



OFFICE OF THE CITY CLERK  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WASHINGTON 99201-3342  
509.625.6350

January 29, 2024

City Clerk File No.:  
RES 2024-0015

## COUNCIL ACTION MEMORANDUM

RE: RESOLUTION 2024-0015 RECOGNIZING THE FINAL SOUTH LOGAN TRANSIT-ORIENTED DEVELOPMENT PLAN AND FINAL IMPACT STATEMENT

During the Spokane City Council's 3:30 p.m. Briefing Session held Monday, January 29, 2024, upon review of Resolution 2024-0015 on the January 29 Current Agenda, the City Council considered a proposed amendment from Council Member Cathcart as filed on January 26, 2024, and included in the Council's agenda packet under Resolution 2024-0015. Council Member Cathcart read the amendment [to page 45 ("Policies Implementing LU-1-3") of the South Logan TOD Plan] into the record, as follows:

*"Collaborate with Parking Enforcement, the community, educational institutions, and property owners to identify and develop strategies in South Logan for funding and enhancing parking enforcement and management. Considerations could include the establishment of a parking district, the implementation of a residential parking program, or the application of fees from high-impact uses, such as student housing, to fund public parking facilities. These strategies should also aim to enhance on-street parking through improved striping, clear signage, and wayfinding. Additionally, the plan should involve revising parking fines to effectively address and deter significant and emergent issues, such as blocked driveways within the area."*


The following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to amend** page 45 (Policies Implementing LU-1-3") of the South Logan TOD Plan associated with Resolution 2024-0015 (as read by Council Member Cathcart); **carried 7-0.**

At the 6:00 p.m. Legislative Session held January 29, KayCee Downey, Planner II, provided a presentation on Resolution 2024-0015 recognizing the Final South Logan Transit-Oriented Development Plan (as amended) and Final Environmental Impact Statement as the coordinated framework and community vision for encouraging mixed-use, walkable places in the South Logan area. After the presentation, public testimony was taken from one individual on Resolution 2024-0015. After Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0015**, recognizing the Final South Logan Transit-Oriented Development Plan (as amended during the 3:30 p.m. Briefing Session) and Final Environmental Impact Statement as the coordinated framework and community vision for encouraging mixed-use, walkable places in the South Logan area.

**Ayes:** Bingle, Cathcart, Dillon, Klitzke, Navarrete, Wilkerson, and Zappone  
**Nos:** None  
**Abstain:** None  
**Absent:** None

---

Terri L. Pfister, MMC  
Spokane City Clerk



**Agenda Sheet for City Council:**  
**Committee:** Urban Experience **Date:** 01/08/2024  
**Committee Agenda type:** Discussion

<b>Date Rec'd</b>	12/26/2023
<b>Clerk's File #</b>	RES 2024-0015
<b>Renews #</b>	
<b>Cross Ref #</b>	

**Council Meeting Date:** 01/29/2024

<b>Submitting Dept</b>	PLANNING & ECONOMIC	<b>Project #</b>	
<b>Contact Name/Phone</b>	MAREN X6737	<b>Bid #</b>	
<b>Contact E-Mail</b>	MMURPHY@SPOKANECITY.ORG	<b>Requisition #</b>	
<b>Agenda Item Type</b>	Resolutions		
<b>Council Sponsor(s)</b>	MCATHCART JBINGLE		
<b>Agenda Item Name</b>	0650 - RESOLUTION TO RECOGNIZE FINAL SOUTH LOGAN TOD PLAN AND FEIS		

**Agenda Wording**

A resolution recognizing the Final South Logan Transit-Oriented Development Plan and Final Environmental Impact Statement as the coordinated framework and community vision for encouraging mixed-use, walkable places in the South Logan area.

**Summary (Background)**

The South Logan TOD Project supports more connectivity and livability for the community, businesses, and organizations in South Logan. The Planned Action Environmental Impact Statement provides detailed analysis of the impacts of many potential projects all at once during the planning stage to help streamline permitting. The Final South Logan TOD Plan and Final EIS were published on November 30, 2023, followed by the Plan Commission public hearing on December 13, 2023.

