



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
ENVIRONMENTAL COORDINATOR  
11511 MAIN ST., P.O. BOX 90012  
BELLEVUE, WA 98009-9012

## DETERMINATION OF NON-SIGNIFICANCE

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**PROPONENT:**

Eric Evans, St Andrew's Housing Group

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**LOCATION OF PROPOSAL:**

4228 Factoria Boulevard SE, Bellevue, WA

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**DESCRIPTION OF PROPOSAL:**

Application for a Rezone to change the existing R-5 land use designation to R-30.

FILE NUMBER: 08-123031-LQ

The Environmental Coordinator of the City of Bellevue has determined that this proposal does not have a probable significant adverse impact upon the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(C). This decision was made after the Bellevue Environmental Coordinator reviewed the completed environmental checklist and information filed with the Development Services Section. This information is available to the public on request.

- There is no comment period for this DNS
- This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS. There is a 14-day appeal period. Only persons who submitted written comments before the DNS was issued may appeal the decision. A written appeal must be filed in the City Clerk's Office by 5 p.m. on \_\_\_\_\_.
- This DNS is issued under WAC 197-11-340(2) and is subject to a 14-day comment from the date below. Comments must be submitted by 5 p.m. on \_\_\_\_\_.

This DNS may be withdrawn at any time if the proposal is modified so that it is likely to have significant adverse environmental impacts; if there is significant new information indicating, or on, a proposals probable significant adverse environmental impacts (unless a non-exempt license has been issued if the proposal is a private project); or if the DNS was procured by misrepresentation or lack of material disclosure.

Carol V. Holland  
Environmental Coordinator

4/23/09  
Date

**OTHERS TO RECEIVE THIS DOCUMENT:**

State Department of Fish and Wildlife  
State Department of Ecology, Shoreline Planner N.W. Region  
Army Corps of Engineers  
Attorney General  
Muckleshoot Indian Tribe



**City of Bellevue  
Development Services Department  
Land Use Staff Report**

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Proposal Name: Andrew's Glen Rezone  
Proposal Address: 4228 Factoria Boulevard SE  
Proposal Description: Application for a Rezone to change the existing R-5 land use designation to R-30.  
File Number: 08-123031-LQ  
Applicant: Eric Evans, St Andrew's Housing Group  
Decisions Included: Rezone (Process III)  
Planner: Mike Upston, Senior Planner  
State Environmental Policy Act Threshold Determination: Determination of Non-Significance

Carol V. Helland  
Carol V. Helland, Environmental Coordinator  
Development Services Department

Director's Recommendation: **Approval with Conditions**  
Michael A. Brennan, Director  
Development Services Department

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

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Notice of Application: July 10, 2008  
Notice of Recommendation: April 23, 2009  
Appeal Deadline: May 7, 2009

For information on how to appeal a proposal, visit the Development Services Department 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.

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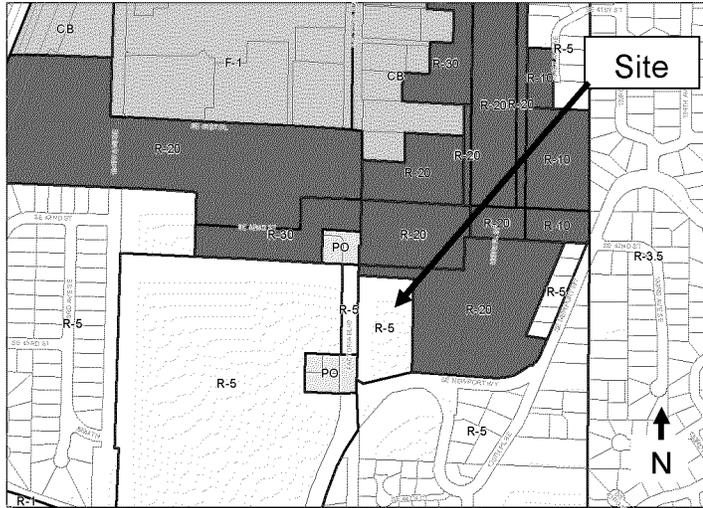
### Attachments:

- Conceptual Plans, dated 12/18/08
- Memorandum by TranspoGroup:  
*Andrew's Glen Development – Parking Analysis*, dated 2/5/09
- Memorandum of Understanding, not dated (pending recording)

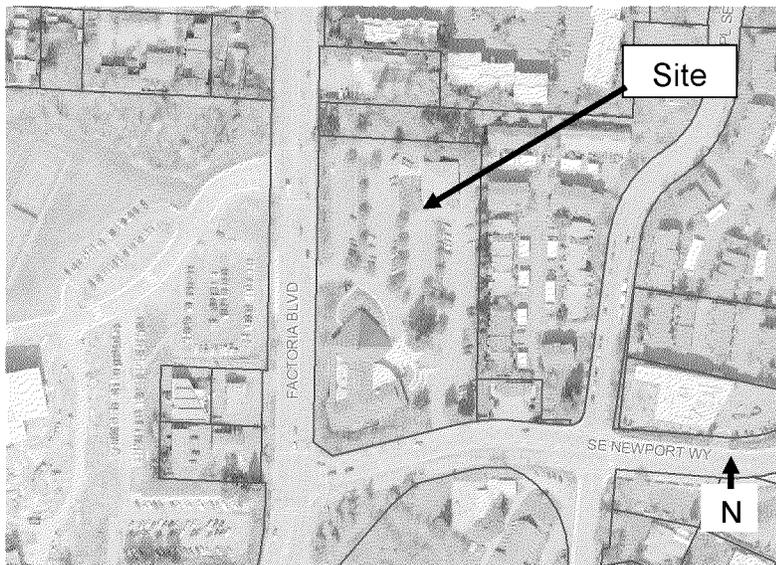
## I. REQUEST & PROPOSAL DESCRIPTION

### Request

The applicant requests Rezone approval to change the existing R-5 single family land use designation to R-30 multi family. This Rezone would implement Comprehensive Plan Amendment 07-117934-AC adopted by the Bellevue City Council on February 25, 2008 (ordinance 5797). That amendment changed the Comprehensive Plan designation from Single Family-High (SF-H) to Multifamily-High (MF-H) for this property and a portion of the adjacent parcel to the north. The amendment was approved with the intent that it would support a future rezone of the property to R-30, which allows a residential density of up to 30 units per acre, plus bonus provisions.



### Proposal Description



The applicant's objective is to increase the allowed residential density to make an affordable housing project on the church site viable. The proposed R-30 land use designation would allow a higher residential density on this parcel at 30 units/acre as opposed to the 5 units/acre currently allowed. This increased development allowance would provide the density needed by the applicant to build a multifamily residential project on the property subject to meeting all of the City's applicable design guidelines, development standards and regulations.

The property is anchored on the corner by the approximately 15,000 square foot St. Margaret's Church. There is also an approximately 4,400 square foot church-owned thrift store located at the northeast corner of the property. The remainder of the property is a 143-stall parking lot with associated landscaping.



### III. DECISION CRITERIA

***The Director may approve, or approve with modifications, an application for Rezone if:***

**1. The proposal is consistent with the Comprehensive Plan.**

The proposed Land Use Code Amendment is consistent with applicable policies of the Comprehensive Plan, including the City's Housing Element goal *"to promote a variety of housing opportunities to meet the needs of all members of the community."* The proposal is also consistent with Housing Element policies supporting more affordable housing such as:

**Housing Element Policy HO-25.** *Ensure that affordable housing opportunities are not concentrated, but rather are dispersed throughout the city.*

**Housing Element Policy HO-26.** *Involve both the public and private sectors in the provision of affordable housing.*

**Housing Element Policy HO-28.** *Provide incentives and work in partnership with not-for-profit and for-profit developers and agencies to build permanent low- and moderate-income housing.*

The proposed Land Use Code amendment is also consistent with the Factoria Subarea which supports a combination of commercial uses near the I-405/I-90 interchange ringed by multifamily residential uses that transition to single family residential neighborhoods to the south and east.

**Factoria Subarea Policy S-FA-1.** *Maintain land uses as depicted on the Land Use Plan.* The proposed action will bring the land use designation into conformity with the Land Use Plan of the Factoria Subarea Plan as amended.

**Factoria Subarea Policy S-FA-2.** *Protect single family neighborhoods from encroachment by more intense uses.* The subject parcel is adjacent to other multifamily housing to the north and east. Single family parcels adjacent to the south and west will benefit from the Land Use Code's Transition Area Design District buffering requirements.

**Factoria Subarea Policy S-FA-3.** *Maintain land use densities that will not create vehicular congestion that exceeds adopted level of service standards.* While the addition of new residential uses would likely result in additional traffic in the Factoria neighborhood, a September 13, 2007 traffic analysis conducted during the Comprehensive Plan Amendment process (available for review in project folder 07-117934-AC at the Records Office in City) concludes that expected traffic impacts would be addressed by the transportation improvement projects included in the Factoria Area Transportation Study published April 2005 and the current Transportation Facility Program EIS, both available for viewing at City Hall. The proposal is located on the southern edge of the core area away from the most heavily congested portions of the subarea and interchange with I-90. The additional residential trips that are likely to be generated will generally be moving counter to the flow of trips being generated by nearby commercial and office uses and their location near the commercial center will facilitate greater non-motorized travel and transit use. Additionally, new development on the subject property may help facilitate the planned intersection improvements at the high school entrance off Factoria Boulevard.

**Factoria Subarea Policy S-FA-13.** *Plan for the long-range transportation facility needs in the Factoria Subarea through an integrated, multi-modal transportation system.* The proposed action is consistent with this planning policy. The rezone action will provide greater flexibility for coordinating and consolidating future development and associated impacts on Factoria Boulevard and other transit related facilities.

**Factoria Subarea Policy S-FA-28.** This policy calls for design standards for the Factoria

commercial area, and describes the core area, designated as District 2, as the commercial, employment and high-density residential activity center. The subject parcel is located within District 2, near its south edge, adjacent to other multifamily uses.

**2. The Rezone bears a substantial relation to the public health, safety and welfare.**

The Rezone promotes the public welfare in that it will facilitate additional affordable housing. That housing would be walkable to the church, high school, shopping center, and neighborhood services. Trips far enough away as not to be walkable can be made on a wide range of buses that stop immediately adjacent to this property on both Newport Way and Factoria Boulevard SE. The proximity of additional housing to these uses and services helps reduce the occurrence and length of vehicle trips.

