

## Contacts

### 4Culture

#### Mission and Responsibilities

4Culture advances community through arts, heritage, preservation and public art. The Public Art Program<sup>2</sup> manages a range of projects in partnership with King County and other public and private agencies.

#### How this Agency Might Be Involved in Your Project

Staff experts offer free advice and fee-based consultation on neighborhood-funded public art projects. Fee-based consultation involves activities such as running an artist selection process for a public art project.

4Culture can help your group find artists.

The Artist-Made Building Parts Program publishes a juried directory of Washington State artists who create functional and decorative building components for use in public projects.

The Design Team Registry is a resource of 44 artists from throughout the United States who have extensive experience in working on projects in a "design team" capacity. As the phrase implies, "design team" is a grouping of professionals assembled to create outstanding design and function for infrastructure projects.

You group may also be able to publicize your call for artists in the 4Culture monthly e-mail newsletter.

## Contacts

### 1. 4Culture

<http://www.4culture.org/>

101 Prefontaine Place South  
Seattle, WA 98104  
(206) 296-7580

Agency's home page, mailing address and phone number.

### 2. Public Art Program, 4Culture

<http://www.4culture.org/publicart/index.htm>

(206) 296-8676

The Public Art Program offers free advice and fee-based consultation on neighborhood-funded public art projects.

## Web sites

### 3. Artist-Made Building Parts Program

<http://www.4culture.org/publicart/ambp/catalogue/default.asp>

A juried directory of Washington State artists.

### 4. Design Team Registry

<http://www.4culture.org/publicart/dt/catalogue/default.asp>

A resource of 44 artists throughout the U.S. who have extensive experience working on design teams.

## Contacts

### Department of Neighborhoods, City of Seattle

#### Mission and Responsibilities

The Department of Neighborhoods<sup>1</sup> includes 10 major programs that equip the department to fulfill its mandate: “Preserve and enhance Seattle’s diverse neighborhoods; empower people to make positive contributions in their communities; and bring government closer to all people, ensuring that it is responsive.”

#### How this Department Might Be Involved in Your Project

The Department of Neighborhoods can be a very helpful resource for public art projects. Available resources include funding for a broad range of projects and information and technical assistance. The department also reviews projects that occur within historic districts or on a landmark.

#### Contacts

**1. Department of Neighborhoods, City of Seattle**

<http://www.seattle.gov/neighborhoods/>

700 Fifth Avenue, Suite 1700

PO Box 94649

Seattle, WA 98124-4649

(206) 684-0464

Department’s home page, mailing address and phone number.

**2. Neighborhood Matching Fund (Page 97)**

(206) 684-0464

Makes awards to Seattle neighborhood community groups and organizations for a broad array of neighborhood-initiated improvement, organizing or planning projects.

**3. Historic Preservation Program (Page 88)**

(206) 684-0228

The program is responsible for the designation and protection of Seattle landmarks and historic districts.

**4. P-Patch Program**

<http://www.seattle.gov/neighborhoods/ppatch/start.htm>

(206) 684-0264

Email: [p-patch.don@seattle.gov](mailto:p-patch.don@seattle.gov)

If your project is a landscape/garden project and is a proposed site for a new P-Patch garden, staff can help evaluate and secure access to your proposed site. They can give advice, technical assistance, and lead your group through a garden design process.

#### Related articles

**5. Neighborhood Matching Fund (Page 97)**

Many different types of public art projects are funded via the Neighborhood Matching Fund. For example, neighbors have painted unique murals, commissioned distinctive neighborhood sculptures and created unique neighborhood gateway art.

## Web sites

### 6. Neighborhood Service Centers

<http://www.seattle.gov/neighborhoods/nsc/>

When you first consider the idea of a neighborhood public art project, a good first step is to head to your Department of Neighborhood's Service Center Coordinator. Coordinators can tell you what groups and organizations are already active in your area. They are also knowledgeable about other neighborhood resources. Coordinators can also provide insight into the history and dynamics of recent efforts to mobilize your community, and assist in communication between your group and City government.