Lease? NO Grant related? YES Public Works? NO


**Fiscal Impact**

Approved in Current Year Budget? YES

Total Cost	\$ 250,000
Current Year Cost	\$
Subsequent Year(s) Cost	\$

**Narrative**

The project is funded by the Transit-Oriented Development Implementation (TODI) grant program through the WA Department of Commerce.

Amount		Budget Account
Neutral	\$	#
Select	\$	# Approved by Spokane City Council on: 1/29/2024
Select	\$	#
Select	\$	#
	\$	# 
	\$	# City Clerk



## Continuation of Wording, Summary, Approvals, and Distribution

### Agenda Wording

### Summary (Background)

#### **Approvals**

<b><u>Dept Head</u></b>	GARDNER, SPENCER
<b><u>Division Director</u></b>	GARDNER, SPENCER
<b><u>Accounting Manager</u></b>	ORLOB, KIMBERLY
<b><u>Legal</u></b>	RICHMAN, JAMES
<b><u>For the Mayor</u></b>	JONES, GARRETT

#### **Additional Approvals**

<b><u>ACCOUNTING -</u></b>	MURRAY, MICHELLE

#### **Distribution List**

	smacdona1d@spokanecity.org
sgardner@spokanecity.org	tblack@spokanecity.org, Korlob@spokanecity.org
amccall@spokanecity.org, klouden@spokanecity.org	rbenzie@spokanecity.org
mmurphy@spokanecity.org	bobb@makersarch.com
ianc@makersarch.com	sharese.graham@scjalliance.com

## Committee Agenda Sheet

### Urban Experience Committee

<b>Committee Date</b>	January 8, 2024
<b>Submitting Department</b>	Planning & Economic Development
<b>Contact Name</b>	Maren Murphy
<b>Contact Email &amp; Phone</b>	<a href="mailto:mmurphy@spokanecity.org">mmurphy@spokanecity.org</a> , x6737
<b>Council Sponsor(s)</b>	<u>CM Cathcart and CM Bingle</u>
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 20
<b>Agenda Item Name</b>	Resolution to Recognize Final South Logan TOD Plan and Final Environmental Impact Statement
<b>Proposed Council Action</b>	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	The South Logan TOD Project supports more connectivity and livability for the community, businesses, and organizations in South Logan. The Planned Action Environmental Impact Statement provides detailed analysis of the impacts of many potential projects all at once during the planning stage to help streamline permitting. The Final South Logan TOD Plan and Final EIS were published on November 30, 2023, followed by the Plan Commission public hearing on December 13, 2023. The PC voted 6-2 to recommend approval of the Final Plan and FEIS for further consideration by the City Council for recognition by resolution, with additional work on ordinances in to begin in 2024.
<b>Fiscal Impact</b> <b>Approved in current year budget?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: <u>\$250,000</u> Current year cost: Subsequent year(s) cost:	
<b>Narrative:</b> This project is funded by the Transit-Oriented Development Implementation (TODI) grant program through the WA Department of Commerce.	
<b>Funding Source</b> <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A Specify funding source: Grant Is this funding source sustainable for future years, months, etc? No, one-time legislative appropriation	
<b>Expense Occurrence</b> <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
<i>What impacts would the proposal have on historically excluded communities?</i> The project is intended to support high quality transit, increase housing capacity and diversity, and promote affordability along The City Line in the South Logan area. Reflecting the critical need for more affordable housing in the City, the project includes priorities and recommendations for housing affordability and anti-anti-displacement strategies as development and redevelopment occurs.	
<i>How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?</i>	

The project reviewed and analyzed environmental and social impacts of planned development and development alternatives as part of the process, following the guidance of the HEAL Act. An analysis of existing conditions established a baseline to inform the project with data on demographics, socioeconomics, housing and market conditions, land use and zoning, and infrastructure needs. The project also includes recommendations for anti-displacement and equitable TOD strategies.

*How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?*

Throughout the process, community engagement guided and informed the South Logan TOD Project through input from residents, businesses, institutions, agency partners, and other stakeholders.

*Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?*

The South Logan TOD Project is aligned with many City policies to better connect land use and transportation, expand and increase the housing supply including middle housing and affordable housing, and promote anti-displacement and equitable outcomes. This includes the Comprehensive Plan (Housing Chapter), Housing Action Plan, Sustainability Action Plan, and Transit-Oriented Development Framework Study, and Logan Neighborhood Identity Plan.



## RESOLUTION NO. 2024-0015

A resolution recognizing the *Final South Logan Transit-Oriented Development Plan* and *Final Environmental Impact Statement* as the coordinated framework and community vision for encouraging mixed-use, walkable places in the South Logan area.

**WHEREAS**, City of Spokane Comprehensive Plan Policy LU 7.4 provides the following framework for subarea planning: *“Use the Comprehensive Plan for overall guidance and undertake more detailed sub-area and neighborhood planning in order to provide a forum for confronting and reconciling issues and empowering neighborhoods to solve problems collectively”*; and

**WHEREAS**, the Land Use Chapter of the City of Spokane Comprehensive Plan sets forth Goal LU 3 – Efficient Land Use, to *“Promote the efficient use of land by the use of incentives, density and mixed-use development in proximity to retail businesses, public services, places of work, and transportation systems”*; and

**WHEREAS**, the Transit-Oriented Development Policy LU 3.4 sets forth to *“Encourage transit-supported development, including a mix of employment, residential, and commercial uses, adjacent to high-performance transit stops”*; and

**WHEREAS**, the Transportation Chapter of the City of Spokane Comprehensive Plan sets forth TR Goal B: Provide Transportation Choices to *“Meet mobility needs by providing facilities for transportation options – including walking, bicycling, public transportation, private vehicles, and other choices”*, and TR Goal C – Accommodate Access to Daily Needs and Priority Destinations to *“Promote land use patterns and construct transportation facilities and other urban features that advance Spokane’s quality of life”*, and TR Goal E: Respect Natural & Community Assets to *“Protect natural, community, and neighborhood assets to create and connect places where people live their daily lives in a safe and healthy environment”*, and TR Goal F: *“Enhance Public Health & Safety to “Promote healthy communities by providing and maintaining a safe transportation system with viable active mode options that provides for the needs of all travelers, particularly the most vulnerable users”*; and

**WHEREAS**, the Housing Chapter of the City of Spokane Comprehensive Plan sets forth Goal H 1 – Housing Choice and Diversity to *“Provide opportunities for a variety of housing types that is safe and affordable for all income levels to meet the diverse housing needs of current and future residents”*; and

**WHEREAS**, the Economic Development Chapter of the City of Spokane Comprehensive Plan sets forth Goal ED 3 – Strong Diverse and Sustainable Economy to *“Foster a strong, diverse, and sustainable economy that provides a range of employment and business opportunities”*; and

**WHEREAS**, in 2021, the Washington State Legislature appropriated \$2.5 million for cities to facilitate transit-oriented development in areas with light rail or fixed rail systems, bus rapid transit, high frequency bus service or park and ride lots; and

**WHEREAS**, the City of Spokane was one of 11 communities that received the Transit-Oriented Development Implementation (TODI) grant for \$250,000 from the Washington Department of Commerce in 2021 to facilitate transit-oriented development and increase residential capacity in areas of high-capacity transit; and

**WHEREAS**, the City of Spokane prepared the Transit-Oriented Development (TOD) Framework Action Plan, adopted by resolution in May 2022 under RES 2022-0039, that identifies strategies best suited to Spokane for supporting TOD along new High-Performance Transit lines, including a focus on South Logan; and

**WHEREAS**, the Spokane Transit Authority launched the City Line in July 2023, Spokane's first high performance bus rapid transit route, that completes a six-mile route between Spokane's historic Browne's Addition and Spokane Community College and connects through downtown and the University District, including Gonzaga University. Public, private, and institutional partners have leveraged this investment with millions of dollars in development of catalytic sites in and around the subarea; and

