducted per DOC 450.300 Visits for Incarcerated Individuals.

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D. If there is reasonable suspicion that a visitor possesses or is concealing contraband during a visit, sponsored outings with the visitor will be denied and the case manager/CCS, or Statewide Duty Officer afterhours, will be notified for further review/direction.

II. Sponsors

A. An adult who is at least 21 years of age may apply to be approved as a sponsor to escort and account for an individual during official and/or social activities outside the Reentry Center.

1. Only one sponsor can escort an individual during an outing.
2. A prospective sponsor must be an approved visitor per DOC 450.300 Visits for Incarcerate Individuals for the individual the sponsor is applying to sponsor.
3. The facility Classification Committee may approve an individual's spouse or state registered domestic partner between the ages of 18 and 21 to be a sponsor.
4. Employees, contract staff, and/or their family members will only be approved as sponsors when approved by the Reentry Center Administrator if they are members of the individual's immediate family.

B. Prospective sponsors will complete DOC 20-169 Reentry Center Sponsor Application by coming into the facility or accessing it through doc.wa.gov. Upon receiving a completed application, the case manager will:

1. Ensure the individual has not reached the 5 sponsor limit,
2. Review all visit information in the individual's electronic file and the statewide visit system,
3. Talk with employees/contract staff regarding the individual's behavior during facility visits,
4. Conduct a criminal history background check using DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check,
5. Interview the prospective sponsor and provide an orientation before approval, and

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a. The interview will include questions regarding firearms in the sponsor's residence that would be accessible to the individual, verifying information on the application, and documenting on DOC 20-171 Reentry Center Sponsor Interview/Orientation.

6. Document approval decision in the individual's electronic file.

C. The individual or sponsor may appeal a denial of sponsorship to the CCS within 7 business days of receiving the decision.

III. Social Outings

A. The individual and approved sponsor must sign the approved DOC 20-084 Social Outing Request and Responsibilities before leaving the facility.

B. A social outing cannot exceed 10 hours and may occur only between the hours of 8:00 a.m. and 10:00 p.m.

1. The CCS may restrict available hours based on facility security and operations.

2. On New Year's Eve, outings are only permitted until 6:00 p.m.

3. Social outings may only exceed the following limits per week for each individual unless part of incentives earned. Up to 8 additional hours social outing time may be awarded as an acknowledgement of program completion as documented in the case plan.

a. 20 hours for an individual who has progressed to Level II

b. 30 hours for an individual who has progressed to Level III

C. Sponsors are required to:

1. Sign in per local procedures and provide valid identification before each social outing.

2. Provide proof of insurance, registration, and a valid driver's license if using their personal vehicle for the outing.


a. Sponsored outings will be allowed via public transportation.

3. Accompany the individual at all times during the outing.

4. Ensure the following as listed on the approved and signed DOC 20-084 Social Outing Request and Responsibilities:

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- a. Only approved locations are visited.
 - b. The phone(s) listed are on and immediately answered to allow employee/contract staff contact during the outing.
 - c. Case managers, who may visit at any time during the outing, are granted access for locations listed.
 5. Ensure any weapons/ammunition are secured and unavailable to the individual.
 6. Escort the individual back into the facility and sign out when the social outing is completed.
 - D. The case manager will interview sponsors and/or family members and friends at least quarterly to ensure that individuals are complying with the conditions of the social outing agreement.
- IV. Termination of Outings/Sponsor Approval
- A. An outing may be terminated at any time when:
 1. There is reasonable suspicion that the incarcerated individual has:
 - a. Committed a major violation, or
 - b. Violated any conditions of the social outing (e.g., not at an approved location, not with the approved sponsor).
 2. The sponsor and/or individual does not adhere to facility rules or procedures.
 3. Requested by the sponsor and/or individual.
 - B. Sponsorship approval may be withdrawn for any of the following:
 1. If a sponsor knowingly allows an individual to violate the conditions of the social outing or fails to report violations.
 2. If a sponsor is found to have provided false information on the sponsor application or is removed from the approved visitor list.
 3. Any changes in the sponsor's current situation/information that would make the sponsor ineligible.
 4. At the request of the sponsor.

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5. As determined by the CCS.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Contraband, Immediate Family, Reasonable Suspicion. Other words/terms appearing in this policy may also be defined in the glossary section.