### 7. Catalog of Publications

<http://www.seattle.gov/neighborhoods/pubs/>

Six *Help Yourself!* booklets feature projects that have been done using the Neighborhood Matching Fund. Each booklet profiles several projects, describing what they did and how. The booklets also list resources to help you conceive, plan, organize, fund and otherwise implement neighborhood self-help projects. These publications are available on-line.

## Contacts

### Department of Planning and Development, City of Seattle

#### Mission and Responsibilities

Department of Planning and Development (DPD)<sup>5</sup> develops, administers, and enforces standards for land use, design, construction, and housing within the city limits. DPD is also responsible for long-range planning, including Seattle's Comprehensive Plan and related projects—transportation improvements, neighborhood business revitalization, downtown and waterfront planning and more.

DPD oversees the City of Seattle's Land Use Code, also known as the zoning code. This code contains the rules that govern what uses can be located on private property and also controls the bulk and scale of buildings. Generally, code requirements are related to impacts that may result from development. DPD is responsible for enforcing land use regulations and assessing practical and legal considerations for development.

#### How this Department Might Be Involved in Your Project

DPD may be involved in projects that have an impact on the built or natural environment of the city. The Land Use Code may offer opportunities to include artwork projects in conjunction with new development.

#### Samples, Templates & Other Files

1. **Client Assistance Memos**  
<http://www.seattle.gov/dclu/camlist/camlist.asp>  
Information related to the land use code and building code.

#### Contacts

2. **Department of Planning and Development (DPD), City of Seattle**  
<http://www.seattle.gov/dpd/>  
700 Fifth Ave, Suite 2000  
P.O. Box 34019  
Seattle, WA 98124-4019  
(206) 684-8600  
Department's home page, mailing address and phone number.
3. **Sign/Awning Permit (Page 118)**  
Kent Hunnicutt, [kent.hunnicutt@seattle.gov](mailto:kent.hunnicutt@seattle.gov)  
Sign Inspector  
(206) 684-8419  
City of Seattle contact for Sign/Awning Permits. You will determine the specific requirements and steps you need to take to obtain the permit. Kent Hunnicutt is also the contact for building permits for cross-street banners.
4. **Land Use Permit , Land Use Review Service (Page 90)**  
(206) 684-8467  
City of Seattle contact for Land Use Permits. You will determine the specific requirements and steps you need to take to obtain the permit.

5. **DPD Design Review Program. City Design** (Page 86)  
(206) 684-0435  
Your project may be referred to the Design Review Program for a review.
6. **Seattle Design Commission** (Page 116)  
Layne Cubell, layne.cubell@seattle.gov  
Seattle Design Commission Coordinator  
(206) 233-7911  
Your project may be referred to the Seattle Design Commission for a review.
7. **Building Permit** (Page 84)  
<http://www.seattle.gov/dpd/asc/>  
(206) 684-8850  
Very large unique objects of art on private property may require a building permit.

## Related Articles

8. **Sign/Awning Permit** (Page 118)  
For projects involving a sign, banner, or mural (with advertisements) on private property, you will need to obtain a Sign/Awning Permit.
9. **Land Use Permit** (Page 90)  
If your project is a unique object of art developed in conjunction with a private developer, you will need to obtain a Land Use Permit. Groups planning to create a landscaping/garden project with artwork elements on private property may also need to obtain a Land Use Permit.
10. **DPD Design Review Program** (Page 86)  
Projects that are a unique object of art developed in conjunction with a private developer may be referred to the DPD Design Review Program for a review. DPD design guidelines can provide a sponsoring group with specific public art ideas, direction and parameters, especially for projects in neighborhoods with their own design guidelines.
11. **Seattle Design Commission** (Page 116)  
The Seattle Design Commission conducts six types of special reviews. In certain instances, three of these reviews — street use permits, sign permits, and unique objects of art in the public right-of-way — can have relevance to neighborhood public art.
12. **Building Permit** (Page 84)  
If your project is a unique object of art on private property, generally no DPD permit or review is required unless the object is very large, in which case it will need a building permit. Cross-street banner projects are required to be strung between buildings. Installing eyebolts in a building will require a building permit.

