

# Team Four

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Date: April 10, 2016

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From: Abigail F., Project Manager  
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Subject: Repurposing Project: Marijuana Policies at Eastlake Terrace

The purpose of the initial study, “How to Enforce Non-smoking/Zero-tolerance Drug Policies at Eastlake Terrace,” was to determine how best to maintain and enforce the non-smoking and zero-tolerance drug policies at the facility while balancing the rights of marijuana users and non-users, and respecting the laws and ordinances of Washington State and the City of Seattle.

Two main types of research had been conducted as part of the study that provided the data critical to our project. We had surveyed the residents regarding their feelings on the smoking policies and laws, and we had researched information on the applicable laws and how they affected residents’ rights.

It was determined that the management team at Eastlake Terrace could benefit from a visual aid that reminds residents of the zero-tolerance smoking policy in the community and informs them about the new marijuana-related laws in Washington State. The infographic would serve as a tenant notification and reference document for new and existing tenants. Based on this finding, we began further research on the most effective infographic method, style, format and elements to use for our purpose.

We recommend that management adopt the infographic Team Four developed (see *Appendix A - Infographic*, pages 8-9); it is both visually attractive and informative regarding the smoking- and marijuana-related policy information applicable to all residents and their guests.

We appreciate the opportunity to assist you in finding a solution to help deter smoking in the Eastlake Terrace community. We look forward to working with you on further development and implementation of this infographic. Should you have any questions or concerns, please contact Abigail Fagan, at [AbigailF@TeamFour.com](mailto:AbigailF@TeamFour.com).

# **Repurposing Project: Marijuana Policies at Eastlake Terrace**

Prepared for: Katie Watts, Project Overseer

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## **Executive Summary**

Our repurposed product is an infographic entitled, “Marijuana Policies at Eastlake Terrace.” It was created in response to a previous study conducted to research ways to enforce non-smoking and zero-tolerance drug policies at the apartment complex. One significant finding of the report was that several marijuana-related activities are now permitted under state law. The infographic is designed to communicate these findings and to act as a tenant notification and reference document that can be both displayed at the complex and distributed by email. It clearly outlines recent changes in Washington State law, management’s expectations of tenant behavior related to marijuana use, and the consequences of tenant violation. It was created through the progression of several steps including analyzing the intended audience, obtaining background and design elements, and writing a copy of the text sourced from the original Recommendation Report. Frequent collaboration, clear role designations, and the use of Google collaborative applications helped to facilitate the process. The final infographic provides the audience, Eastlake Terrace tenants, with an effective reminder of the policies that they and their guests must follow and helps to address any misconceptions they may have about marijuana use. The text and graphics are designed to be eye-catching, non-judgmental, and simple to understand and skim through in order to encourage reading and retention. It is recommended that the infographic be periodically updated to reflect changes to Eastlake Terrace policies and to city, state and federal laws. Furthermore, we recommend the infographic be translated into additional languages to better serve non-native English speakers.

## **Introduction**

The Team Four Collaborative Repurposing Project consists of an infographic that was approved in response to the study, “How to Enforce Non-smoking/Zero-tolerance Drug Policies at Eastlake Terrace.” The infographic translates the conclusions of the study into a tenant-friendly notification and reference document that complements the facility’s Marijuana Addendum and standard lease. In addition to being included with all leases signed by new and renewing tenants, the infographic will be displayed at the complex and distributed to residents by email.

### **The Study**

Seeking a solution to an ongoing problem of complaints about smoking and marijuana use on the premises, the Building Manager at the Eastlake Terrace apartment complex in Seattle commissioned a study to determine whether the non-smoking and zero-tolerance drug policies of the building remained enforceable following the passage of cannabis-related legislation in Washington State. The study determined that some marijuana-related activities were permitted under current laws, including consumption by methods that did not violate non-smoking legislation. A copy of the study is available upon request.