**WHEREAS**, the Logan Neighborhood adopted the Logan Neighborhood Identity Plan under the neighborhood planning program in 2013 that provides guidelines to establish neighborhood identity with streetscape improvements throughout the Hamilton Corridor, and adopted the Hamilton Form-Based Code in 2015 that governs the shape of the built environment and is intended to stimulate a dynamic and attractive urban environment under ORD C35212 and C35211; and

**WHEREAS**, the Planning & Economic Development Department secured the services of MAKERS Architecture & Urban Design, LP ("the consultant"), SCJ Alliance, Heartland LLC, and Parametrix to review zoning and regulations, and study environmental impacts of planned development through the development of the subarea plan and planned action environmental impact statement; and

**WHEREAS**, through community discussion and participation, the South Logan planning process identified community values and priorities for a coordinated framework and development approach for the South Logan area; and

**WHEREAS**, the Planning staff conducted extensive outreach with various online and in-person methods, including a project website, community events, stakeholder interviews, email updates to interested parties, online information sharing through a GIS story map, blog posts, social media, and regular project updates;



**WHEREAS**, Planning staff conducted a community survey for early input on the South Logan TOD Project from July to October 2022 to identify priorities, values, challenges, and opportunities in the South Logan area, and received 126 responses; and

**WHEREAS**, in September 2022, Planning staff and the consultant hosted a three-day community planning studio with stakeholder interviews, open houses, and two community meetings for public scoping and to gather input about future possibilities for the South Logan area; and

**WHEREAS**, the consultants prepared the South Logan Existing Conditions Report in November 2022 to assess existing conditions of the South Logan study area and to conduct market analysis of development potential, and the Housing & Anti-Displacement Memo in December 2022 to identify strategies to promote housing affordability and to mitigate displacement in the South Logan area; and

**WHEREAS**, the City hosted a virtual open house in January 2023 to gather feedback on the preliminary alternatives as part of the environmental review process to identify possible outcomes for enhancing transit-oriented development in South Logan; and

**WHEREAS**, the City conducted two mailings of more than 3,000 postcards each to all property owners, taxpayers, and occupants in the South Logan study area in September 2022 and May 2023; and

**WHEREAS**, between June 2022 and October 2023, staff and the consultants gave a combined thirty presentations on updates to the planning process and deliverables at key stages, including ten workshops with the Plan Commission, four study sessions with City Council, and numerous presentations to stakeholder groups like the Logan Neighborhood Council and the University District Development Association, in addition to various meetings with stakeholders like Gonzaga University and area organizations and businesses; and

**WHEREAS**, the City published the *Draft South Logan TOD Plan* and the *Draft Environmental Impact Statement (DEIS)* for a 30-day public comment period from May 9 to June 8, 2023, and hosted a public workshop on May 18, 2023 when community members were able to provide feedback on the Draft Plan and draft alternatives in the DEIS to shape the South Logan area; and

**WHEREAS**, the Draft Plan presented goals and policies, based on community vision, to encourage mixed-use and walkable places close to transit in South Logan, and the DEIS identified impacts of future scenarios with a mix of uses and intensities, public improvements, and other actions that meet community values;

**WHEREAS**, the City received 16 written comments on the Draft Plan and DEIS during the public comment period as part of the public record, and all timely and substantial

comments were reviewed and considered in the development of the preferred alternative and final plan; and

**WHEREAS**, the development of the preferred alternative was shaped by the public comments and full project engagement throughout the process, the environmental review in the DEIS, and the plan values that were outlined in the *Draft South Logan TOD Plan*; and the preferred alternative was composed of a combination of the different alternatives as the preferred direction for future growth and investment in South Logan; and

**WHEREAS**, the *Final South Logan TOD Plan and Final Environmental Impact Statement (FEIS)* was published on November 30, 2023 for final consideration; and

**WHEREAS**, the *Final South Logan TOD Plan* presents the plan values that recognize the unique aspects of South Logan, the plan concept that recommends a set of actions to encourage transit-oriented development, the land use framework that identifies changes to zoning and regulations, and goals and policies to guide future implementation and investments in South Logan including land use, housing and anti-displacement, community design, connectivity, and sustainability goals; and