ATTACHMENTS:

None

DOC FORMS:

- DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check
NCIC/WACIC Check
- DOC 20-084 Social Outing Request and Responsibilities
- DOC 20-169 Reentry Center Sponsor Application
- DOC 20-171 Reentry Center Sponsor Interview/Orientation

Washington State Work Release Employers by Location

Reynolds Work Release (King County)

Company	Industry
Lafarge North America	Concrete Plant
United Recycling	Recycling Services
Five Guys	Restaurant
Scougal Rubber	Warehouse/Fabrication

Company	Industry
Alaskan Copper	Warehouse/Metal fabrication
Independent Packers	Warehouse/Packaging Company
Restaurant Depot	Warehouse/Restaurant Supply

Bellingham Work Release (Whatcom County)

Company	Industry
Alcoa Intalco	Aluminum Manufacturing
LKQ	Auto Part Warehouse
Pep Boys	Automotive/Labor
Hunnicutts	Commercial Painting
Western Concrete Pumping	Concrete Pumping
Arden Construction	Construction
Whatcom Best Constr.	Construction
Rain Shield Constr.	Construction
Olympia Precrest	Construction
Spartan Concrete	Construction
Square Peg	Construction
Q-Sea	Fish Processing
Trident Seafood	Fish Processing
Homeport Seafood's	Fish Processing
Plantscapes	Landscaping
Maax Hydro Swirl	Manufacturer
Pacific Rubber	Manufacturing
Scougal Rubber	Manufacturing
Seattle Iron & Metal	Manufacturing
Sound Building Supply	Manufacturing
Phoenix Metal Works	Metal Manufacturer
Joe's Gardens	Nursery
Specified Fittings	Pipe Fitting Manufacturer

Company	Industry
Northwest Recycling	Recycling
United Recycling	Recycling/Laborer
Wendy's Restaurant	Restaurant
Denny's Restaurant	Restaurant
Villa Italiano	Restaurant
Olive Garden	Restaurant
Popeye's Restaurant	Restaurant
Nordstrom Grill	Restaurant
PF Chang's	Restaurant
Red Robin	Restaurant
Soundview Café	Restaurant
Subway	Restaurant
Taco Bell	Restaurant
Value Village	Retail
Manpower	Temp Hiring Agency
An Employment Solution	Temp Hiring Agency
Express Employment Professionals	Temp Hiring Agency
Command Staffing	Temp Hiring Agency
People Ready	Temp Hiring Agency
Bellingham Truck Wash	Truck Washing
Restaurant Depot	Warehouse
Smith Gardens	Wholesale Nursery

Bishop Lewis Work Release (King County)

Company	Industry
Maaco	Automotive/Labor
Blazing Bagels	Bakery
Morris-Hanson Enterprises	Cleaning Company
Healthy Painting	Construction
LaFarge North America	Construction
Bloch Steel	Manufacturing
Fabriforms Plastics Inc.	Manufacturing
King Electric	Manufacturing
13 Coins	Restaurant

Company	Industry
Crab Pot	Restaurant
Cutter's Crab House	Restaurant
Denny's	Restaurant
Emerald Grill	Restaurant
Fisherman's	Restaurant
Game Works	Restaurant
Ivar's	Restaurant
Maggie's Bluff	Restaurant
MOD Pizza	Restaurant

Anthony's Restaurant Pier 66	Restaurant
Barrio	Restaurant

Nordstrom Café	Restaurant

Helen B Radcliff (King County)

Company	Industry
Union	Construction
PCC Community Market	Grocery Retail
Scougal Rubber	Manufacturing
Union	Plumbing
Taco Time	Restaurant
McDonalds	Restaurant
MOD Pizza	Restaurant

Company	Industry
Grocery Outlet	Retail
Home Depot	Retail
Nordstrom	Retail
Vigor	Shipping
Restaurant Depot	Warehouse
Union	Welding

Longview Work Release (Cowlitz County)

Company	Industry
Longview Alignment Services	Auto Repair
Swanson's Bark	Constr. Materials
Pacific Seafood	Food Processing
Foster Farms	Food Processing
Pacific Trim	Manufacturing

Company	Industry
Steel Painters	Manufacturing
FH Sullivan	Manufacturing
Terri's Restaurant	Restaurant
Denny's	Restaurant
Woodland Wood Connections	Retail

Olympia Work Release (Thurston County)

Company	Industry
Fence Consultants	Construction
Thurston County Cement Finishers	Construction
Granite Gallery	Construction
Olympia Country & Gold Club	Entertainment
Capital Place Retirement Center	Hospitality
Red Lion	Hospitality
Town Place Suites	Hospitality
Comfort Inn & Suites	Hospitality

Company	Industry
El Sarape	Restaurant
IHOP	Restaurant
Jersey Mikes	Restaurant
McDonalds	Restaurant
Olive Garden	Restaurant
Outback Steak House	Restaurant
Rainer Dodge	Vehicle Sales
Pallet Services	Warehouse/Construction

Peninsula Work Release (Kitsap County)