### **The Infographic**

Drug and smoking policies as outlined in lease contracts can be lengthy, and are usually only viewed by tenants upon signing. An infographic is an efficient, attention-grabbing way to further explain these policies – it is brief enough to be read and understood in a few minutes, but contains enough information that it can serve as a reference to addresses questions or concerns that may arise.

The infographic, entitled “Marijuana Policies at Eastlake Terrace,” clearly establishes the expectations of management and the consequences to tenants related to their and their guests’ conduct while on the premises. It will also serve as a guide to the changes in Washington State law regarding smoking and marijuana use. There is often confusion between the legality and permissibility of marijuana use in residential buildings, and the infographic will help explain the new laws to the tenants of Eastlake Terrace.

### **The Repurposing Project Report**

The following sections detail the process by which the repurposed product – the infographic – was developed and the results that were obtained as well as Team Four’s conclusions and recommendations. The infographic, a link to the original file, and the sources of the information it contains are also included (see *Appendix A - Infographic*, pages 8-9, and *Appendix B - References*, page 10).

## **Research Methods**

The original research Team Four performed as part of the study led to the development of an infographic. We began our research by interviewing the Eastlake Terrace management team onsite; they acknowledged that the problem of marijuana smoking in the complex exists and explained the current response to tenant-reported violations. Key to the research was to compile and study current and pending laws and ordinances, determine what case law exists, and ascertain what similar policies other facilities have in place, how their property managers are enforcing them, and what measures they are taking to protect themselves from litigation in the process.

After analyzing this research, Team Four decided that an infographic could serve as a vital aid in the enforcement of the building's non-smoking and marijuana-related policies by informing the community in an appealing way. After the repurposing product was approved by Eastlake Terrace, two task-oriented teams executed the project. A writing team developed the first draft of the written content and a design team proposed the background and created the first draft of the layout; both teams collaborated throughout the revision process.

To transform our findings into a useable infographic, the team performed four key tasks:

1. Determine the format
2. Create/Compile the art and text elements
3. Review and revise first draft
4. Give final approval and submit infographic

### **Task 1. Determine the format**

The Graphics Coordinator posted a survey on Google Forms for the team to vote on their preferred layout for the infographic. From the eight preliminary layout choices, one was the overall winner and the team agreed to move forward with the layout as voted.

### **Task 2. Create/Compile the art and text elements**

Members of the design team submitted background designs for the team to review. A more cartoon image of buildings in front of a blue sky was chosen over a realistic sky background with a silhouette of a woman smoking. The team agreed that icons depicting smoking, marijuana, Seattle and odors needed to be incorporated into the design. The team continued collaborating on the design, finding new graphics and editing those already chosen. The use of Google Slides made this essential collaboration an easy activity to execute.

### **Task 3. Review and revise first draft**

The team decided on an official cutoff date for the first draft of the design. At this point, the team met on Google Hangout and reviewed the design in detail. Some design elements still

needed small edits to unify the design and team members volunteered to make these edits and revise the design presented in Google Slides.

**Task 4. Give final approval and submit infographic**

The final version of the infographic design as agreed upon by all team members is included with this report (see *Appendix A - Infographic*, pages 8-9). Throughout the project, our team has been continuously engaged in collaboration through the use of Google Docs, Hangout, Slides and Forms. These mechanisms have afforded us the opportunity to work through the challenges of our project, regardless of our team members' locations and schedules. Our design concerns such as layout, background and graphic elements were nominated, reviewed and discussed among our team through the aforementioned Google tools. Along the course of the project assignment, the final deliverable was made less daunting by proper itemization of tasks, delegation, and frequent collaboration among team members.