**WHEREAS**, the Final Plan recommendations are based on the Preferred Alternative which was evaluated in the *South Logan TOD FEIS*, including impacts and mitigation measures of planned development; and

**WHEREAS**, additional steps are anticipated including the adoption of the Planned Action via ordinance and necessary implementation ordinances at a future date; and

**WHEREAS**, the Spokane Plan Commission held the public hearing on December 13, 2023 and deliberated and voted 6 to 2 to recommend approval of a resolution recognizing the *Final South Logan TOD Plan and FEIS*, with amendments; and

**WHEREAS**, as prescribed in SMC 04.12.010, this resolution is not an action to amend the City's Comprehensive Plan or development regulations by recommendation of the Plan Commission; and

**NOW, THEREFORE, BE IT RESOLVED** that the Spokane City Council recognizes the *Final South Logan TOD Plan and FEIS* as a declaration of the subarea's desired future condition, and reflecting stakeholder priorities for enhanced connectivity and livability in the South Logan area for the community, businesses, and organizations in the Logan Neighborhood; and

Passed by the City Council this 29th day of January, 2024.



City Clerk

Approved as to form:

  
Assistant City Attorney



**Certificate Of Completion**

Envelope Id: 3CB6B7EC6B8741E0BC403E3F7D58F299

Status: Completed

Subject: RES 2024-0015 RESOLUTION TO RECONIZE FINAL SOUTH LOGAN TOD PLAN FEIS

Source Envelope:

Document Pages: 11

Signatures: 4

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Stamps: 1

Envelope Stamping: Enabled

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

Envelope Originator:

Daniel Rose

808 W. Spokane Falls Blvd.

Spokane, WA 99201

drose@spokanecity.org

IP Address: 198.1.39.252

**Record Tracking**

Status: Original

2/7/2024 10:29:40 AM

Holder: Daniel Rose

drose@spokanecity.org

Location: DocuSign

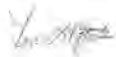
**Signer Events**

Terri L. Pfister

tpfister@spokanecity.org

City Clerk

City of Spokane

Security Level: Email, Account Authentication  
(None)**Signature**Signature Adoption: Uploaded Signature Image  
Using IP Address: 198.1.39.252**Timestamp**

Sent: 2/7/2024 10:34:49 AM

Viewed: 2/7/2024 10:41:55 AM

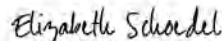
Signed: 2/7/2024 10:42:14 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Elizabeth Schoedel

eschoedel@spokanecity.org

Assistant City Attorney - approved as to form only

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 198.1.39.252

Sent: 2/7/2024 10:42:15 AM

Viewed: 2/7/2024 10:45:15 AM

Signed: 2/7/2024 10:45:23 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/7/2024 10:45:15 AM  
ID: 2a9f800c-61ef-40cd-937e-4c3b511de83e

Terri L. Pfister

tpfister@spokanecity.org

City Clerk

City of Spokane

Security Level: Email, Account Authentication  
(None)Signature Adoption: Uploaded Signature Image  
Using IP Address: 198.1.39.252

Sent: 2/7/2024 10:45:25 AM

Viewed: 2/7/2024 11:51:37 AM

Signed: 2/7/2024 11:52:56 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp**

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/7/2024 10:34:49 AM
Certified Delivered	Security Checked	2/7/2024 11:51:37 AM
Signing Complete	Security Checked	2/7/2024 11:52:56 AM
Completed	Security Checked	2/7/2024 11:52:56 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **CONSUMER DISCLOSURE**

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures



electronically from us.

**How to contact SHI International Corp OBO City of Spokane:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [klund@spokanecity.org](mailto:klund@spokanecity.org)

**To advise SHI International Corp OBO City of Spokane of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [klund@spokanecity.org](mailto:klund@spokanecity.org) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from SHI International Corp OBO City of Spokane**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [klund@spokanecity.org](mailto:klund@spokanecity.org) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with SHI International Corp OBO City of Spokane**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [klund@spokanecity.org](mailto:klund@spokanecity.org) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.