



MEETING MINUTES	
<i>Location</i>	Microsoft Teams/Teleconference
<i>Attendees</i>	Mike Schindler, Contract DOC Facilitator Chris Idso DOC Capital Planning & Development Director Mark Kuza, DOC Senior Administrator Brandy Jacobs, DOC Executive Secretary Whitney Hays, DOC Project Manager Tony Lindgren, KMB Architects Ashley Winchell Brian Lee David Kleitsch Edward Mason Eric Goodman Nicole Gorle Shane Hawley Michael Held Andrea Holmes Jeanne Hisey Jon Frodema Mike Rosen Kelly Miller Pete Caw Phillip Baskaron Scott Hugill Scott King Steve Ewing Virginia Clough

INTRODUCTIONS & REVIEW CONTACTS	
<i>Mike Schindler</i>	
<i>Slides</i>	<i>LAC Member Contact Information</i>
<i>Discussion</i>	Mike Schindler opened the meeting and welcomed back past and new participants. Introductions of all attendees were made.
AUTHORITIES HAVING JURISDICTION (AHJ) OUTREACH FOLLOW UP	
<i>Tony Lindgren</i>	
<i>Slides</i>	<i>Follow Up to Outreach</i>

<i>Discussion</i>	Tony Lindgren explained that on May 10, 2021, one of the outreach measures taken by DOC was to reach out to every Authority Having Jurisdiction (AHJ) within Snohomish County for assistance with allowable zones for a work release facility. A total of 19 requests for assistance letters were sent to the AHJs via email and DOC received three responses (Stanwood, Mountlake Terrace, and Snohomish County). During the last week of June, a reminder email was sent to the same 19 AHJs and DOC continues to await responses.
NEW SITES IDENTIFIED AND EVALUATED <i>Tony Lindgren (for Gar Rodside, absent)</i>	
<i>Slides</i>	<i>New Site Locations and Evaluations</i>
<i>Discussion</i>	DOC wanted to work with commercial real estate brokers to exhaust the areas within Snohomish County that may have a property available that an investor would be interested in siting a work release facility. Previously the conversations at the LAC meetings was focused on the Mountlake Terrace site but through the LAC meetings, the question was raised of what other sites had DOC looked into as alternatives to Mountlake Terrace. The LAC meetings took a pause in June to look into alternate sites and found five additional properties to evaluate. However, none of these additional properties met all requirements in order to proceed. Evaluated sites that have been deemed not pursuable are posted on the DOC external website.
<i>Questions/Concerns</i>	
SITE SPECIFIC PROGRESS <i>Tony Lindgren</i>	
<i>Slides</i>	<i>Mountlake Terrace – 7125 224th Street SW</i>
<i>Discussion</i>	The next step in pursuing the Mountlake Terrace site is to have a pre-application conference meeting, which is a City requirement. DOC wants to hold the pre-application conference meeting to ensure mutual understanding with the City of all requirements. With this information, preliminary costs can be put together to see what it would take to develop the site and transition it to a work release facility. DOC plans to move forward with the pre-application conference for the Mountlake Terrace site. This site meets the initial requirements of DOC and the investor. Even with moving forward with the pre-application conference, this site is still considered “under evaluation”. After the pre-application conference, DOC can have a conversation with the investor with whether they want to move forward. At that point, DOC will come back to the LAC for consideration.
<i>Questions/Concerns</i>	Q: How many sites were originally looked at prior to the new site locations added in June? A: There were four additional sites reviewed and information is posted on the DOC external website. Q: Why is there a shortage of viable sites in Snohomish County? A: Program requirements for a work release facility are specific and in order to complete a tenant improvement for a work release facility, a particular site needs to meet certain criteria. These criteria include parking, programming space, proximity to public transportation, zoning requirements of the AHJ, etc.
NEXT STEPS <i>Tony Lindgren</i>	
<i>Slides</i>	<i>Mountlake Terrace Pre-Application Process</i>
<i>Discussion</i>	Pre-application conferences are held the 1 st and 3 ^d Thursdays of the month and all materials must be submitted 2 weeks prior. Summer months also result in longer lead times. DOC plans to

	have application materials complete by early August, but will likely not have a pre-application conference meeting prior to the regularly scheduled August LAC meeting.
<i>Questions/Concerns</i>	<p>Q: How large of a site is DOC looking for?</p> <p>A: When the expansion project first started in 2019, the Request for Proposals (RFP) outlined the requirements for a facility to include approximately 12,000 square feet, opportunity for 40 – 50 beds, programming space, kitchen/feeding area to serve three meals a day, etc. The RFP can be found on the DOC external website. Work Release facilities across the state have varying shapes and sizes.</p> <p>Q: Can DOC provide the link to the document of evaluated sites?</p> <p>A: This document can be found on the DOC external website under “Resources” https://doc.wa.gov/about/business/capital-planning/capacity-work-release.htm</p> <p>Q: Can you speak to the impact to the community when a Work Release facility is established within it?</p> <p>A: DOC’s experience when opening a new facility is that their presence in the community, along with elevated law enforcement presence, helps to deter crime.</p> <p>Q: How does DOC typically work with the city to let the community know about a work release siting and get their input before moving forward to the later stages?</p> <p>A: DOC works to reach out to interested stakeholders in the jurisdiction (including elected officials and others in the AHJ) to ensure they are abiding by the appropriate coding and zoning. DOC has done presentations to city councils and county boards regarding the Work Release Expansion Project. The LAC has been used since October 2019 (with pause for COVID) to educate the community about who DOC is, what their mission is, why this project is happening, and background of work release facilities across the state. There are WACs and RCWs that drive a mandatory public hearing process for work release siting. Prior to the public hearing process, it is required that DOC provide public notification to everyone within a ½ mile radius of the potential site so they can be informed and have an opportunity to speak at the public hearing.</p>
QUESTIONS	
<i>Mark Kucza</i>	
<i>Slides</i>	<i>Questions</i>
<i>Discussion</i>	<p>Q: If DOC is moving forward with the Mountlake Terrace site and it doesn’t work out, what then?</p> <p>A: DOC is currently beginning the pre-application process with the Mountlake Terrace site. Following this, the investor is going to have to determine whether they have a willingness to comply with any requirements to push the site forward. DOC has pretty much exhausted the search for sites in Snohomish County. If for some reason the pre-application process does not work out with Mountlake Terrace, DOC may not pursue a Work Release facility in Snohomish County during this particular cycle of the project.</p>
CLOSING	
<i>Mike Schindler</i>	
<i>Slides</i>	<i>Closing</i>
<i>Discussion</i>	<p>Action Items:</p> <ul style="list-style-type: none"> Identify additional sites, please send any recommendations forward for review/consideration <p><i>Work Release Expansion Website</i> https://doc.wa.gov/about/business/capital-planning/capacity-work-release.htm</p>

Snohomish County Expansion email inbox:

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Next meeting:

Tuesday, August 10, 2021

4:00 – 6:00 pm, via Microsoft Teams (virtual)