## Contacts

### Metro Transit, King County

#### Mission and Responsibilities

King County Metro Transit (King County Metro)<sup>1</sup> is the public transit agency serving King County, operating a fleet of about 1,300 vehicles - including standard and articulated coaches, electric trolleys, dual-powered buses, and streetcars - serving an annual ridership of 100 million. Its mission is to provide the best possible public transit services that get people on the bus and improve regional mobility and quality of life in King County.

#### How This Department Might Be Involved in Your Project

The Metro Bus Shelter Mural Program of King County Metro<sup>2</sup> plans projects for bus shelters. These are often neighborhood or community group, school, or individual art projects that reflect the neighborhood in which the shelter is located. Program staff evaluates all submitted designs and provide panels and paint to those whose applications are approved.

#### Contacts

**1. King County Metro Transit**

<http://transit.metrokc.gov/>

King Street Center

M.S. KSC-TR-0415

201 S. Jackson Street

Seattle, WA 98104-3856

(206) 553-3060

Agency's home page, mailing address and phone number.

**2. Metro Bus Shelter Mural Program**

[http://transit.metrokc.gov/prog/sheltermural/shelter\\_mural.html](http://transit.metrokc.gov/prog/sheltermural/shelter_mural.html)

Dale Cummings

Program Manager

M.S. KSC-TR-0413

(206) 684-1524

King County Metro contact for public art projects (murals, custom lighting, sidewalk inlays, benches, etc.) located within or on a bus shelter or in a designated bus zone.

#### Related Articles

**4. Bus Shelters (Page 44)**

Important issues to consider when carrying out a bus shelter mural project.

## Contacts

### Office of Arts & Cultural Affairs

#### Mission and Responsibilities

The City of Seattle Office of Arts & Cultural Affairs promotes the value of art and culture in and of communities throughout Seattle. The agency stimulates a diverse and lively arts environment that draws on the full potential of artists, reflects and responds to civic concerns and aspirations, and enriches the lives of all members of our community.

#### Public Art<sup>2</sup>

The Public Art Program administers the City of Seattle's *1% for Art* Ordinance. One percent of City of Seattle Capital Improvement Project funds are directed for the commissioning, purchase and installation of artworks related to or in City facilities throughout Seattle. The City's public art collection is exhibited in outdoor locations and City-owned buildings.

An annual Municipal Arts Plan<sup>8</sup> is created by the Office of Arts & Cultural Affairs, in consultation with City departments and neighborhoods to guide the projects supported by *1% for Art* funds.

Please note: The Public Art Program of the Office of Arts & Cultural Affairs does not directly fund neighborhoods and communities for neighborhood-generated public art projects.

#### Civic Partnerships Program<sup>3</sup>

Funding programs for artists and arts organizations work to ensure that a wide range of artistic experiences of the highest quality are available to everyone.

#### Arts Resource Network<sup>9</sup>

Connects artists with information, technical assistance and more, to help them share their vision and talent with all of us.

#### Advocacy

The Office of Arts & Cultural Affairs strives to heighten awareness of ideas and issues, including the role of the arts in economic development, arts education and cultural tourism.

### How this Department Might Be Involved in Your Project

#### Advice and Consultation

The Public Art Program gives free advice and fee-based consultation on the development and implementation of neighborhood-funded public art projects. Fee-based consultation involves activities such as running an artist selection process.

