

**University of Washington—City of Bellevue  
Livable City Year Program (LCY)  
2018-2019**

Terms and Conditions as per Agreement between the City of Bellevue, a municipal code city in the State of Washington (“Bellevue”), and the University of Washington, an institution of higher education and an agency of the State of Washington (“UW”), having its principal campus located in Seattle, Washington.

**PROJECT TITLE:** Unmanned Aerial Systems (UAS or Drone) Policy Development

**SCOPE OF WORK #:** HPG-5

**City Department / Division:** City Manager’s Office

**Course number(s):** E554

**Course name(s):** Technology Law and Public Policy Clinic

**Date:** Fall 2018, Winter and Spring 2019

**Contacts:**

Bellevue Project Contact:

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UW LCY Program Manager:

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**Purpose of Project/Project Description:**

New technology related to unmanned aerial systems (UAS or drones), has significant implications across many platforms (privacy, federal laws, state laws, property laws, safety, etc.), coupled with licensing and registration requirements. This project would help develop identify and analyze the implications of using drones to support city services, to determine whether Bellevue should proceed to engage the public and policymakers about potential public use. Bellevue would benefit from additional evaluation and assessment of current trends, and recommendations for public engagement strategies and policy language for the use of drones within the city, including lessons learned from other local government entities that have already employed this technology.

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**Objectives/Desired Outcomes:**

The City of Bellevue has done background work regarding the use of drones not only related to work performed for the city, but also other public entities. A variety of departments have been involved in this background research including legal, police, fire, parks, transportation and the city manager's office. Currently each request, whether from city staff, other agencies or others, is evaluated on a case-by-case basis. Federal regulations prohibit drones from flying over people and roadways open to traffic, and per City requirements the drone operator must obtain a City Right-of-Way Use Permit if it intends to fly over roadways that are open the traffic and must notify Bellevue Police Department Dispatch Center (NORCOM) in advance of use. Per Bellevue City Code 3.43.300 it is unlawful for any person to operate any motorized model car, aircraft, rocket or watercraft in any park, except as authorized by the city manager, or his or her designee.

Various departments have indicated that drones could provide support and/or assistance to public safety (police, fire, security, emergency services), be utilized for presentation of large scale public projects, or other public uses. Private entities have also approached the City regarding the use of drones for a variety of marketing purposes. The City could benefit in establishing policies and procedures on drone use and engaging the public in understanding the implementation, implications and limitations (examples of public education)

**Scope of Work Deliverables, *In Addition to LCY Report:***

This project shall:

- Review applicable federal and state laws regarding drones
- Review privacy, property and safety laws regarding drones, as well as identify the public records and disclosure implications of any documentation produced by drone (video, picture)
- Review best practices from local government entities that have employed drone technology - including processes and procedures put into place
- Identify challenges, gaps, lessons learned from other local government entities that have employed drone technology - including processes, procedures, public engagement and perception
- Outline potential essential public engagement elements, particularly in engaging the community in a discussion of how to balance public records disclosure obligations with individual and community expectations around privacy and transparency
- Based on the above research and review, outline policy recommendations for city consideration

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**Academic Quarter Timeline and Key Milestones:** TBD upon completion of student workplan

**Date and time for mid-term presentation:** TBD based on completion of student work plan

**Date and time for final presentation:** TBD upon completion of student workplan

**Communications Plan:**

- October 1, 2018: City staff provide introduction and desired outcomes to students
- Students prepare detailed workplan (approx. 2 weeks – October 15-18)
- City review and comment on workplan and identified stakeholders
- Mid-term coordination between City and students after initial contact with stakeholders
- Additional coordination, as necessary, or as identified in student workplan

**Responsibilities:**

Bellevue:

- Provide introduction to project
- Provide applicable background information
- Review and provide feedback to student workplans and draft documents
- Be accessible to answer questions, as necessary
- Review and provide feedback to mid-term work products
- Review and provide feedback between mid-term and final project
- Review and provide feedback on draft LCY Report

UW:

- In conjunction with City of Bellevue, brief students on project topic, desired outcomes
- Develop comprehensive work plan
  - Research
  - Identification of communities and stakeholders to contact
  - Outline timeline and prepare project work plan
- Establish milestones for review and feedback to UW and City leads
- Present detailed workplan for review and comment
- Outreach to identified stakeholders
- Prepare outline of draft report for city review
- Refine and modify draft report outline based on city input
- Prepare and complete final presentation
- Prepare and present final report

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Initial City Identified Community Stakeholder and/or Partners:

- City of Bellevue City Attorney's Office
  - City of Bellevue Police Department
  - City of Bellevue Fire Department
  - Other national cities that have implemented drone policies, employed drone use
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Approved by:

*Nancy M LaCombe*

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City of Bellevue Project Contact(s)

*William Corngton*

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UW LCY Faculty Contact(s)

*Danielle Verwaren*

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Danielle Verwaren, City of Bellevue LCY Program Manager

*Teri J. Randall*

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Branden Born or Jennifer Otten, UW LCY Co-Directors