

City of Burien Right-Of-Way Administrative Settlement Procedures

The City of Burien Public Works Department follows the Washington State Department of Transportation (WSDOT) Acquisition Procedures as set forth in the WSDOT Right-Of-Way Manual and also detailed in the WSDOT Local Agency Guidelines Manual.

If during acquisition, an agreement to purchase cannot be reached based upon just compensation given on the “Summary Offer”, the following parameters will serve as a guideline for an administrative settlement:

- A. The Director of Public Works or their authorized representative may authorize acquisition agents to offer up to 10% (percent) in excess of the amount of just compensation shown on the “Summary Offer”. This authority is not to be used unless the owner refuses the City’s initial offer. The first offer is always the amount of just compensation on the “Summary Offer”.
- B. The Director of Public Works or their authorized representative may offer for each parcel an administrative settlement up to 20% (percent) in excess of the amount of just compensation shown on the “Summary Offer”.
- C. The Burien City Council shall approve administrative settlements exceeding the above maximums of 20% in excess of the amount of just compensation on the “Summary Offer”. The Director of Public Works/City Manager may submit proposed administrative settlements to the City Council for concurrence, even when such proposed settlement is within their approval authority.

All projects shall be available for review by WSDOT and the FHWA at any time, and all project documents shall be retained and available for inspection during the plan development, right-of-way and construction stages, and for a 3-year period following acceptance of the projects by WSDOT.

The City understands that approval of the City’s procedures by WSDOT may be rescinded at any time that the City is found to no longer have qualified staff or is found to be in non-compliance with the regulations. The rescission may be applied to all or part of the functions approved.