#### Information and Publications

The agency has resources that can help you learn more about public art and discover ideas for your neighborhood public art project. Your group can also publicize your Call for Artists to agency pre-qualified rosters of artists or in the CallsandFunding online discussion group<sup>10</sup>.

## Contacts

- 1. Office of Arts & Cultural Affairs, City of Seattle**  
<http://www.seattle.gov/arts/>  
700 Fifth Avenue, Suite 1766  
PO Box 94748  
Seattle, WA 98124-4748  
(206) 684-7171
- 2. Public Art Program**  
<http://www.seattle.gov/arts/WhatWeDo/PublicArt/>  
Joan Peterson, joan.peterson@seattle.gov  
Public Art Project Manager  
(206) 615-1800
- 3. Civic Partnership Programs**  
<http://www.seattle.gov/arts/WhatWeDo/Funding/>  
Melissa Hines, Melissa.hines@seattle.gov  
Civic Partnerships program manager  
(206) 684-7175

## Web sites

- 4. Arts Resource Network – Public Art**  
[http://www.artsresourcenetwork.org/public\\_art/](http://www.artsresourcenetwork.org/public_art/)  
An overview of the world of public art and resources on how to start a project or program. From Office of Arts & Cultural Affairs.
- 5. Arts Resource Network – Community Arts**  
[http://www.artsresourcenetwork.org/community\\_arts/](http://www.artsresourcenetwork.org/community_arts/)  
An overview of community arts and resources for developing and putting a project plan into action, including a guide on developing a project. From Office of Arts & Cultural Affairs.
- 6. Arts Resource Network – Resources and Issues**  
[http://www.artsresourcenetwork.org/resources\\_issues/](http://www.artsresourcenetwork.org/resources_issues/)  
Listings of local and national arts organizations, arts agencies and other arts resources. From Office of Arts & Cultural Affairs. Free advice and fee-based consultation on the development and implementation of neighborhood-funded public art projects. Fee-based consultation involves activities such as running an artist selection process. Public art walking tour maps can be downloaded from the Web site.
- 7. Public Art Walking Tours**  
<http://www.seattle.gov/arts/publications/publicart/walkingtours/>  
Maps of public art in downtown Seattle, Ballard, Georgetown, and the University District. Inspiration for a neighborhood public art project may be found while taking a walking tour. From Office of Arts & Cultural Affairs.
- 8. Municipal Art Plan**  
<http://www.seattle.gov/arts/WhatWeDo/PublicArt/MunicipalArtPlan/>  
In consultation with City departments and neighborhoods, the MAP is created to guide projects supported by *1% for Art* funds.

**9. Arts Resource Network**

**<http://www.artsresourcenetwork.org/>**

An extension of Arts and Cultural Affairs programs, this site provides tools and resources to help artists and arts organizations thrive.

**10. Arts Discussion Groups and Bulletin Boards**

**<http://www.artsresourcenetwork.org/discussions/>**

Discussion board for posting art opportunities such as Calls for Artists. CommunityArts discussion also allows neighborhood groups, artists and others share information and resources, and get help with projects.

**11. "Insight: The Seattle Puzzle Book" Public Art Resources and Publications**

**<http://www.seattle.gov/arts/publications/publicart/default.asp>**

An interactive, three-dimensional puzzle book on public art. From Office of Arts & Cultural Affairs.

## Contacts

### Seattle City Light

#### Mission and Responsibilities

Seattle City Light<sup>1</sup> provides affordable, reliable, environmentally sound electric power to Seattle and neighboring suburbs. Seattle City Light is in business to sustain and enhance the community's quality of life by providing excellent energy services to its customers and to be the most customer-focused, competitive, efficient, innovative, environmentally responsible utility in the United States.

#### How this Department Might Be Involved in Your Project

Seattle City Light will review proposed projects that are on (or in some cases, very near) a utility pole and/or in need of lighting electricity from a public source. City Light will also review landscaping projects (e.g., projects with trees) that could interfere with power lines. A permit<sup>4</sup> from another City agency may also be required to carry out the project.