## **Results**

The final product, an infographic entitled “Marijuana Policies at Eastlake Terrace,” is designed to be used by apartment management as a tenant notification and reference document (see *Appendix A - Infographic*, pages 8-9). It outlines the recent Washington State laws and City of Seattle ordinances regarding marijuana, the permissible and prohibited behaviors concerning marijuana use within the apartment complex, and the repercussions of tenant violations. It is sized to fit well within a computer screen and can be easily adjusted to allow for printing. The infographic is suitable for display in the office and around the complex, for distribution by email, and for inclusion as a supplement to the standard tenant lease.

The infographic provides the audience – tenants at Eastlake Terrace – with a quick, summarized version of the apartment’s non-smoking and marijuana-related policies. By referencing the recent changes in Washington State law, it also helps to address common misconceptions tenants may have about medical marijuana use. Through its wide distribution, the infographic will serve as an effective reminder to tenants of the policies they are expected to follow and the consequences of violating them.

The text within the infographic is organized by topic and presented in short text blocks in order to make it easier to understand and skim through. The text is brief so as to encourage reading and retention, but it also contains sufficient key information that it can serve as an easy reference for tenants later. To avoid judgement of individuals’ behavior, the text maintains a neutral and informative tone throughout the infographic. Abbreviated editorial-style citations appear below the body of the infographic; the full citations are included in this report and are referenced accordingly (see *Appendix B - References*, page 10).

The graphics are designed to be eye-catching, visually appealing, and family-friendly. The soft colors combined with the cheery appearance of the background design help to make the subject matter more approachable for a wider audience. The community illustrated along the bottom border serves to promote the applicability of the infographic to the residential complex. Each text block is also preceded by simple graphic icons representing the content of the section. This helps to clearly differentiate topics and makes it easy for users to quickly scan and locate their desired content.



## **Conclusions**

The “Marijuana Policies at Eastlake Terrace” infographic documents the expectations and penalties faced by tenants and their guests while on the premises of Eastlake Terrace. It uses facts derived from public sources, simple vernacular that is easily understood, and eye-catching graphics that are relevant to the topic. The final product will be provided to tenants in conjunction with the lease or distributed digitally by email. A poster version of the infographic will also be displayed at the front office and around the complex to reinforce and reiterate the information that it contains.

The infographic clearly illustrates non-smoking and marijuana-related policies at the facility. It will help tenants to quickly and easily understand the rules they are expected to follow as well as the consequences of unacceptable conduct without having to revisit a lengthy lease contract. Providing the infographic in multiple languages will better serve the intended audience which includes the many non-native English speakers who reside at Eastlake Terrace.

The information presented on the infographic was chosen by Team Four from the contents of the Team Four study, “How to Enforce Non-smoking/Zero-tolerance Drug Policies at Eastlake Terrace.” Excerpts from the report were combined with open-source images found online to create the finished product (see *Appendix A - Infographic*, pages 8-9). In keeping with the repurposing project's goals, the infographic was designed to be informative about the rights of tenants as they relate to smoking and marijuana use within the limits of what is permissible on the premises, and is neither judgmental nor biased about the behavior of individuals. A neutral and informative tone was employed in the writing, all illustrations and graphics are family-friendly, and potential issues were avoided. While Team Four created some of the artwork (e.g., background, icons), all of the design elements were pulled from online sources. We have ensured that all copyrighted graphics and open-source text have been properly cited (see *Appendix B - References*, page 10).

## **Recommendations**

We recommend that Eastlake Terrace display the Infographic in the office and other common areas, distribute it to residents by email, and include a copy with the lease agreements for new tenants and existing tenants upon lease renewal. After the initial disbursement, periodic email reminders may be beneficial.

Should there be changes to apartment complex policies, City of Seattle municipal code, Washington State laws, or federal laws, the format of the Infographic is such that it can easily be updated. In the event that city, state, or federal law changes, the information in the infographic must be reassessed at that time and altered as needed in accordance with those changes. Additionally, should Eastlake Terrace change their name or decide to distribute the product at other locations, the Infographic should be updated and redistributed accordingly.