**3. The Rezone is warranted in order to achieve consistency with the Comprehensive Plan or because of a need for additional property in the proposed land use district classification or because the proposed zoning classification is appropriate for reasonable development of the subject property.**

The proposed amendment addresses the interests and changed needs of the City as it encourages development of affordable housing opportunities dispersed throughout the city. In recent years, Bellevue has become less effective in meeting housing targets for low and moderate income units. Low income units have almost always required direct assistance, and available funding falls far short of housing need. This shortfall has grown more critical as funding levels have remained stable while the cost to acquire or develop housing has increased dramatically. Also in recent years, it has become more difficult to meet moderate income housing targets as a result of both market factors and an incentive program that has not been used by developers. Bellevue's stock of affordable and workforce housing has been further diminished by housing demolitions, redevelopment of older properties, rising housing costs and rents, and condominium conversions. This amendment will allow for a housing development on the St. Margaret's church site as a means to provide affordable housing in the community.

**4. The Rezone will not be materially detrimental to uses or property in the immediate vicinity of the subject property.**

The higher density residential land use designation is consistent with the adjacent and surrounding uses to the north, east and west of this property. In addition, compliance with applicable city codes and ordinances will ensure that potential impacts of future development are mitigated. Further, Design Review and SEPA will be required to evaluate project applications consistent with the City's design guidelines, development standards and regulations.

**5. The Rezone has merit and value for the community as a whole.**

Approval of the rezone will promote additional residential development on this property. The proposal to pair affordable multi family housing with the existing church would be a compatible mix of uses on this site and within the neighborhood, as well as address the State's growth management goals. Amending the designation for this site provides the public with expanded housing opportunities, including the potential for more affordable housing consistent with the city's overall policies and standards for public health, safety and welfare of the city and its residents.

**IV. CONSISTENCY WITH LAND USE CODE/ ZONING REQUIREMENTS**

## **Uses**

Uses are regulated by LUC 20.10.400 (Use Charts) and LUC 20.25B (Transition Area Design District Overlay, Land Use Code). The use anticipated on this parcel is generally permitted outright in the R-30 land use district.

## **Dimensional Requirements**

This parcel is subject to all requirements of the Land Use Code, specifically the dimensional requirements of the R-30 Land Use District (LUC 20.20.010) along with the requirements, standards and guidelines contained within the Transition Area Design District (LUC 20.25B). If this Rezone application is approved, then compliance of a specific project proposal with the Land Use Code would be addressed as part of the subsequent Design Review application.

## **V. PUBLIC NOTICE AND COMMENT**

Application Date: June 13, 2008

Notice of Application & public notice sign installed: July 10, 2008

End of minimum comment period: July 24, 2008<sup>1</sup>

Public meeting: July 24, 2008

No written public comments were received prior to completion of this staff report.

## **VI. STATE ENVIRONMENTAL POLICY ACT**

The environmental review indicates no probability of significant adverse environmental impacts occurring as a result of the proposal (see Environmental Checklist, Development Services Department Records Office, lobby level of Bellevue City Hall). Therefore, issuance of a Determination of Non-Significance (DNS) is the appropriate threshold determination under the State Environmental Policy Act (SEPA) requirements with incorporation by reference of the *2009-2020 Transportation Facilities Plan Final Environmental Impact Statement* (TFP EIS) published March 2009. This document analyzes the transportation and air quality impacts of the City's Traffic Task Force recommendations to meet the Comprehensive Plan, Transportation Element, and Mobility Management goals.

This section of the staff report is an addendum to the adopted EIS referenced above. Adverse impacts which are less than significant are usually subject to City Code or Standards which are intended to mitigate those impacts. Where such impacts and regulatory items correspond, further documentation is not necessary. For other adverse impacts which are less than significant, Bellevue City Code 22.02.140 provides substantive authority to mitigate impacts disclosed through the environmental review process. A discussion of the impacts is noted below together with specific conditions of approval. These impacts will be mitigated through exercise of Code authority as well as through project-specific conditions of approval, contained in Section VIII.

## **TRANSPORTATION**

This Rezone request complies with the applicable provisions of the City's *Transportation Code*

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<sup>1</sup> Although the minimum required public comment period is 14 days, written public comments are accepted by the City until the staff report has been completed.

(BCC 14.10) and the *2009-2020 Transportation Facilities Plan Environmental Impact Statement* (TFP EIS) mentioned above.

A component of the City's long range planning effort is the creation of Mobility Management Areas (MMA's). Growth projections and associated traffic impacts are determined for each MMA which, when appropriate, result in the creation of a project to provide additional needed roadway capacity. The Andrews Glen Rezone site is closely tied to project TFP-120. Therefore, the applicant will be responsible for frontage improvements pertaining to the site as shown in the City's TFP-120 design documents and Transportation's comments in the response letter provided by the City for Pre-application project #08-114426-DB. Those comments addressed access relocation, pavement widening, new signalization, and new roadway channelization.

The rezone site is located in MMA #13. The TFP's growth projections for this area anticipate the City's ability to accommodate the additional dwelling units depicted in the concept plan referenced in section I of this report. The projection anticipates that added capacity to TFP-120 would mitigate for that growth.

## **VII. RECOMMENDATION**

After conducting the various administrative reviews associated with the proposal, including applicable Land Use consistency, SEPA and City Code & Standard compliance reviews, the Development Services Director does hereby **RECOMMEND APPROVAL WITH CONDITIONS** of the subject Rezone.

## **VIII. RECOMMENDED CONDITIONS OF APPROVAL:**

### **1. PROJECT PLANS**

Future housing development on the parcel shall be generally as illustrated herein and on the attached plans. However, the project proponent may request administrative review of a modification(s) provided the assurance of consistency with the intent of this Rezone decision.

AUTHORITY: LUC 20.30A

Reviewer: Mike Upston, Land Use

### **2. PARKING**

A recorded copy (King County Records Office) of the Memorandum of Understanding included in the attached Parking Analysis shall be provided prior to Design Review approval.

AUTHORITY: LUC 20.20.590.F

Reviewer: Mike Upston, Land Use

**UNIT COUNT**

	STUDIO APT.	1 BEDRM APT.	2 BEDRM APT.	TOTAL
LEVEL 2	6	2	5	13
LEVEL 3	7	2	5	14
LEVEL 4	7	2	5	14
TOTAL	20	6	15	41
PARKING REQ.	24	7.2	24	55.2

**BUILDING AREA**

	RESIDENTIAL	CIRCULATION	COMMON	GARAGE	TOTAL
LEVEL 1			2,060 S.F.	7,800 S.F.	9,860 S.F.
LEVEL 2	7,526 S.F.	1,396 S.F.	374 S.F.		9,296 S.F.
LEVEL 3	7,900 S.F.	1,396 S.F.			9,296 S.F.
LEVEL 4	7,900 S.F.	1,396 S.F.			9,296 S.F.
TOTAL	23,326 S.F.	4,188 S.F.	2,434 S.F.	7,800 S.F.	37,748 S.F.

**ZONING CALCULATIONS**

	EXISTING SITE	NEW PLAN	NEW % OF LOT
SITE AREA	152,488 S.F.	152,488 S.F.	100.0 %
LOT COVERAGE	18,578 S.F.	27,873 S.F.	18.3 %
IMPERVIOUS SURFACE	92,316 S.F.	102,802 S.F.	67.4 %

SITE AREA IN ACRES	3.501 ACRES
UNITS ALLOWED (R-30)	105 UNITS

LAND USE DISTRICT: R-30.

DENSITY OF 30 UNITS PER ACRE. MAXIMUM UNITS ALLOWED = 30 X 3.5 ACRES = 105 UNITS.

TRANSITION ZONE REQUIREMENTS APPLY PER LUC 20.25B

AFFORDABLE HOUSING STANDARDS APPLY PER LUC 20.20.128.

MAXIMUM HEIGHT. SEE DIAGRAMS FOR CALCULATION OF MAXIMUM HEIGHT. SEE ELEVATION DRAWINGS FOR MAXIMUM HEIGHT INDICATION.

LOT COVERAGE. 35 % LOT COVERAGE PER DIAGRAM BELOW.

IMPERVIOUS SURFACE: 80% MAXIMUM IMPERVIOUS SURFACES.