#### Contacts

**1. Seattle City Light, City of Seattle**

<http://www.seattle.gov/light/>

700 Fifth Avenue, Suite 3300

P.O. Box 34023

Seattle, WA 98124-4023

(206) 684-3000

Department's home page, mailing address and phone number.

**2. North Electric Service (North of Denny Way)**

1300 N. 97 St.

Seattle, WA 98103

(206) 615-0600

City of Seattle contact for projects located north of Denny Way that are on a utility pole or in need of public source lighting electricity.

**3. South Electric Service (South of Denny Way)**

3613 Fourth Avenue South

Seattle, WA 98134

(206) 386-4200

City of Seattle contact for projects located south of Denny Way that are on a utility pole or in need of public source lighting electricity.

#### Related Articles

**4. Permits and Agency Reviews (Page 29)**

Permits and reviews required by the City of Seattle for public art projects.

#### Web sites

**5. Vegetation Management Program, Seattle City Light**

[http://www.seattle.gov/light/Neighborhoods/nh4\\_trtr.htm](http://www.seattle.gov/light/Neighborhoods/nh4_trtr.htm)

Published *The Right Tree Book*, a downloadable 24-page document about choosing, planting and maintaining appropriate trees near power lines.

## Contacts

### Seattle Department of Transportation

#### Mission and Responsibilities

The mission of Seattle Department of Transportation (SDOT)<sup>1</sup> is to create and maintain for Seattle a safe and reliable transportation system which enhances neighborhoods, the environment and the economy. SDOT builds, maintains and operates Seattle's eight-billion dollar transportation infrastructure which includes streets, bridges, pavement and trees.

#### How this Department Might Be Involved in Your Project

Public art projects in locations that temporarily or permanently have an impact on the public right-of-way will need to obtain a Street Use Permit<sup>6</sup> and/or a review by SDOT.

#### Contacts

- 1. Seattle Department of Transportation, City of Seattle**  
<http://www.seattle.gov/transportation/>  
700 Fifth Avenue, Suite 3900  
PO Box 34996  
Seattle, WA 98124-4996  
(206) 684-7623  
Department's home page, mailing address and phone number.
- 2. Street Use Permit**  
[http://www.seattle.gov/transportation/stuse\\_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)  
Benita Staadecker, [benita.staadecker@seattle.gov](mailto:benita.staadecker@seattle.gov)  
Street Use and Annual Permits  
(206) 615-1224  
City of Seattle contact for Street Use Permits. You will discover the specific requirements and steps required to obtain the permit.
- 3. Mural located on a bridge, retaining wall or other roadway structure**  
David Chew, [dave.chew@seattle.gov](mailto:dave.chew@seattle.gov)  
Structures Maintenance & Operations Manager  
(206) 684-8325  
City of Seattle contact for a mural located on a bridge, retaining wall owned by Seattle Department of Transportation (SDOT) or other roadway structure. You will also need to obtain a Street Use Permit.
- 4. Landscaping Projects in the Public Right-of-Way** <http://www.seattle.gov/transportation/arborist.htm>  
Nolan Rundquist, [nolan.rundquist@seattle.gov](mailto:nolan.rundquist@seattle.gov)  
City Arborist  
(206) 615-0957  
City of Seattle contact for a landscaping project in the public right-of-way. You will also need to obtain a Street Use Permit.
- 5. Neighborhood Identification Signs, Traffic Management Division**  
Carol Wittig, [carol.wittig@seattle.gov](mailto:carol.wittig@seattle.gov)  
(206) 684-5512  
City of Seattle contact for standard community identification signs. You will discuss your sign request, finalize your design choice to be sure it is feasible and submit your sign designs and locations for approval.

## Related Articles

### 6. **Street Use Permit** (Page 120)

This permit is required for any project that is temporarily or permanently in the public right-of-way.