The majority of the content is applicable throughout the state of Washington so the infographic would require only slight modification (i.e., name of residence, applicable municipal code, citations) for it to be used at other facilities throughout the state that are owned by the same company. It could also be adapted for use at residential complexes located in other states that have legalized marijuana, by replacing the legal information with language that applies to the laws enacted in those states (see *Appendix B - References*, page 10).

Those who are not fluent in English may have difficulty understanding some of the terms used as well as the legal implications of violations. It would be beneficial to have the product translated into other languages so that the meaning of the policies and legal ramifications are fully understood. Companies such as ALTA ([altalang.com](http://altalang.com)) and Dynamic Language Translation Services ([dynamiclanguage.com](http://dynamiclanguage.com)) offer services that meet certified standards to ensure the accuracy of the translations they provide.

## **Appendix A - Infographic**

“Marijuana Policies at Eastlake Terrace,” an infographic that explains the non-smoking and marijuana-related policies of Eastlake Terrace that have been adapted to reflect changes to the laws of Washington State.

To view the original file, visit <http://bit.ly/MarijuanaPoliciesEastlakeTerrace>.

# Marijuana Policies at Eastlake Terrace

In late 2012, Initiative I-502 was passed in Washington State. This voter initiative made it possible for adults to possess up to one ounce of marijuana for recreational use; however, possession of anything between one ounce and 40 grams is considered a misdemeanor.<sup>1</sup>



The Eastlake Terrace Marijuana Addendum sets forth the rules and penalties for marijuana use and cultivation at the facility. The addendum includes a step-by-step escalation of actionable offenses and a timeline for clear concise responses to reported complaints from the public or other tenants. The addendum also states the rate and types of fines, as well as what actions could lead to eviction.<sup>2</sup>



In the City of Seattle, it is unlawful to open a package containing marijuana, or to consume marijuana or a marijuana-infused product (such as edibles) in view of the general public. Any person who violates this law is guilty of a class 3 civil infraction, but the Seattle Police Department issues a first warning before citing someone with a violation. In Seattle, the fine for public consumption of marijuana is the same as the fine for public consumption of alcohol (\$27).<sup>7,8,9</sup>



Medicinal marijuana users must comply with anti-smoking laws in Washington State. Smoking is forbidden in public as well as in places of employment, and the smoking of tobacco and marijuana are treated equally when enforcing the law. If a residential facility has a non-smoking policy, the new law protects a landlord's right to evict a marijuana user for violation of a non-smoking clause even when the tenant or their guest is smoking marijuana for legitimate medicinal purposes. The policy is only enforceable if it is routinely applied equally to both cigarette and marijuana smokers.<sup>3,4</sup>



Washington State has enacted legislation that allows medicinal marijuana users to grow up to 15 plants in their housing unit. However, the law states that "the storage or growing of plants may not occur if any portion of such activity can be readily seen by normal unaided vision or readily smelled from a public place or... another housing unit." This means that medicinal marijuana users may not grow their plants outside if the plants can be seen or smelled by someone from their own apartment or terrace. Marijuana may not be grown by individuals for non-medical recreational use regardless of quantity.<sup>10</sup>



Anti-smoking laws in Washington State do not apply when marijuana is being consumed using a vapor device. Legally, the use of such a device is not considered "smoking" in Washington State. There are efforts underway to prevent youth substance use associated with e-cigarettes and vapor products, so the distinction is likely to disappear in the future.<sup>5</sup>



Minors are not allowed to possess, consume, manufacture, sell or distribute marijuana, marijuana-infused products, or marijuana concentrates in Washington State, regardless of THC concentration. An exception is made for minors who are bona fide medicinal marijuana users who have a "valid authorization," which the law defines as a written statement of consent signed by the minor's parent or legal guardian.<sup>11</sup>