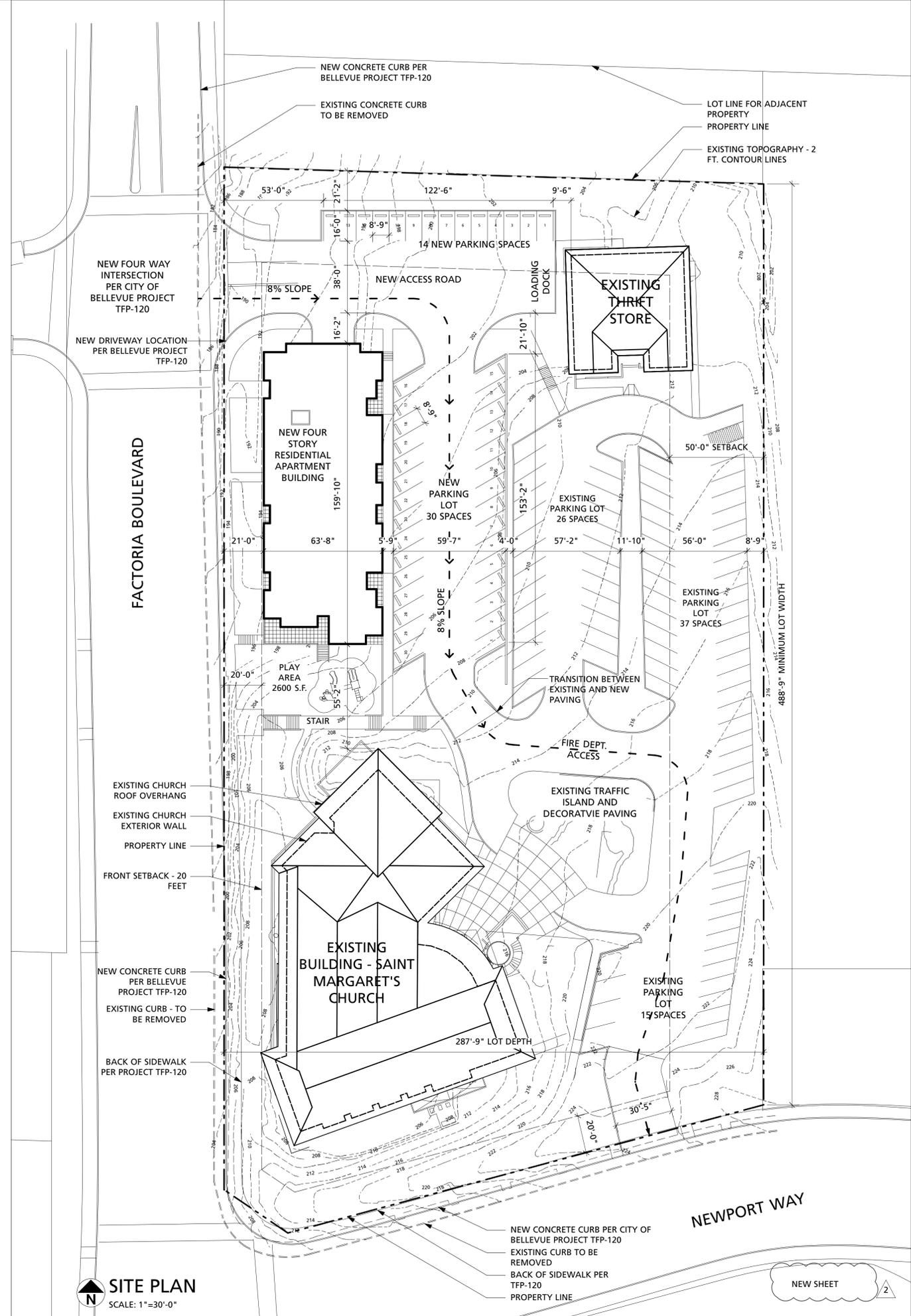
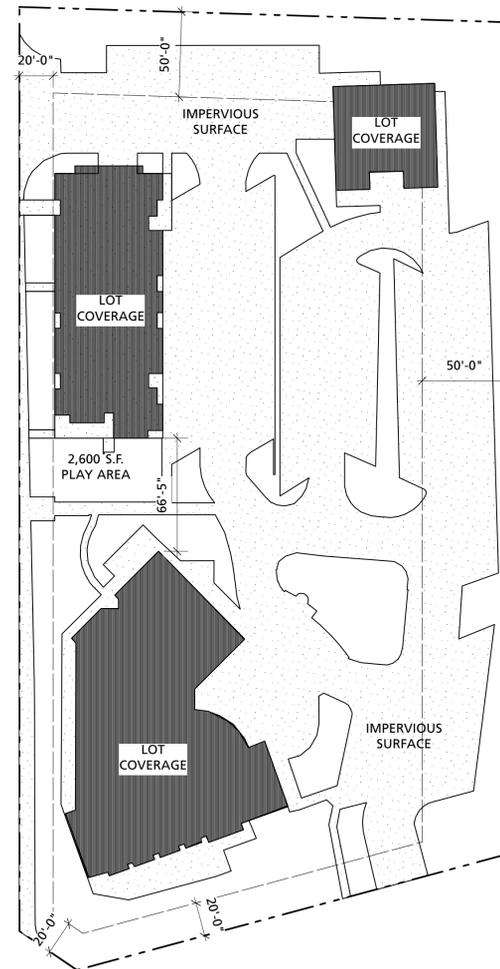
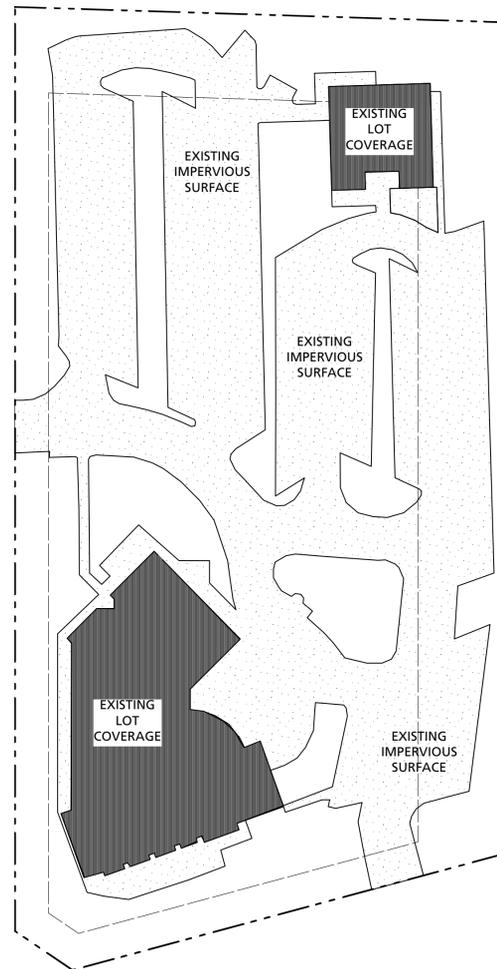
STRUCTURE SETBACKS: 20 FEET FOR FRONT YARDS, 50 FEET FOR REAR AND SIDE YARDS.

LANDSCAPING: 20 FEET WIDE TYPE III LANDSCAPING REQUIRED ON STREET FRONTAGE.

INTERNAL WALKWAYS: 4 FEET WIDTH MINIMUM.

MULTIFAMILY PLAY AREAS. 800 SQUARE FEET MINIMUM PLUS 50 SF PER UNIT BEYOND 10 (31 X 50 = 1550 S.F. + 800 = 2300 S.F.) MINIMUM DIMENSIONS SHALL BE 25 FEET.

RECYCLING COLLECTION AREA = 1.5 S.F. FOR EACH UNIT. 61 SQUARE FEET.



**SMR Architects**  
911 Western Avenue  
Suite 200  
Seattle, WA 98104  
(206) 623-1104  
(206) 623-5285 fax

No.	Date	Revision Notes
1	4/18/08	PREAPPLICATION
2	6/12/08	REZONE REVISION
3	12/18/08	REZONE REVISION

ANDREW'S  
GLEN

Project Title	
Designed	SS
Drawn	SS
Checked	MR
Date	12/18/08
Project #	08004.00
Permit #	08 123031 LQ

Stamp

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Sheet Title: **SITE PLAN**

Owner: **ST. ANDREW'S HOUSING GROUP**  
1775 12th Ave NW Suite 102  
Issaquah, WA 98127  
(425) 391-2300

File Name: 08004 Option B Plan Dec11.vwx

Drawing No. **A1.0**

**SITE INFORMATION:**

ADDRESS: 4228 FACTORIA BOULEVARD SE  
BELLEVUE, WA

PREPARER: SCOTT STARR - SMR ARCHITECTS  
911 WESTERN AVE SUITE 200  
SEATTLE, WA 98104  
(206) 623-1104

PARCEL #: 1624059174

LEGAL DESCRIPTION: THAT PORTION OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 5, EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:  
BEGINNING AT A POINT ON THE WEST LINE OF SAID SUBDIVISION WHICH IS 339.24 FEET ALONG THE SOUTH LINE OF A TRACT DESCRIBED IN A CONTRACT TO GUSTAV GRONLUND AND JEAN GRONLUND, HIS WIFE, AND WILLIAM MARSHALL AND LILLIAN MARSHALL, HIS WIFE, BY INSTRUMENT RECORDED UNDER RECORDING NUMBER 4595281; THENCE SOUTH PARALLEL WITH THE WEST LINE OF SAID SUBDIVISION 563.19 FEET, MORE OR LESS, TO THE NORTHERLY LINE OF NEWPORT WAY; THENCE SOUTHWESTERLY ALONG SAID NORTHERLY LINE TO THE WEST LINE OF SAID SUBDIVISION; THENCE NORTHERLY ALONG SAID WEST LINE 838.37 FEET, MORE OR LESS, TO THE POINT OF BEGINNING; EXCEPT THE WEST 30 FEET THEREOF CONDEMNED IN KING COUNTY SUPERIOR COURT CAUSE NUMBER 71768 FOR ROAD; AND EXCEPT THE NORTH 60 FEET THEREOF; AND EXCEPT THAT PORTION CONVEYED TO KING COUNTY FOR 128TH AVENUE SOUTHEAST, BY INSTRUMENT RECORDED UNDER RECORDING NUMBERS 6233047 AND 8806030765; AND EXCEPT THAT PORTION CONVEYED TO KING COUNTY FOR ROAD PURPOSES UNDER RECORDING NUMBER 8506170651.

ZONING: R-5 (TO BE REZONED 5-30)

COMPREHENSIVE PLAN: SF-H

EXISTING CHURCH: 15,349± SF

EXISTING THRIFT STORE: 4,430± SF

PROPOSED RESIDENTIAL: 9,800± SF (LOT COVERAGE)  
39,200± SF (4 STORIES)

EXISTING PARKING: SURFACE: 143

PROPOSED PARKING: SURFACE: 121  
GARAGE: 25

SETBACKS: FRONT YARD: 20'-0"  
SIDE YARD: 20'-0"  
REAR YARD: 50'-0"