Company	Industry
Bucky's Muffler	Automotive
Retro Fit Construction	Construction
Pro lawn Care	Landscaping
Sonny Beez Landscape	Landscaping
Apgood Taxes & Accounting	Marketing
Liberty Tax Service	Marketing
Olmsted Nursery	Nursery
KITSAP, TRACTOR	Repair Facility
Jimmy Johns	Restaurant
Jack in the box	Restaurant
Taco Bell	Restaurant

Company	Industry
Popeye's	Restaurant
FIVE GUYS	Restaurant
Teriyaki Delight	Restaurant
KENTUCKY FRIED CHICKEN	Restaurant
Domino's	Restaurant
McCormick Woods Restaurant	Restaurant
Habit Burger	Restaurant
That One Place	Restaurant
I Hop	Restaurant
Grocery Outlet	Retail
Home Depot	Retail

Progress House Work Release (Pierce County)

Company	Industry	Company	Industry

Federal Way Used Tires	Auto Repair
Precast Concrete	Concrete
MacMillan Piepr	Grain Shipping
Ever So Green	Landscaping/Lawn Care
NW Furniture Bank	Mattress Recycle
Denny's	Restaurant
Popeye's	Restaurant

Jersey Mike's	Restaurant
Poodle Dog	Restaurant
Raceway	Warehouse
Sunrise Staffing	Warehouse
Tacoma Fixtures	Warehouse/Cabinets
Founder's Choice	Warehouse/Cabinets
Tomlinson Linen	Warehouse/Linen Service

Brownstone Work Release (Spokane County)

Company	Industry
Tire Rama	Automotive
Spokane Quick Lube	Automotive
Don's Mobile Wash	Automotive/Tractor trailer
Mandere	Construction
AFP Renovation	Construction
All American Concrete	Construction
O & V Construction	Construction
Jack in the Box	Fast Food
Jimmy Johns	Fast Food
McDonalds	Fast Food

Company	Industry
Franz Bakery	Food manufacturing warehouse
Rizzuto Foods	Food Manufacturing Warehouse
Shari's	Food Service
Travis Pattern	Foundry
Grocery Outlet	Grocery Store
Air Design	HVAC
American Recycling	Part of Waste Management
Snow Peak	Reclaimed wood refinishing
Lead Point	Waste Management

Eleanor Chase House Work Release (Spokane County)

Company	Industry
Squeaky's Lube	Automotive
STP	Automotive
New Leaf Bakery	Bakery
Tasty Buns	Bakery
Outlaw BBQ	Catering
TTH Kitchen Staff	Facility Kitchen
My Fresh Basket	Grocery
MUV Fitness	Health Club
Ramada Inn	Hospitality
Quality Inn	Hospitality
Arby's	Restaurant
High Nooner	Restaurant
Jack in The Box	Restaurant
McDonald's	Restaurant
MOD Pizza	Restaurant
Senor Froggy	Restaurant
Wendy's	Restaurant
Bruchi's	Restaurant
Christ Kitchen	Restaurant

Company	Industry
D. Lish Hamburgers	Restaurant
Denny's	Restaurant
Dickey's BBQ Pit	Restaurant
Dick's Hamburgers	Restaurant
Golden Coral	Restaurant
Molly's	Restaurant
Pete's Pizza	Restaurant
Pizza Pipeline	Restaurant
QDOBA	Restaurant
Perkins	Restaurant
Red lobster	Restaurant
Rizzuto Foods	Restaurant
Shari's	Restaurant
Sonic	Restaurant
Zip's	Restaurant
Grocery Outlet	Retail
Dollar Tree	Retail
Goodwill	Retail
Hobby Lobby	Retail

Ahtanum View Work Release (Yakima County)

Company	Industry
Steve Hahn's	Auto Sales
BBL Enterprises	Automotive/Detailing
Catering Creations by Toni	Catering

Company	Industry
Rainer Plastics	Manufacturing
Shields/Novolex	Manufacturing
Finish Line Powder Coating	Metal Fabrication

Gonzalez and Sins Construction	Construction
LJ Construction	Construction
ASAP Metal	Fabrication
Ray's Meats	Food Processing/Retail
Borton Fruit	Fruit Processing
Evan's Fruits	Fruit Processing
Jewel Apple	Fruit Processing
Michelson Manufacturing	Fruit Warehouse
Del Monte	Fruit/Vegetable Processing
Budget Inn	Hospitality
Cascade/Savoy Apartments	Hospitality
Red Lion Motel	Hospitality

Magic Metals	Metal Fabrication
Burger Ranch	Restaurant
Denny's	Restaurant
Gasperettis	Restaurant
Little Ceasars	Restaurant
Old Country Buffet	Restaurant
Outback Steakhouse	Restaurant
Santiago's	Restaurant
Waffles Café	Restaurant
Dollar Tree	Retail
Atlas Staffing	Staffing Agency
Elwood Staffing	Staffing Agency

Tri-Cities Work Release (Benton County)