If the odors associated with baking or vaping marijuana permeate common areas such as corridors or elevators, the lingering odors could be considered a nuisance violation. Nuisance violations are governed by the "Duties of Tenant" legislation of Washington State which says that "each tenant shall not permit a nuisance." Repeated nuisance violations are grounds for eviction.<sup>6</sup>



If you visit someone whose residence is part of a housing program which specifically states that it does not allow drugs or alcohol among its residents or on its premises, be aware that the housing program is not required to permit the use of medicinal or recreational marijuana at the facility. Medicinal marijuana is not considered a protected class and violation of housing program policy could lead to the eviction of the person you are visiting.<sup>4</sup>



<sup>1</sup> Marijuana Law Reform, WA State Statute Law Committee Initiative I-2465.1/11, (revisions to Initiative 502, approved by popular vote November 6, 2012), <http://cb.wa.gov/publications/Marijuana/I-502/I502.pdf>. <sup>2</sup> Standard tenant lease for Eastlake Terrace (February 2016).

<sup>3</sup> Smoking prohibited in public places or places of employment, WA State RCW 70.160.030, <http://app.leg.wa.gov/RCW/default.aspx?cite=70.160.030>. <sup>4</sup> Medical use of cannabis (aka Ric Smith memorial act), WA State House Bill HB1020 (pending), <http://lawfilesexternal.leg.wa.gov/biennium/2015-16/Pdf/Bills/House%20Bills/1020.pdf>. <sup>5</sup> E-cigarettes and vapor products, WA State Senate Bill SB 5573-2015-16, <http://lawfilesexternal.leg.wa.gov/biennium/2015-16/Pdf/Bills/Senate%20Bills/5573.pdf>. <sup>6</sup> Duties of tenant, WA State RCW 59.18.130 § 5, <http://app.leg.wa.gov/rcw/default.aspx?cite=59.18.130>. <sup>7</sup> City of Seattle logo © City of Seattle. <sup>8</sup> Opening or consuming marijuana products in public, Seattle Municipal Code 12A.20.100, [https://www.municode.com/library/wa/seattle/codes/municipal\\_code?nodeId=TIT12ACRCO\\_SUBTITLE\\_ICRCH12A\\_20COSU\\_12A.20.100OPCOMAPRPU](https://www.municode.com/library/wa/seattle/codes/municipal_code?nodeId=TIT12ACRCO_SUBTITLE_ICRCH12A_20COSU_12A.20.100OPCOMAPRPU). <sup>9</sup> Enforcement Priority – Marijuana, Seattle Municipal Code 12A.20.060, [https://www.municode.com/library/wa/seattle/codes/municipal\\_code?nodeId=TIT12ACRCO\\_SUBTITLE\\_ICRCH12A\\_20COSU\\_12A.20.060ENPRAR](https://www.municode.com/library/wa/seattle/codes/municipal_code?nodeId=TIT12ACRCO_SUBTITLE_ICRCH12A_20COSU_12A.20.060ENPRAR). <sup>10</sup> Housing unit - No more than fifteen plants may be grown or located – Exception - Civil penalties, WA State RCW 69.51A.260, <http://app.leg.wa.gov/RCW/default.aspx?cite=69.51A.260>. <sup>11</sup> Possession of controlled substance—Penalty—Possession of useable marijuana, marijuana concentrates, or marijuana-infused products, WA State RCW 69.50.4013 § 3(a), <http://app.leg.wa.gov/rcw/default.aspx?cite=69.50.4013>. The following are in the public domain: Cannabis leaf, no-smoking icon, e-cigarette icon, green medicinal marijuana dispensary cross, marijuana not allowed icon.