MIN. LOT AREA: 8,500 SF

LOT AREA: 152,205± SF

DWELLING UNITS PER ACRE: ALLOWABLE: APPROXIMATELY 90 UNITS  
PROPOSED: 41 UNITS

MIN. STREET FRONTAGE: ALLOWABLE: 30'-0"  
PROPOSED: 129'-6"±

REQUIRED LOT WIDTH: MINIMUM: 70'-0"  
EXISTING: 543'-0"±

REQUIRED LOT DEPTH: MINIMUM: 80'-0"  
EXISTING: 287'-0"±

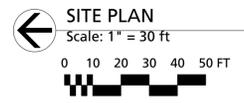
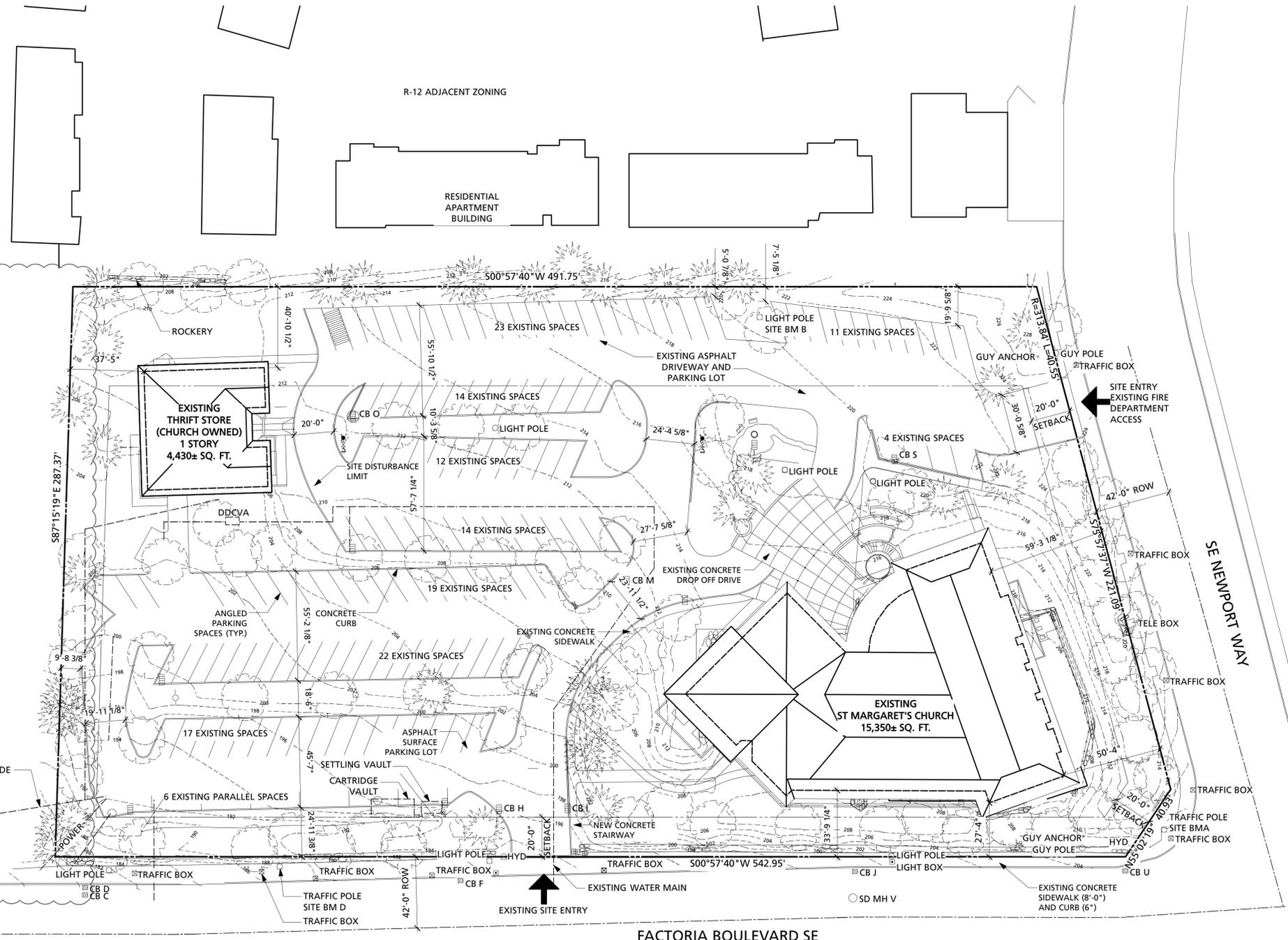
MAX. BUILDING HEIGHT: ALLOWABLE: 40'-0"  
PROPOSED: 40'-0"

MIN. GREENSCAPE SETBACK: NONE REQUIRED

PERIMETER LANDSCAPING: STREET FRONTAGE: TYPE III, 10'-0"  
INTERIOR PROPERTY LINES: TYPE III, 8'-0"

PARKING AREA LANDSCAPING: TYPE V

SITE DISTURBANCE: 38,000 SF±



NOTE: DRAWING INCLUDES SITE INFORMATION PROVIDED BY CHESMORE BUCK ARCHITECTURE.



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ANDREW'S  
GLEN

Project Title

Designed	SS
Drawn	SS
Checked	MR
Date	12/18/08
Project #	08004.00
Permit #	08 123031 LO

Stamp

Sheet Title  
**SITE PLAN A**

Owner  
ST. ANDREW'S HOUSING GROUP  
1775 12th Ave NW Suite 102  
Issaquah, WA 98127  
(425) 391-2300

File Name  
08004 Option B Plan  
Dec11.vwx

Drawing No.

**A1.1**

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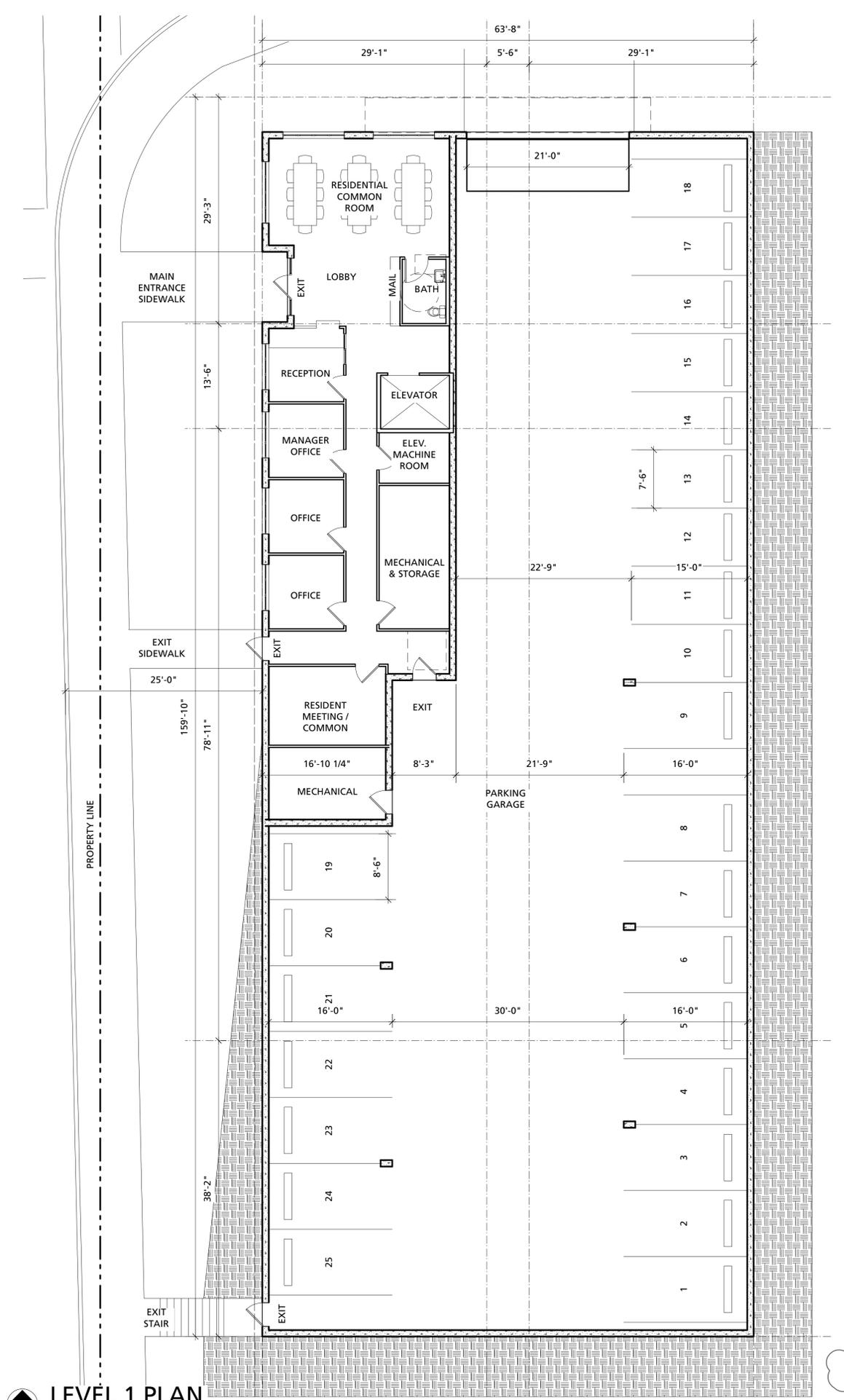
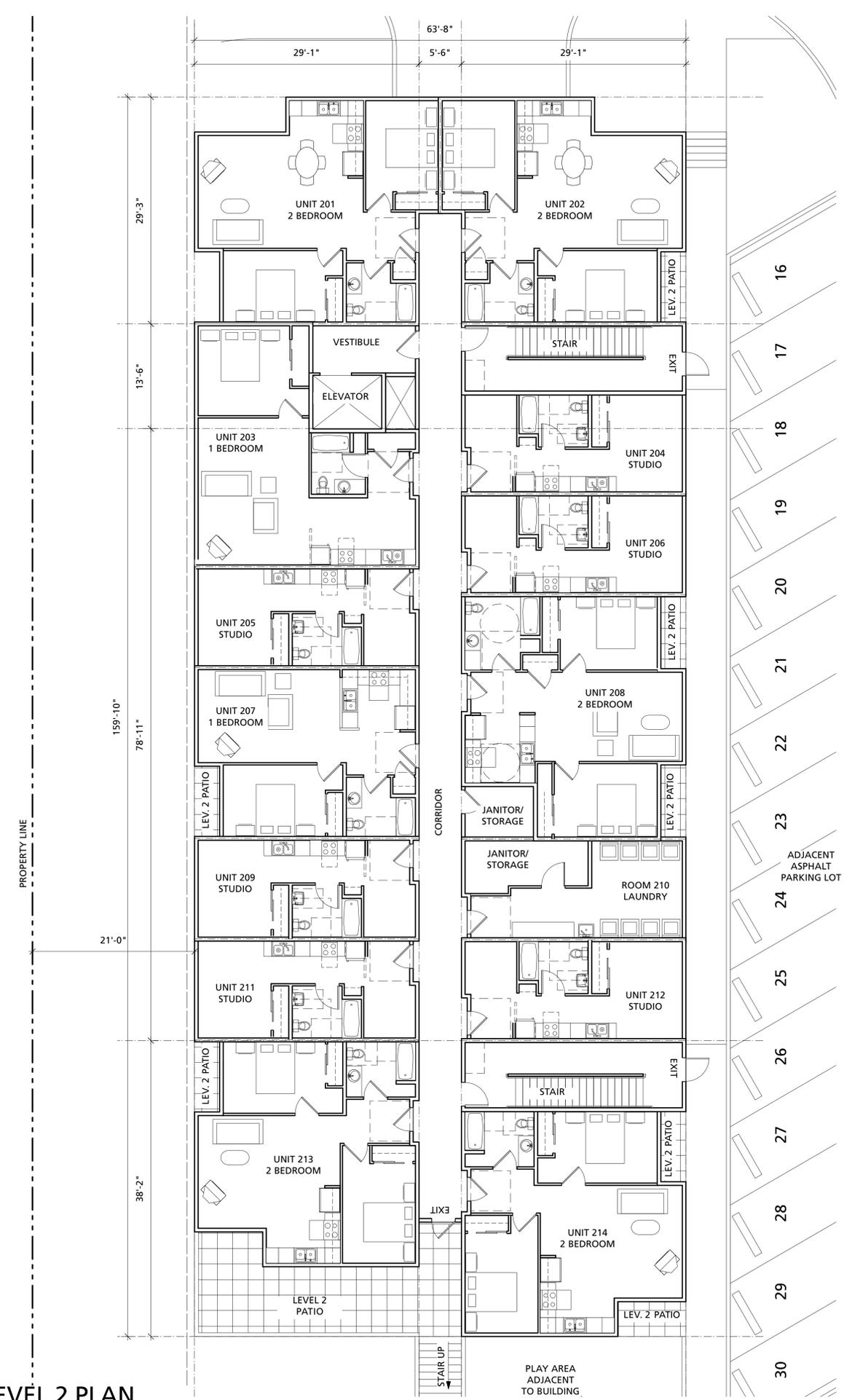
Sheet Title  
 LEVEL 1 PLAN  
 LEVEL 2 PLAN