Depending on the type and location of your public art project, you will need to discuss your project idea with various SDOT staff.

## Web sites

### 7. **Urban Forestry**

<http://www.seattle.gov/transportation/forestry.htm>

Resources on trees and landscaping from the Seattle Department of Transportation.

### 8. **How to Build a Traffic Circle in Your Neighborhood**

<http://www.seattle.gov/transportation/trafficcircles.htm>

From the Seattle Department of Transportation.

## Contacts

### Seattle Fire Department

#### Mission and Responsibilities

The mission of the Seattle Fire Department<sup>1</sup> is to minimize the loss of life and property resulting from fires, medical emergencies and other disasters. The Seattle Fire Department is responsible for enforcing the Seattle Fire Code.

#### How this Department Might Be Involved in Your Project

Contact the Seattle Fire Department if there is a chance that your project may temporarily or permanently obstruct an egress way or a visible alarm system. The department provides required permits for installations in public spaces including streets, parks and the inside or outside of buildings. The permit process is designed to allow compliance with the Seattle Fire Code.

Contact the Fire Department to find out what permits and fees your project requires and request the needed application. It is recommended that you start this process at least 30 days prior to the date you will need the permits.

Floor plans or diagrams of streets and buildings' layouts should be received by the Fire Department for review/approval at least 30 days before the project.

Permit applications need to be received by the Fire Department at least two weeks in advance of needed use.

Fees range from \$88 to \$1,000 or more (in 2004).

Note that a permit<sup>2</sup> from another City agency may also be required to carry out the project.

## Contacts

- 1. Fire Permit, Permit Section**  
**Seattle Fire Department, City of Seattle**  
<http://www.seattle.gov/fire/>  
220 Third Avenue South  
Seattle, WA 98104-2608  
(206) 386-1025

Contact the Permit Section to see if you will need a fire permit and/or a review. You will determine the specific requirements and steps you need to take to obtain a permit.

## Related Articles

- 2. Permits and Agency Reviews (Page 29)**  
Permits and reviews required by the City of Seattle for public art projects.

## Web sites

- 3. Fire Permits**  
<http://www.ci.seattle.wa.us/fire/FMO/permits/permits.htm>  
Information about obtaining fire permits, including a listing of fees.

## Contacts

### Seattle Parks and Recreation

#### Mission and Responsibilities

The mission of Seattle Parks and Recreation<sup>2</sup> is to work with all citizens to be good stewards of our environment, and to provide safe and welcoming opportunities to play, learn, contemplate and build community.

Seattle Parks and Recreation owns and maintains the City of Seattle's parks, community centers, golf courses, greenbelts, boulevards, natural areas, conservation easements and other properties. The department is also responsible for the programs that are held in parks and community centers throughout the city. Programs range from on-going art classes and athletic programs to one-time cultural events that serve the diverse recreation needs of city residents of all ages.

#### How this Department Might Be Involved in Your Project

If your proposed project will be located on Seattle Parks and Recreation property, staff will conduct a review of your project. Depending on the complexity of your project, the process could take from one week to three or four months. It is recommended that you contact Seattle Parks and Recreation as far in advance of carrying out your project as possible. A permit<sup>4</sup> from another City agency may also be required to carry out the project.

#### Samples, Templates & Other Files

1. **Arts Placement Policy for Visual Art** (Adobe PDF)

<http://www.seattle.gov/parks/arts/artplacementpolicy.pdf>

Policies and procedures for the placement and maintenance of visual art on Seattle Parks and Recreation property.

#### Contacts

2. **Seattle Parks and Recreation, City of Seattle**

<http://www.seattle.gov/parks/>

100 Dexter Ave N.

Seattle, WA 98109

(206) 684-4075

Department's home page, mailing address and phone number.