## **Appendix B - References**

Abbreviated editorial-style citations appear on the “Marijuana Policies at Eastlake Terrace” infographic. Below is a list of the citations in their entirety:

1. *Marijuana Law Reform*, Initiative I-2465.1/11, Washington State Statute Law Committee, (revisions to Initiative 502 reviewed July 6, 2011, approved by popular vote November 6, 2012), accessed February 16, 2016, <http://lcb.wa.gov/publications/Marijuana/I-502/i502.pdf>.
2. Standard tenant lease for Eastlake Terrace, West Coast Management, February 12, 2016.
3. *Smoking prohibited in public places or places of employment*, RCW 70.160.030, Washington State Legislature, Olympia, WA, 2006 c 2 § 3 (Initiative Measure No. 901, approved November 8, 2005), 1985 c 236 § 3, accessed February 16, 2016, <http://app.leg.wa.gov/RCW/default.aspx?cite=70.160.030>.
4. *Medical use of cannabis (aka Ric Smith memorial act)*, House Bill HB1020, Washington State Legislature, (Pending; revised and reintroduced January 11, 2016), accessed March 4, 2016, <http://lawfilesex.leg.wa.gov/biennium/2015-16/Pdf/Bills/House%20Bills/1020.pdf>.
5. *E-cigarettes and vapor products*, Senate Bill SB 5573-2015-16 Washington State Legislature, accessed March 2, 2016, <http://lawfilesex.leg.wa.gov/biennium/2015-16/Pdf/Bills/Senate%20Bills/5573.pdf>
6. *Duties of tenant*, RCW 59.18.130 § 5, Washington State Legislature, (2011 c 132 § 8; 1998 c 276 § 2; 1992 c 38 § 2; 1991 c 154 § 3; 1988 c 150 § 2; 1983 c 264 § 3; 1973 1st ex.s. c 207 § 13), accessed February 16, 2016, <http://app.leg.wa.gov/rcw/default.aspx?cite=59.18.130>.
7. *Press Kit - City Of Seattle*, accessed April 4, 2016, <http://www.seattle.gov/council/news/press-kit>.
8. *Opening or consuming marijuana products in public*, SMC 12A.20.100, Seattle City Council, (Ord. 124684 §21, 2015; Ord. 124393 §1, 2013), accessed February 16, 2016, [https://www.municode.com/library/wa/seattle/codes/municipal\\_code?nodeId=TIT12ACRCO\\_SUBTITLE\\_ICRCO\\_CH12A.20COSU\\_12A.20.100OPCOMAPRPU](https://www.municode.com/library/wa/seattle/codes/municipal_code?nodeId=TIT12ACRCO_SUBTITLE_ICRCO_CH12A.20COSU_12A.20.100OPCOMAPRPU).
9. *Enforcement Priority – Marijuana*, SMC 12A.20.060, Seattle City Council, (Ord. 122025 § 1, 2006; Ord. 121509, 2004, passed on September 16, 2003, by a voter-approved initiative), accessed February 16, 2016, [https://www.municode.com/library/wa/seattle/codes/municipal\\_code?nodeId=TIT12ACRCO\\_SUBTITLE\\_ICRCO\\_CH12A.20COSU\\_12A.20.060ENPRAR](https://www.municode.com/library/wa/seattle/codes/municipal_code?nodeId=TIT12ACRCO_SUBTITLE_ICRCO_CH12A.20COSU_12A.20.060ENPRAR).
10. *Housing unit - No more than fifteen plants may be grown or located – Exception - Civil penalties*, RCW 69.51A.260, Washington State Legislature, (2015 c 70 § 27), accessed February 16, 2016, <http://app.leg.wa.gov/RCW/default.aspx?cite=69.51A.260>.
11. *Possession of controlled substance—Penalty—Possession of useable marijuana, marijuana concentrates, or marijuana-infused products*, RCW 69.50.4013 § 3(a), Washington State Legislature, (2015 2nd sp.s. c 4 § 503; 2015 c 70 § 14; 2013 c 3 § 20 [Initiative Measure No. 502, approved November 6, 2012]; 2003 c 53 § 334), accessed February 16, 2016, <http://app.leg.wa.gov/rcw/default.aspx?cite=69.50.4013>.