Owner  
 ST. ANDREW'S HOUSING GROUP  
 1775 12th Ave NW Suite 102  
 Issaquah, WA 98127  
 (425) 391-2300

File Name  
 08004 Option B Plan  
 Dec11.vwx

Drawing No.

A3.0



NEW SHEET



SMR Architects  
 911 Western Avenue  
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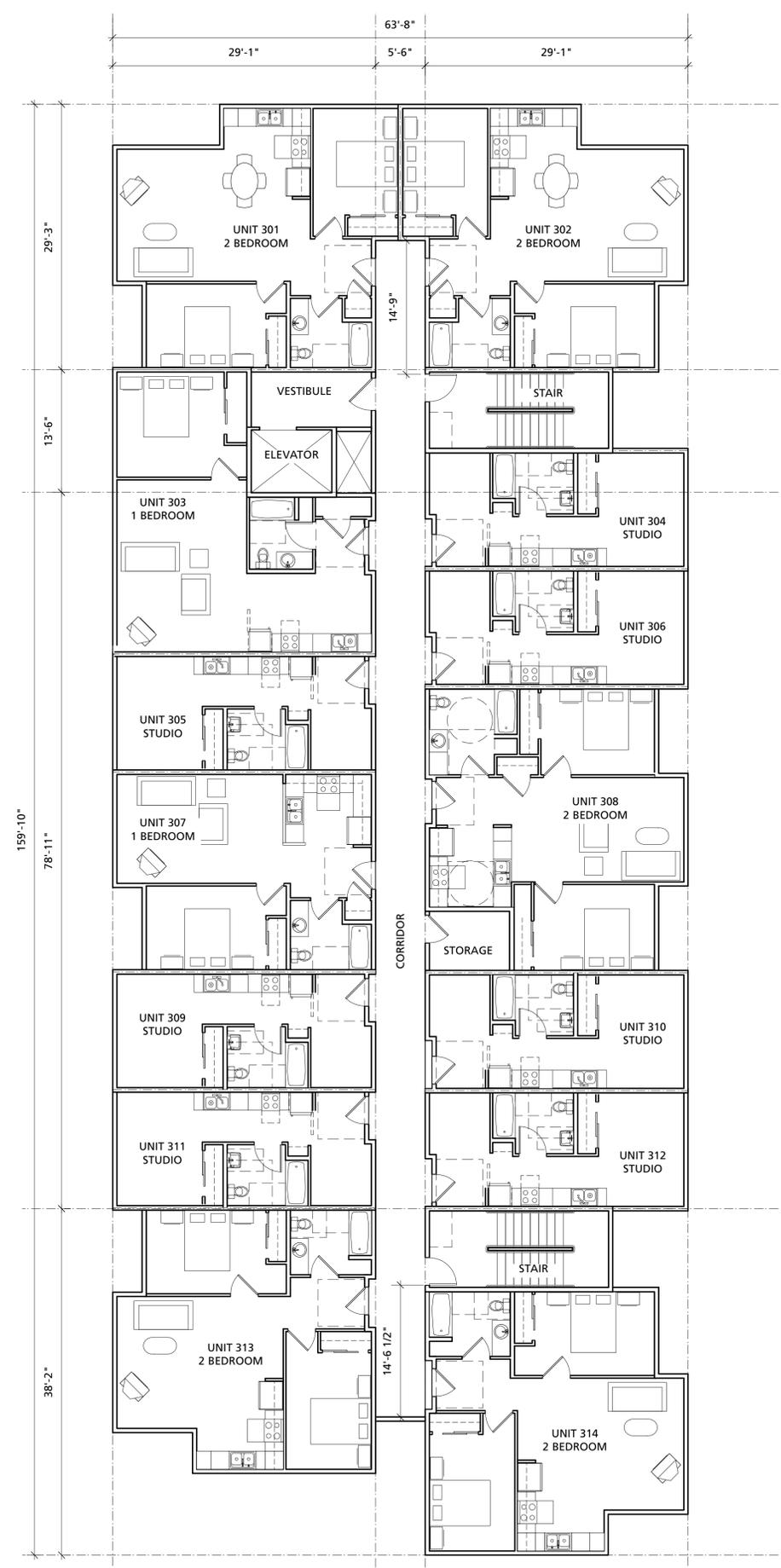
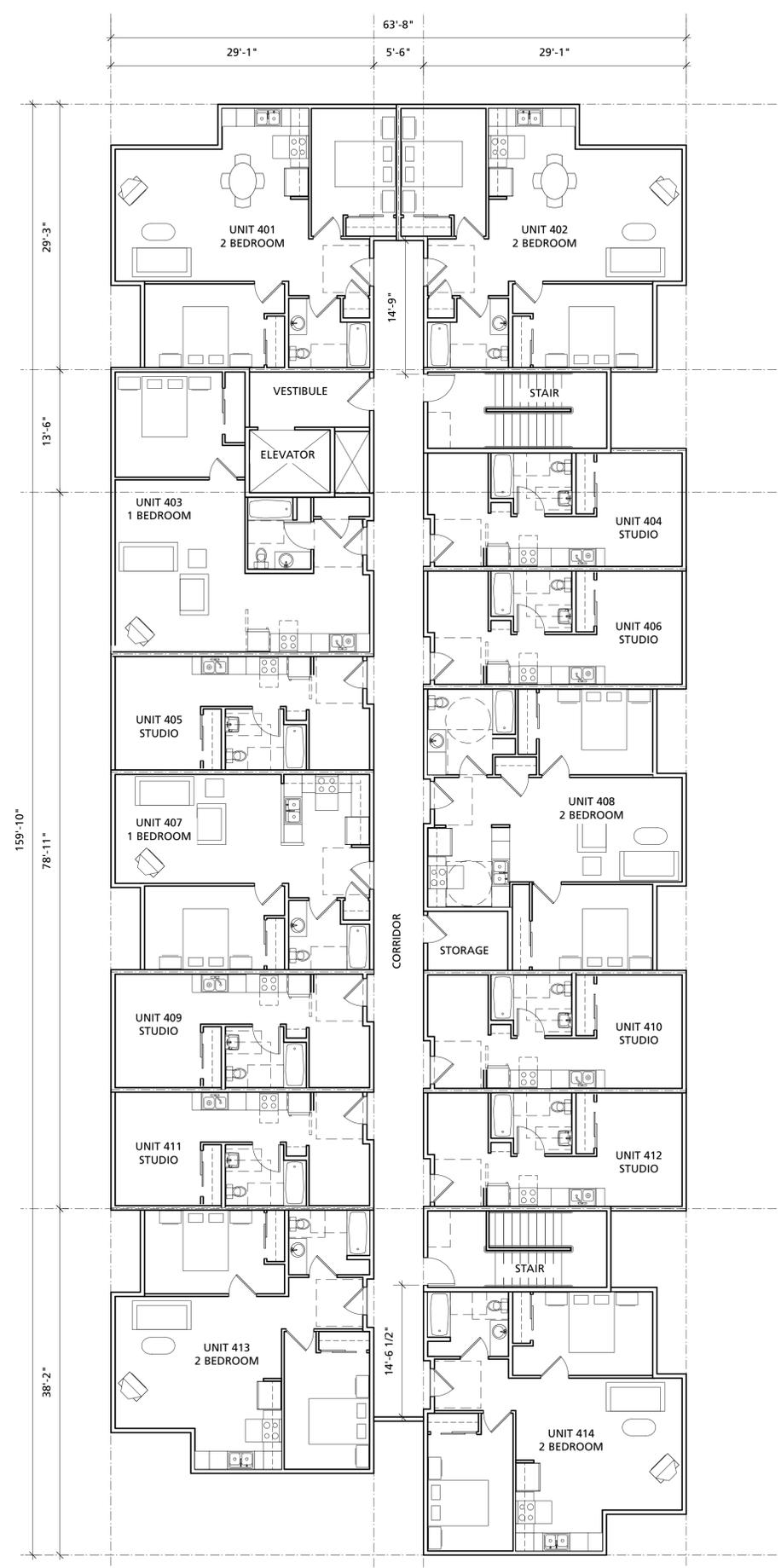
Sheet Title  
 LEVEL 3 PLAN  
 LEVEL 4 PLAN

Owner  
 ST. ANDREW'S HOUSING GROUP  
 1775 12th Ave NW Suite 102  
 Issaquah, WA 98127  
 (425) 391-2300

File Name  
 08004 Option B Plan  
 Dec11.vwx

Drawing No.

A3.1





**ELEVATION: EAST**

SCALE: 1/8"=1'-0"



**ELEVATION: NORTH**

SCALE: 1/8"=1'-0"



**ELEVATION: WEST**

SCALE: 1/8"=1'-0"

NEW SHEET 2



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 Drawing No.