Company	Industry
Pro Cut Concrete	Concrete
Pro Image Construction	Contraction
Twin City Metals	Labor
Douglas Fruit	Production
Freeze Pak	Production
Andy's Diner	Restaurant
Burger King	Restaurant
Cousin's	Restaurant
Del Taco	Restaurant

Company	Industry
MOD Pizza	Restaurant
Old Country Buffet	Restaurant
Olive Garden	Restaurant
Red Robin	Restaurant
Zip's	Restaurant
Dollar Tree	Retail
Honey Baked Ham	Retail/Restaurant
Elwood	Temp Agency



Continued Briefing on Work Release Facilities

Planning Commission

May 3, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

- Staff to provide overview of how work release facilities operate.
- Staff to provide overview of daily operations, program eligibility, community integration and employment.
- Seek further questions, comments, concerns from Planning Commission.

WHY IS THIS ISSUE IMPORTANT?

1. Council found that review of the “Halfway House” development regulations is necessary.
2. Comprehensive understanding of the topic is necessary to aid in identifying potential code amendments.
3. The moratorium on work release facilities expires on August 31, 2022 unless extended or repealed.
4. Any code amendments ideally need to be passed before moratorium expiration.



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Review materials and provide any direction to staff for further research and/or code writing.

REVIEWS TO DATE

- RCM: 8/31/2021 Moratorium
- PED: 5/24/2022
- PC: 4/05/2022



FACILITY OPERATIONS

REBRANDING

“Work Release Facilities” are now called “Reentry Centers”.

OWNERSHIP

Majority of centers are privately owned.

State holds 20-year lease.

Tenant improvements are paid by property owner.

STAFFING

Currently a mix of contracted and state employees.

Transitioning to hiring all state employees.

PROGRAMS & SERVICES

In-house programs and services discontinued.

Treatment received at community treatment providers accessible to the general public.



SCREENING AND ELIGIBILITY

An individual is ineligible for Reentry Center placement if they meet any one of the twelve criteria.

Notable ineligibility include:

- Convicted of first degree murder.
- Convicted of first degree rape.
- Is a sex offender.
- Has a serious medical/mental health condition.
- Has an open felony/warrant.
- Has an open immigration and customs enforcement detainer.



COMMUNITY ACCESS

Types of approvals to leave the Reentry Center are:

Point-to-Point Pass

- Used only for approved personal business i.e., access to courts/law library/attorney, health and dental care, programs, religion.
- Used between 7:00am and 10:00pm.
- Cannot exceed a two-hour duration, excluding travel time.

Job Search Pass

- Used only when a participant is seeking employment.
- Eight-hour duration including travel time.
- After four hours, the participant must contact and/or return to the facility.

Approved Social Outings



SAFETY AND DISCIPLINE

All participants have a cell phone:

- Must contact DOC if an issue arises like being late due to missing the bus, car troubles, etc.
- If contact is not established, an immediate warrant is put out for the individuals arrest and brought back to full confinement (prison).

If suspected of committing an infraction, may be restricted to the facility pending the outcome of an investigation.

If found guilty of a major infraction, must re-apply for advanced community access when eligible as determined by the classification committee.



VISITS AND SOCIAL OUTINGS

All requests must be approved before the planned outing.

LOCATIONS

Out of state travel is not allowed.

Leaving the County may be approved.

Geographical boundaries may be placed based on victim concerns or other reasons.

SPONSORS

An adult, 21 or older.

Must accompany at all times and escort back to Reentry Center.

Cannot exceed 10 hours at a time.

May only occur between the hours of 8:00am and 10:00pm.



EMPLOYMENT

BUSINESS PARTNERSHIPS

- List of approved employers per each Reentry Center location.
- Vocational/Trade jobs also often hire as vocational trade certification is commonly obtained while in prison.
- Job not always in same City as Reentry Center.
- Public transportation is primary method to accessing job site.
- New employment partnerships may be established with local businesses after the siting of a new facility.

ACCOUNTABILITY

- Job and work schedule will be approved before beginning employment.
- Employers will be contacted by telephone at least once per month.
- In-person visits conducted at least once a month at new employer sites.
 - Every other month for employers on the approved list.



EMPLOYMENT

EMPLOYMENT ALTERNATIVES

Employment is not the only option for Reentry Center participants.

Other options are:

- Obtaining further education, such as attending Community College.
- Retirement age adults can start reconnecting with family and creating a reentry plan focusing on housing, finances, etc.



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

Staff is seeking additional PC questions, comments, and concerns in order to prepare for further discussion.

FUTURE REVIEWS

- Planning Commission Meeting on 5/17

DISCUSSION OF

- Zoning and land use compatibility.
- Determining economic development impacts of Reentry Centers
- City of Wenatchee's Hearing Examiner Decision of CUP.