3. **Public art projects**

Seattle Parks and Recreation, City of Seattle

Pam Kliment, [pam.kliment@seattle.gov](mailto:pam.kliment@seattle.gov)

Neighborhood Project Planner for Department of Neighborhoods

800 Maynard Avenue South

Seattle, WA 98134

(206) 684-7556

City of Seattle contact for public art projects that take place in a park.

#### Related Articles

4. **Permits and Agency Reviews** (Page 29)

Permits and reviews required by the City of Seattle for public art projects.

## Web sites

5. **Park Finder Map**

<http://www.seattle.gov/parks/parkspaces/parkmap.htm>

Locate Parks' properties.

6. **Art Plans**

<http://www.seattle.gov/arts/publications/publicart/artplans/>

Pro Parks 2000 Levy and 1999 Community Center Levy *1% for Art Plans*.

7. **Seattle Parks and Recreation – Arts and Culture**

<http://www.seattle.gov/parks/arts/#planning>

Find listings of Parks and Recreation arts venues and organizations.

## Contacts

### Seattle Public Library

#### Mission and Responsibilities

The Seattle Public Library<sup>1</sup> strives to inform, enrich and empower every citizen in the community by creating and promoting free and easy access to a vast array of ideas and information and by supporting lifelong learning and love of reading. The library acquires, organizes and provides relevant library materials; ensures access to other collections and information sources throughout the nation; serves the public with expert assistance and reaches out to all members of the community.

#### How this Department Might Be Involved in Your Project

The Seattle Public Library has a wide range of information resources that can help neighborhood groups find ideas and funding sources for neighborhood public art projects.

The Central Library has an immense image archive housing numerous art and picture files. This collection features books on painting, printmaking, sculpture, crafts, photography, architecture, design and decorative arts.

The fundraising section of the Central Library has a collection of reference materials and handouts on foundations as well as lots of other information on fundraising.

## Contacts

### 1. The Seattle Public Library

<http://www.spl.org/default.asp?pageID=home>

1000 Fourth Ave.

Seattle, WA 98104-1109

(206) 386-4636

Library's home page, mailing address and phone number.

## Contacts

### Seattle Public Schools

#### Mission and Responsibilities

Seattle Public Schools<sup>1</sup> provides an academic education to kindergarten through 12<sup>th</sup> grade students in Seattle. Its mission is to provide every student with effective, high quality teaching and learning experiences, relevant curriculum and support services, in a safe and healthy learning environment.

#### How the Seattle Public Schools Might Be Involved in Your Project

The Self Help Program<sup>2</sup> coordinates the review, approval, tracking and oversight of all facility improvement projects (including public art projects) that are carried out by groups or individuals other than Seattle School District staff. Examples of projects include the creation of a mural or the installation of new playground equipment with art elements.

After talking to and receiving the support of the school principal, contact the Self Help coordinator about your project idea. Checklists or guidelines are available for certain types of projects. After filling out an application, a review team will evaluate your application and let you know about any concerns or conditions you will need to address prior to receiving approval to proceed with the project. Once these concerns are addressed and resolved, you will receive a notice that you may proceed with the project. Projects must be completed within one year of the approval date or the application will need to be resubmitted.

#### Contacts

**1. Seattle Public Schools**

<http://www.seattleschools.org/area/main/index.dxml>

PO Box 34165

Seattle, WA 98124-1165

(206) 252-0000

Home page, mailing address and phone number for Seattle Public Schools.

**2. Self Help Program**

<http://www.seattleschools.org/area/facilities/SelfHelp/selfhelp.xml>

Gretchen DeDecker, [gdedecker@seattleschools.org](mailto:gdedecker@seattleschools.org)

Self Help Program Coordinator

Seattle Public Schools

Mail Stop 22-336

(206) 252-0637

## Contacts

### Seattle Public Utilities

#### Mission and Responsibilities

In addition to providing more than 1.3 million people in the metropolitan area with a reliable water supply, Seattle Public Utilities (SPU)<sup>1</sup> also provides customers in Seattle with essential solid waste, sewer and drainage services that protect public health while balancing social and environmental responsibilities in a cost-effective way.