**A4.0**

## MEMORANDUM

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<b>Date:</b>	February 5, 2009	<b>TG:</b>	08179.00
<b>To:</b>	Ray Godinez – City of Bellevue		
<b>From:</b>	Jennifer Lowe and Molly Kotlen		
<b>cc:</b>	Pat Kelly – Common Ground Eric Evans and Marchelle Mertens – St. Andrew’s Housing Group		
<b>Subject:</b>	Andrew’s Glen Development – Parking Analysis		

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This memorandum summarizes the findings of the parking analysis conducted for the proposed Andrew’s Glen Development in the City of Bellevue, Washington.

The proposed project is a low-income, permanent supportive housing development with a total of 40 studio, one-bedroom, and 2-bedroom units and one manager’s unit. The proposed housing development would be located on the northwest corner of the St. Margaret’s Episcopal Church site adjacent to the thrift store. Specifically, the project would include redeveloping a portion of the St. Margaret’s Episcopal Church parking lot without removal of the existing uses. The existing uses on the property include St. Margaret’s Episcopal Church/ Child Care Center, St. Margaret’s Church’s Thistles and Things thrift store, and King County Metro Transit park-and-pool. The proposed parking in conjunction with the project includes the removal of approximately 71 existing surface parking spaces and the addition of approximately 44 surface spaces and 25 structured spaces (under the building) to serve residents and other site uses. There are currently 149 spaces on-site. Parking would be reconfigured with the proposed parking for a total parking supply of 147 spaces.

### Approach

In order to establish parking needs for the project, parking utilization at two similar residential developments was collected to help determine the approximate parking demand of the proposed development. The two sites are the Compass Center Shoreline in Shoreline, Washington and the YWCA Family Village in Redmond, Washington. Parking utilization was also observed at the project site to determine the parking needs of the existing uses.

Parking counts were collected at the existing site and comparable facilities during the peak parking demand time periods in July. This included collecting weekday data during the typical mid-day peak (around 2:30 p.m.) and the typical evening peak (after 9:00 p.m.). Weekend counts were collected during the Sunday peak around 10:30 a.m.

In addition to the parking counts, information about each comparable facility was gathered regarding the number of units, the parking supply, available off-site or site-adjacent parking, and transit and paratransit accessibility. Supplemental information was collected in reference to the proposed development’s parking policies, vehicle ownership, and the demographic make-up of prospective residents. At the proposed facility, 30 units are slated for people transitioning from homelessness (including 17 units for veterans), and 10 units are reserved for small families that qualify for Section 8 housing. Most households would make between 15 and 30 percent of the average median income (AMI) in King County. More specifically, the income restrictions held by the proposed facility reserve 20 units for those making 30 percent of the AMI, 10 units for those making 40 percent of the AMI, and 10 units for those making 60 percent of the AMI.

## **Existing Conditions**

This section documents the existing conditions of the project site as well as the two similar residential facilities where data collection was completed for comparison purposes.

### ***Existing Site***

The existing uses on-site include the St. Margaret's Episcopal Church, the Thistles and Things St. Margaret's thrift store, and the King County Metro Transit park-and-pool (with 64 spaces).

Currently, the peak parking demand on-site occurs on Sunday mornings during the 8:00 and 10:00 a.m. services. The 10:00 a.m. service tends to have more attendees than the 8:00 a.m. service. Combined, the two services usually have 250 attendees on typical Sundays. The thrift store has limited weekday and weekend hours. The park-and-pool spaces are at peak demand mid-day on weekdays.

Observed parking demand at the existing site represents typical use of the site and typical peak demand during church services on Sunday mornings.

### ***Parking***

#### **On-Site**

The parking supply on the site is shared among the existing uses. The existing uses have varying hours of operation and different peak parking demand periods. Parking spaces are not designated for individual uses, so Church parishioners, Park & Pool users, and thrift store visitors can make use all of the available parking on-site. The parking demand of each use is met with the total parking supply on-site. Shared parking on-site is not expected to change with the addition of the proposed housing development.

#### **Off-Site**

St. Margaret's has a formal agreement with the Bellevue School District to use the high school's (Newport High School) parking lot, across Factoria Boulevard, during events when additional parking demand is expected, such as during special events and holiday services (Easter, Christmas, etc.). The high school can also use the Church parking lots during times of overflow parking needs. The parties are not to use the other parking lot for daily and regular activities. The agreement stipulates that the high school and Church can use the other's parking lot only when overflow parking is needed and that each party's activities requiring overflow parking will be conducted so not to interfere with either's use of their own facilities. The formal agreement is attached.

### ***Transit Availability***

Typically, vehicle ownership is lower at low-income housing than at standard multi-family housing developments and public transit ridership is higher. Readily available transit also offers an alternative to driving and parking on-site. There are multiple King County Metro Transit bus routes within 0.5 miles and at the park-and-pool on the existing site. Similar other low-income and transitional housing developments, it is assumed that public transportation will be utilized by residents of the proposed development and that vehicle ownership and related parking demand

would be less than typical multi-family housing developments. The routes available at or near the site are shown in Table 1.

**Table 1. Transit Routes Available<sup>1</sup>**

Route	Service	Service Provided	Typical Headways	Notes	Distance from Site
206	Newport Hills/International School			Runs only during school year	On-site & 0.3 mi
207	Somerset Lpt/International School			Runs only during school year	On-site
208	Cougar Mountain			Runs only during school year	On-site
210	Issaquah/Seattle	Weekday	20-30 min	Peak Hours Only	On-site
219	Factoria Loop A & B	Weekday	60 min	Peak Hours Only	On-site
222	Eastgate Park & Ride/Bellevue	Daily	30-60 min		On-site
240	Bellevue Transit Center/Renton	Daily	30-60 min		On-site
245	Factoria/Kirkland	Daily	30 min		On-site & 0.3 mi
247	Kent Boeing/Overlake	Weekday	30 min	Peak Hours Only	On-site
921	Bellevue Transit Center/ Factoria/Somerset	Weekday	30-60 min		On-site
925	Newcastle/Coal Creek	Dial-A-Ride (DART)			On-site
989	Haller Lake Express			Runs only during school year	0.4 mi

1. Based on information provided by King County Metro Transit website for summer routes (May 31- September 19, 2008)

## **Compass Center Shoreline**

Compass Center Shoreline is located at 1301 N 200th Street in Shoreline, Washington and was one of the locations identified as closely representing the proposed project. Compass Center Shoreline is transitional housing for Veterans and houses 25 men and 4 women for up to 2 years. It is estimated that most residents are making approximately 30 percent of the AMI per year. The demographics of Compass Center Shoreline are similar to those of the proposed facility in Bellevue.

Compass Center Shoreline offers mental health counseling, chemical dependency counseling and other assistance to residents. The proposed development will also offer similar on-site support services to residents.

Compass Center Shoreline has fewer units than the proposed development and fewer parking spaces per unit. Compass Center Shoreline has 14 parking spaces for 26 residential units. This equates to a 0.54 spaces-provided-per-unit ratio.

## **YWCA Family Village**

The YWCA Family Village is located at 16601 NE 80th Street in Redmond, Washington and was the second location identified as closely representing the proposed project. This facility houses women and children for up to 18 months and it is estimated that most residents are making approximately 30 percent AMI per year. YWCA Family Village has 20 residential units and 45 parking spaces. Unlike the proposed facility, the YWCA has a child care center on-site that is available to residents and non-residents.

YWCA Family Village has 45 parking spaces for 20 units and a 2.25 spaces-provided-per-unit ratio; this ratio is assumed to be higher because of the on-site child care facility that is available to residents and non-residents. According to the Institute of Transportation Engineers (ITE), *Parking Generation*, 3rd Edition (2004), average peak hour parking demand at day care centers is 0.24 spaces per student or 1.5 spaces per employee. Weekday PM peak parking demand at day care centers typically occurs between 4:00 and 6:00 p.m.

## Existing Conditions Summary

Table 2 provides a summary of the proposed development's characteristics that have the greatest influence on parking demand as compared with the two other similar sites where data was collected. The existing site characteristics are also included for reference.

**Table 2. Summary of Comparable Sites and Proposed Development**

Facility	Units	Parking Spaces	Transit Availability	On-Street Parking	Site Uses	Full-Time Staff
<b>Andrew's Glen Development (Proposed)</b>	41	25 <sup>1</sup>	<b>Park-and-Pool on-site – 11 Metro Transit routes, Paratransit</b>	None	<b>Transitional Housing; On-site support services</b>	3 <sup>2</sup>
Existing Site – St. Margaret's Church, Thrift Store, and Park-and-Pool	N/A	149	Park-and-Pool on-site – 11 Metro Transit routes, Paratransit	None	Church <sup>3</sup> Thrift Store <sup>4</sup> Park-and-pool <sup>5</sup>	16
Compass Center Shoreline – Shoreline, WA	26	14	13 KC Metro Transit routes within 0.5 miles, Paratransit	None	Transitional housing for up to 2 years; Veteran Housing; On-site support services	N/A <sup>6</sup>
YWCA Family Village – Redmond, WA	20	45	13 KC Metro Transit routes within 0.5 miles, Paratransit	None	Child care <sup>7</sup> Low-income housing for up to 18 months	1 <sup>8</sup>

Source: The Transpo Group, 2008

- Proposed are 25 parking spaces for residents; the proposed total parking supply on-site is 147 spaces, including these 25 spaces.
- The 3 full-time staff positions are associated with the on-site support services.
- The Church office is open Monday through Friday from 9:00 a.m. until 4:00 p.m. There are day and evening activities throughout the week. Church services take place at 8:00 a.m. and 10:00 a.m. on Sundays.
- The Thistles and Things St. Margaret's Thrift Shop is open Monday, Tuesday, and Thursday through Saturday from 10:00 a.m. to 2:00 p.m., Wednesdays from 10:00 a.m. until 5:30 p.m. and closed on Sunday.
- The park-and-pool is in use according to transit route schedules
- Number of full-time staff is not known, but there are mental health professionals, chemical dependency counselors, and other trained staff at the facility.
- Child care services offered Monday through Friday 7:00 a.m. to 6:00 p.m.
- Child care staff to child ratio = 1:5 for toddlers and 1:7 for preschool. There is 1 full-time staff member of the housing.

The specific site uses, support staff for these uses, and hours of operation determine the peak parking demand period(s) for each location. No nearby on-street parking limits patrons' and residents' parking options and influences on-site parking demand. Readily accessible transit (at all locations) provides a secondary mode choice, helping reduce parking demand at each site.

