Submittal Requirements and Review Criteria

when programming of a publicly accessible open space
has been included in a Public Benefit Package for
a Street or Alley Vacation or Skybridge

Seattle design Commission

August 2017

Purpose

This memorandum establishes the Seattle Design Commission's (SDC) requirements for requests to include programming of a publicly accessible open space as part of a vacation or skybridge public benefit package.

Background

The City's Street and Alley vacation policies[1] allow for publicly accessible open space as part of a public benefit package. In addition, the City's Skybridge code[2] and policies recognize publicly accessible open space as a public benefit to offset the impact of a skybridge on a right of way.

The SDC has a long history of accepting publicly accessible open spaces as part of a public benefit package for a street or alley vacation or a skybridge. In recent years, project applicants have requested that the SDC approve programming to add value to publicly accessible open spaces.

The SDC supports the notion that programming can add to the overall quality and function of publicly accessible open spaces when done (A) in concert with quality design of these open spaces; (B) when the programming itself has been equally well designed, and (C) when that programming has a clear and sustainable operating agreement in place to ensure that programming is executed as designed. However, the SDC also acknowledges that not all proposed open spaces are appropriate for programming. Programming should be undertaken strategically and not to address problems with the design of an open space.

Submittal Requirements

For projects seeking to include programming of a publicly accessible open space in a public benefit package for a vacation or skybridge, applicants must provide the SDC with the following information related to the proposed programming:

---

[1] Adopted by Council Resolution 30702 with subsequent amendments
[2] Seattle Municipal Code Section 15.64

1. Scaled site plan showing proposed location(s) of any proposed programming elements, including context drawings illustrating the programming location in the context of the project, and the location of programming in context of public rights of way, easements, or other pedestrian routes to, through or adjacent to the site.

2. A written narrative describing the intended effect of the programming and how it will enhance the public open space.

3. A description of the people (residents, neighbors, etc.) for whom this programming is being designed or intended.

4. Definition of the resources (financial, staffing, etc.) required to execute and operate the programming.

5. How funding for programming will be provided and maintained over the life of the open space being programmed.

6. A calendar outlining the first year of operations.

7. A draft operating agreement that includes any relevant city agencies; operating entities who will execute the programming; or other relevant organizations. These should include:

   a. The management entity and their experience in managing and operating similar programming spaces
   b. The number and frequency of events on a yearly basis
   c. The proposed cost related to attending or using any programming
   d. Any fees associated that may be imposed on those that seek to use the space during events
   e. The type and range of anticipated events
   f. How such spaces will be marketed to the public
   g. Hours of operation of each programming space
   h. Staffing plan as it relates to security

The SDC may add or modify these requirements based on staff input or Commissioners request.

Elements

The SDC recognizes two types of programming that may be considered for inclusion in a publicly accessible open space as part of a vacation or skybridge public benefit package:

1. Programming within a publicly accessible open space

In this case, an area within a publicly accessible open space is dedicated for programming. Such programming is intended to be temporary in nature, in that it may last for a few hours or a pre-

determined series of consecutive days. Such activities may include, but is not limited to, food carts, markets, fairs, performances, etc.

2. Programming located in a structure abutting a publicly accessible open space

In this case, a defined portion of a structure that abuts a publicly accessible open space is dedicated for programming activities. The goal of the programming is to enhance the function and intended experience of the open space. The intent is to have the programming be a long-term catalyst in enhancing publicly accessible open space. The programming uses should not be designed for commercial activities, but may have a component that allows for sales or services. Such spaces may include arts facilities, food processing and craft works, sport and recreation facilities, libraries, religious and spiritual facilities, or education facilities.