#### How this Department Might Be Involved in Your Project

SPU will review proposed projects that will be located on or adjacent to a detention pond, reservoir, water tank, water treatment facility or transfer station. Most SPU water-related facilities such as reservoirs and water tanks are operated by SPU but located within city parks. SPU will contact Seattle Parks & Recreation and the two departments will work together to advise the group sponsoring the public art project and to review the project. A permit<sup>4</sup> from another City agency may also be required to carry out the project.

#### Contacts

**1. Seattle Public Utilities, City of Seattle**

<http://www.seattle.gov/util/services/>

700 Fifth Avenue, Suite 4900

PO Box 34018

Seattle, WA 98124-4018

(206) 684-3000

Department's home page, mailing address and phone number.

**2. Seattle Public Utilities (SPU) - Neighborhoods east of I-5**

Shannon Kelleher, [shannon.kelleher@seattle.gov](mailto:shannon.kelleher@seattle.gov)

SPU Neighborhood Liaison

(206) 684-8745

City of Seattle contact for projects located east of I-5 that are on, or adjacent to, public utility property such as detention ponds and water treatment facilities.

**3. Seattle Public Utilities (SPU) - Neighborhoods west of I-5**

Pat O'Brien, [pat.obrien@seattle.gov](mailto:pat.obrien@seattle.gov)

SPU Neighborhood Liaison

(206) 615-1745

City of Seattle contact for projects located west of I-5 that are on, or adjacent to, public utility property such as detention ponds and water treatment facilities.

#### Related Articles

**4. Permits and Agency Reviews (Page 29)**

Permits and reviews required by the City of Seattle for public art projects.

## Web sites

### 5. Graffiti Prevention & Removal

[http://www.seattle.gov/util/Services/Garbage/Reduce\\_Garbage\\_&\\_Litter/Graffiti\\_Prevention\\_&\\_Removal/index.asp](http://www.seattle.gov/util/Services/Garbage/Reduce_Garbage_&_Litter/Graffiti_Prevention_&_Removal/index.asp)

Seattle Public Utilities' program to prevent and remove graffiti is a good resource for advice to community groups who are developing a public artwork.

### 6. Natural Lawn and Garden Care

[http://www.seattle.gov/util/Services/Yard/Natural\\_Lawn\\_&\\_Garden\\_Care/index.asp](http://www.seattle.gov/util/Services/Yard/Natural_Lawn_&_Garden_Care/index.asp)

Tips for creating and maintaining a natural garden from Seattle Public Utilities.

## Contacts

### Washington State Arts Commission

#### Mission and Responsibilities

The Washington State Arts Commission (WSAC)<sup>1</sup> cultivates a thriving environment for creative expression and appreciation for the arts for the benefit of all. WSAC is the state agency charged with the growth and development of the arts throughout Washington state.

#### Art in Public Places

The Art in Public Places program facilitates the acquisition and placement of artwork in publicly accessible places throughout Washington State. Percent For Art funds are generated by new state building construction in state agencies, community colleges, universities and public schools.

#### How this Agency Might Be Involved in Your Project

Staff experts offer free advice and fee-based consultation on neighborhood-funded public art projects. Fee-based consultation involves activities such as running an artist selection process. Staff can also give referrals to other resources.

You group may be able to post your Call for Artists on “e-News”, the agency’s monthly e-mail newsletter.

## Contacts

### 1. Washington State Arts Commission

<http://www.arts.wa.gov/>

711 Capitol Way S. Suite 600

PO Box 42675

Olympia, WA 98504-2675

(360) 753-3860

Agency’s home page, mailing address and phone number.

### 2. Bitsy Bidwell

**Community Arts Development Program Manager**

(360) 586-2421

Contact for free advice and fee-based consultation on neighborhood-funded public art projects.