## Parking Analysis

The parking analysis for the proposed Andrew's Glen development was conducted in three parts: (1) parking utilization for comparable and existing sites, (2) parking demand estimate for the proposed development, and (3) an assessment of the adequacy of the proposed parking supply.

Parking occupancy counts were collected at the existing site and the two comparable sites, discussed previously. Parking utilization rates, calculated from the parking occupancy counts and number of residential units at the two comparable sites were used to estimate parking demand for the proposed facility. Lastly the adequacy of the proposed parking supply relative to the anticipated peak parking demand was assessed. The parking assessment took into account the existing uses on-site.

### *Parking Utilization for Comparable and Existing Sites*

As noted above, parking counts were collected at the comparable facilities and the existing site on a weekday around 2:30 p.m. and around 9:00 p.m. and on the weekend (Sunday) around 10:30 a.m. in July 2008. Table 3 summarizes the observed parking utilization at the two comparable locations and the existing site.

**Table 3. Observed Parking Utilization**

Time Period	Compass Center Shoreline			YWCA Family Village			Existing Site		
	Parking Count	Parking Utilization Percent <sup>1</sup>	Utilization Per Unit <sup>2</sup>	Parking Count	Parking Utilization Percent <sup>1</sup>	Utilization Per Unit <sup>2</sup>	Parking Count	Parking Utilization Percent <sup>1</sup>	Utilization Per Unit <sup>2</sup>
2:30 p.m.	2	14%	0.08	25	56%	1.25	29	19%	N/A
9:00 p.m.	1	7%	0.04	10	22%	0.50	6	4%	N/A
Sunday (10:30 a.m.)	4	29%	0.15	9	20%	0.45	82	55%	N/A

Source: The Transpo Group, 2008.

1. Parking utilization percent is percent of occupied spaces relative to the parking supply.

2. Utilization per unit is the number of occupied spaces per residential unit.

As can be seen in Table 3, the utilization per unit for each of the comparable sites shows a ratio of 0.61 parking spaces per unit could sufficiently serve parking demand at the proposed development.

Specific attention should be paid to Compass Center Shoreline because the proposed development will have similar operational and demographic characteristics to this facility. At Compass Center Shoreline, the highest parking utilization occurred on Sunday, with a utilization of 0.15 occupied spaces per unit.

The highest parking utilization at YWCA Family Village occurred during the weekday, mid-day; the utilization was 1.25 spaces per unit. Much of the parking at this time is associated with the child care center. The proposed facility will not have a child care center, so parking demand at mid-day on the weekday at the proposed development is not expected to mirror the demand observed at the YWCA Family Village. It is expected the parking demand for the proposed development would be more similar to Compass Center Shoreline than that of YWCA Family Village.

The peak utilization at the existing site occurred on Sunday morning, during Church services. At this time approximately 55 percent of the parking spaces were occupied. Table 3 indicates that at the comparable sites the maximum percent of occupied spaces were 29 percent (Sunday morning) at Compass Center Shoreline and 56 percent at YWCA Family Village (weekday mid-day).

## Estimate Parking Demand for the Proposed Development

The proposed development has 25 spaces for 41 units for a 0.61 spaces-provided-per-unit ratio. The ratio of spaces provided per unit for the comparable sites ranges substantially; the spaces-provided-per-unit ratio proposed for Andrew's Glen (0.61 spaces per unit) falls between the two comparable sites, but is closer to that of Compass Center Shoreline.

**Table 4. Estimated Parking Demand for the Proposed Andrew's Glen Development**

Facility	Parking Utilization	Estimated Parking Demand <sup>1</sup>
<b><u>Weekday 2:30 p.m.</u></b>		
From Compass Center Shoreline	0.08	4
From YWCA Family Village	1.25	52
<b><u>Weekday 9:00 p.m.</u></b>		
From Compass Center Shoreline	0.04	2
From YWCA Family Village	0.50	21
<b><u>Weekend (Sunday) 10:30 a.m.</u></b>		
From Compass Center Shoreline	0.15	7
From YWCA Family Village	0.45	19

Source: The Transpo Group, 2008.

1. Estimated parking demand for the proposed development is the number of units at the proposed project (41) multiplied by the parking utilization from the comparable facilities.

Table 4 shows that if the proposed development generates parking demand similar to Compass Center Shoreline and/or similar to the overall evening and weekend averages, 0.25 and 0.30 occupied spaces per unit respectively, the proposed parking supply will serve peak parking demand for the residential units.

However, if the proposed development generates parking demand similar to the mid-day utilization at YWCA, the parking supply for the proposed development (25 spaces) would not meet parking demand. Because there will be no child care center at the proposed development, it is assumed that parking demand would not exceed the proposed parking supply at Andrew's Glen, and 0.61 parking spaces per unit would adequately serve parking demand generated by the new facility.

## Adequacy of the Proposed Parking Supply

The proposed facility would share property with St. Margaret's Episcopal Church and its related thrift store. There are currently 149 parking spaces on-site. King County Metro uses 64 parking spaces for a park-and-pool that is served by 11 bus routes.

There are 25 parking spaces proposed for the residential development, but with the proposed development there would be a total of 147 parking spaces on the property. This allows for possible shared parking between the residential development and the existing uses, if needed. It is estimated that total parking demand on-site (including existing on-site uses and the proposed housing development) would be between 33 and 81 spaces mid-day on a weekday, 8 to 27 spaces on a weekday evening, and 89 to 101 spaces on Sunday mornings (during the St. Margaret's Church peak period). Table 5 summarizes total estimated parking needs for the property.

**Table 5. Total Estimated Parking Demand for the Proposed Development and Existing On-Site Uses**

	Existing On-Site Parking Demand (from observations)	Estimated Parking Demand for Proposed Residential <sup>1</sup>	Total Estimated On-Site Parking Demand <sup>2</sup>	Total Percent Parking Occupied <sup>3</sup>
<b><u>Based on Compass Center</u></b>				
Weekday Mid-Day	29	4	33	22%
Weekday Evening	6	2	8	5%
Weekend (Sunday)	82	7	89	61%
<b><u>Based on YWCA Family Village</u></b>				
Weekday Mid-Day	29	52	81	55%
Weekday Evening	6	21	27	18%
Weekend (Sunday)	82	19	101	69%

Source: The Transpo Group, 2008.

1. Using rates calculated from comparable site parking occupancy counts and number of units
2. Equals existing on-site observed parking demand plus estimated parking demand of the proposed residential development.
3. Based on supply of 147 spaces.

It is expected that residential parking demand will emulate Compass Center Shoreline because of its demographics and operations. Using Compass Center Shoreline utilization, residential parking demand will range between 2 to 7 parking spaces relative to the time of day. 25 parking spaces will meet this demand. Additionally, the remaining 122 spaces on-site would meet the observed maximum demand of 82 spaces.

Using the conservative rate calculated from observations at the YWCA Family Village, approximately 46 parking spaces would still be available during the property's peak demand period (Sunday mornings). Based on parking demand for the existing uses on-site and the estimated parking demand for the proposed development, the proposed parking supply of 147 spaces would meet peak parking demand. As also noted above, St. Margaret's Church has an agreement with the adjacent high school to use their parking lot, should parking demand exceed parking supply on-site during special events and major holidays.

### ***Parking Requirements in Bellevue***

The proposed development is located in an area zoned as multi-family residential (R-20). According to development codes for the City of Bellevue, multi-unit residential units are required to have 1.2 parking spaces per studio or one-bedroom unit and 1.6 parking spaces per two-bedroom unit<sup>1</sup>. If the proposed project were a standard multi-family residential development, a supply of 55 parking spaces would be required for the 41 units (16 studios, 16 one-bedroom, and 9 two-bedroom units). Additionally, the supportive services component proposed for the housing development would require an additional 4 parking spaces for housing staff. The proposed 25 spaces for 41 units would not meet this requirement.

The City does not provide specific rates for low-income or transitional housing. Therefore, the proposed housing development can be classified as an unspecified land use. According to Land Use Code 20.20.590.F.2, the Director of Planning and Community Development for the City of Bellevue can establish the minimum number of parking spaces required for an unspecified use. The Director of Planning and Community Development for the City of Bellevue may consider but is not limited to the following in establishing parking requirements for an unspecified use:

<sup>1</sup> City of Bellevue Land Use Code 20.20.590

- Documentation supplied by the applicant regarding actual parking demand for the proposed use
- Evidence in available planning and technical studies relating to the proposed use
- Required parking for the proposed use as determined by other comparable jurisdictions

Also, it is expected that parking throughout the property will continue to be shared among uses with the addition of the proposed development. City of Bellevue Land Use Code 20.20.590.1.2, where uses to be served by shared parking have different hours of operation, the property owner(s) shall provide parking stalls equal to the greater of the applicable individual parking requirements. Where hours of operation overlap, the total parking requirement may be reduced by 10 percent if:

- The parking areas share a property line
- A vehicular connection exists between shared lots
- A convenient, visible pedestrian connection exists between shared lots
- The availability of parking for all affected properties is indicated by directional signs, as permitted.

The parking needs could be met through the proposed total supply of 147 parking spaces because the proposed project and project site do not fit within standard parking code, as discussed above, and parking demand observations at the existing and comparable sites show that peak parking demand would be met with the addition of the proposed project, assuming activities at the existing facilities on-site are expected to stay approximately the same.

Note also, as an example, that King County zoning codes allow for the possibility of reducing parking requirements by up to 50 percent based on a number of considerations. King County zoning codes require the minimum of one parking space per two bedrooms for community residential facilities (CRF). In accordance with King County zoning codes, the proposed development would be required to have approximately 25 parking spaces, which is the same as the proposed number of designated spaces. King County allows the possibility of reducing parking requirements by up to 50 percent based on the following considerations:

- Availability of private, convenient transportation services to meet the needs of the CRF residents
- Accessibility to and frequency of public transportation
- Pedestrian access to health, medical, and shopping facilities

The proposed development has the King County Metro Transit park-and-ride on-site and is less than one-half mile from the Factoria Mall and other commercial services. In conjunction with the observed parking demand at the comparable facilities and existing site, the proposed parking supply could support parking demand for the development and would sufficiently meet City and County parking codes.

## Summary and Conclusions

- **The proposed parking for the Andrew's Glen low-income, permanent supportive housing development in Bellevue could adequately serve estimated peak residential parking demand.** The parking utilization rates, calculated from counts taken at two comparable facilities during the weekday at mid-day and in the evening and on the weekend (Sunday morning), show that the proposed parking supply of 25 spaces for 41 residential units could serve parking demand.

- Sunday mornings, during Church services would generate the peak parking demand on-site.
- Combined demand from the proposed development and existing on-site uses would be met. Maximum parking demand for the property is estimated between 89 and 101 parking spaces; 147 parking spaces are proposed on-site.
- Compass Center Shoreline closely compares to the proposed development demographically and operationally. The peak utilization for Compass Center Shoreline is 0.15 vehicles per unit, which is less than the proposed 0.61 spaces per unit. It is assumed that the proposed development would operate less like the YWCA Family Village because of the residents' demographics, and the proposed development will not have a child care center on-site.
- The average utilization for the comparable facilities at the mid-day, 0.67 spaces per unit, in the evening, 0.25 spaces per unit, and on weekends (Sunday mornings), 0.30 spaces per unit, indicate that the 0.61 spaces per residential unit for the proposed site would serve parking demand with the shared parking opportunities on-site.
- There are multiple King County Metro Transit bus routes within 0.5 miles from the comparable facilities and a park-and-pool on the existing site. Similar to the comparable sites, it is assumed that public transportation will be utilized by residents.

Bellevue School District  
Facilities Department  
12037 NE 5<sup>th</sup> St.  
Bellevue, WA 98005

Document Title: **MEMORANDUM OF UNDERSTANDING**  
Mutual Grantor's: **BELLEVUE SCHOOL DISTRICT NO. 405 &  
ST. MARGARET'S EPISCOPAL CHURCH**

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**This memorandum of understanding is regarding shared parking privileges between Bellevue School District No. 405 at Newport High School, 4333 Factoria Blvd. SE, Bellevue, Washington 98006-1999, hereinafter the "District" and St. Margaret's Episcopal Church 4228 Factoria Blvd. SE Bellevue, Washington 98006-1929, hereinafter the "Church".**

1. The District, on behalf of Newport High School and the Church hereby create and convey each to the other mutual and reciprocal non-exclusive parking privileges for common use and mutual benefit. Each party herein agrees the parking areas of the other's site shall not be used as primary parking areas and agrees to use each site only if overflow parking is required.
2. This agreement between the parties grants the other a license to park vehicles and for pedestrians to cross over and upon parking areas, walkways and driveways for the purpose of accessing Newport High School and the Church facilities and programs. Each party's activities shall at all times be conducted so as not to interfere with or obstruct, or endanger either's own use of facilities or operations.
3. Each party shall be responsible for keeping their respective parking facilities in a clean and well-maintained condition. In the event that an excessive amount of trash, debris or other material accumulates at a facility because of the use by the other party, then that party shall take such action as may be necessary to remove such trash, debris or other materials in a timely manner.
4. In general each party will be allowed to use the other's parking facilities at times when it not in use by the owning party and representatives from the District and the Church will identify these times. Furthermore, the two parties will work together to communicate special events that could require the additional use of the other's parking in order to best accommodate each parties parking needs.
5. Each party herein does hereby release, indemnify and promise to defend and save the other party harmless from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred in defense thereof, resulting or arising directly or indirectly on account of or out of acts or omissions of each party or their agents, employees, or contractors in the exercise of this agreement; provided, however, this paragraph does not indemnify either party against liability for damages arising out of bodily injury to persons or damage to property caused by or

resulting from either party's own negligence or acts related to any damages, loss or injury in the use of the others' facilities.

6. This agreement constitutes the entire agreement and may be terminated upon 60 days written notice by either party to the other.
7. This memorandum of understanding shall commence upon signing and supersede any and all previous agreements written or oral.

**DISTRICT**

Bellevue School District No. 405,  
a Washington municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**CHURCH**

St. Margaret's Episcopal Church

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

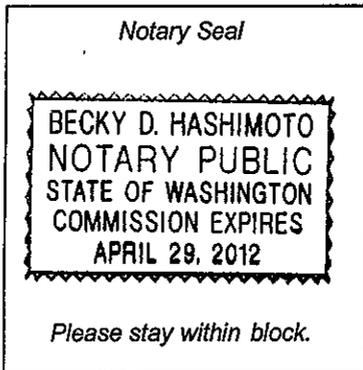
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\_\_\_\_\_  
JACK McLEOD  
\_\_\_\_\_  
DIRECTOR / FINANCE / IT

*[Handwritten Signature]*  
\_\_\_\_\_  
ROBERT C. JACOBS  
\_\_\_\_\_  
Senior Warden

STATE OF WASHINGTON )  
 ) ss.  
County of King )

On this 17<sup>th</sup> day of September 2008, before me personally appeared Tim Mero to me known to be the Director of Facilities of the BELLEVUE SCHOOL DISTRICT NO. 405, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument and that any seal affixed is the corporate seal of said corporation.

GIVEN under my hand and official seal the day and year last above written.

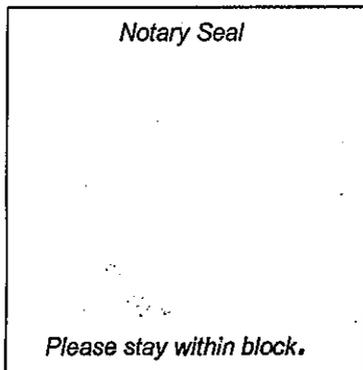


Notary (print name) Becky D. Hashimoto  
Notary Public in and for the State of Washington,  
residing at Bellevue  
My Appointment expires 4-29-2012

STATE OF WASHINGTON )  
 ) ss.  
County of King )

On this 8 day of September 2008, before me personally appeared Robert C. Jacobs, to me known to be the SENIOR WARDEN of the ST. MARGARET'S EPISCOPAL CHURCH and acknowledged said instrument to be the free and voluntary act and deed of said entity, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument and that any seal affixed is the corporate seal of said entity.

GIVEN under my hand and official seal the day and year last above written.



Notary (print name) Marchelle D. Mertens  
Notary Public in and for the State of Washington,  
residing at 10726 179<sup>th</sup> St NE, Redmond, WA  
My Appointment expires 04-19-2012

Bellevue School District  
Facilities Department  
12037 NE 5<sup>th</sup> St.  
Bellevue, WA 98005

Document Title: **MEMORANDUM OF UNDERSTANDING**  
Mutual Grantor's: **BELLEVUE SCHOOL DISTRICT NO. 405 &  
ST. MARGARET'S EPISCOPAL CHURCH**

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2. This agreement between the parties grants the other a license to park vehicles and for pedestrians to cross over and upon parking areas, walkways and driveways for the purpose of accessing Newport High School and the Church facilities and programs. Each party's activities shall at all times be conducted so as not to interfere with or obstruct, or endanger either's own use of facilities or operations.
3. Each party shall be responsible for keeping their respective parking facilities in a clean and well-maintained condition. In the event that an excessive amount of trash, debris or other material accumulates at a facility because of the use by the other party, then that party shall take such action as may be necessary to remove such trash, debris or other materials in a timely manner.
4. In general each party will be allowed to use the other's parking facilities at times when it not in use by the owning party and representatives from the District and the Church will identify these times. Furthermore, the two parties will work together to communicate special events that could require the additional use of the other's parking in order to best accommodate each parties parking needs.
5. Each party herein does hereby release, indemnify and promise to defend and save the other party harmless from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred in defense thereof, resulting or arising directly or indirectly on account of or out of acts or omissions of each party or their agents, employees, or contractors in the exercise of this agreement; provided, however, this paragraph does not indemnify either party against liability for damages arising out of bodily injury to persons or damage to property caused by or

resulting from either party's own negligence or acts related to any damages, loss or injury in the use of the others' facilities.

6. This agreement constitutes the entire agreement and may be terminated upon 60 days written notice by either party to the other.
7. This memorandum of understanding shall commence upon signing and supersede any and all previous agreements written or oral.

**DISTRICT**

Bellevue School District No. 405,  
a Washington municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**CHURCH**

St. Margaret's Episcopal Church

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

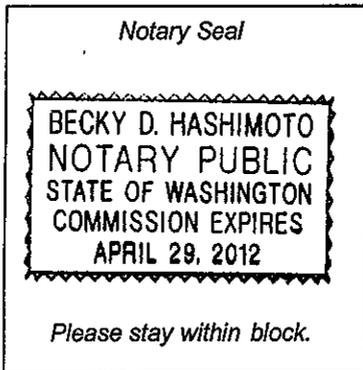
*[Handwritten Signature]*  
\_\_\_\_\_  
JACK McLEOD  
\_\_\_\_\_  
DIRECTOR / FINANCE / IT

*[Handwritten Signature]*  
\_\_\_\_\_  
ROBERT C. JACOBS  
\_\_\_\_\_  
Senior Warden

STATE OF WASHINGTON )  
 ) ss.  
County of King )

On this 17<sup>th</sup> day of September 2008, before me personally appeared Tim Mero to me known to be the Director of Facilities of the BELLEVUE SCHOOL DISTRICT NO. 405, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument and that any seal affixed is the corporate seal of said corporation.

GIVEN under my hand and official seal the day and year last above written.

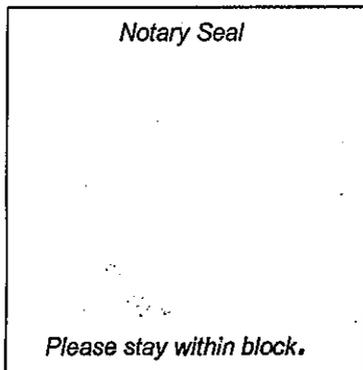


Notary (print name) Becky D. Hashimoto  
Notary Public in and for the State of Washington,  
residing at Bellevue  
My Appointment expires 4-29-2012

STATE OF WASHINGTON )  
 ) ss.  
County of King )

On this 8 day of September 2008, before me personally appeared Robert C. Jacobs to me known to be the SENIOR WARDEN of the ST. MARGARET'S EPISCOPAL CHURCH and acknowledged said instrument to be the free and voluntary act and deed of said entity, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument and that any seal affixed is the corporate seal of said entity.

GIVEN under my hand and official seal the day and year last above written.



Notary (print name) Marchelle D. Mertens  
Notary Public in and for the State of Washington,  
residing at 10726 179<sup>th</sup> St NE, Redmond, WA  
My Appointment expires 04-19-2012