



DESIGN COMMISSION REVIEW HANDBOOK

Introduction and Contents

This handbook explains the Seattle Design Commission (SDC) review process and the materials required for each review. The handbook contains the following sections:

1. Getting Started

The minimum materials needed by the SDC to begin project review.

2. Project Phases and Commission Policies

The SDC evaluation and recommendation process for each phase of project review and links to policies that guide reviews.

3. Presentation Guidelines

Formatting and submittal requirements for presentations.

Staff Contacts

Michael Jenkins, Director
(206) 386-4024
michael.jenkins@seattle.gov

Valerie Kinast, Coordinator
(206) 233-7911
valerie.kinast@seattle.gov

Juliet Acevedo, Administrative Staff
(206) 684-0435
juliet.acevedo@seattle.gov

SDC Meeting Timeline

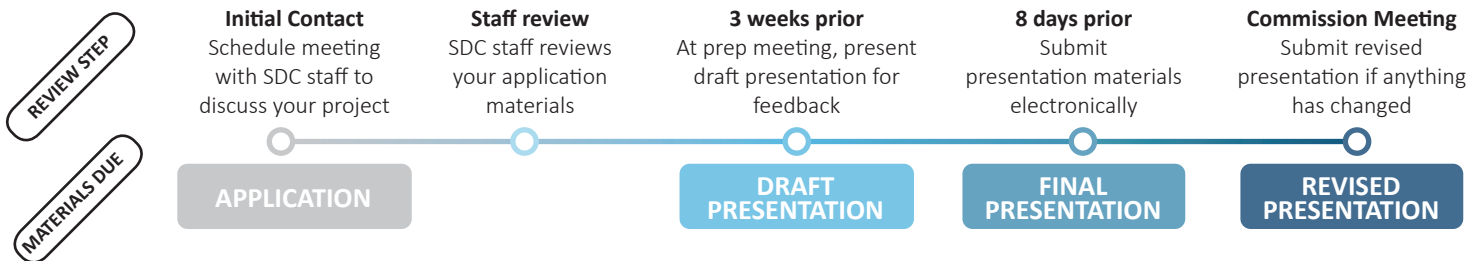
If the SDC has identified your project for review, SDC staff will set up an **initial meeting** to discuss your project and the scope of SDC review. Following this initial meeting, staff will schedule a prep meeting with you approximately three weeks before your first SDC meeting. At the prep meeting you will share a draft of your presentation for feedback from staff about its content and structure.

The final draft **presentation** is due eight days prior to any SDC meeting, submitted in PDF format. The draft presentation will be distributed to Commissioners and linked to the meeting agenda that is posted to the public SDC website.

The presentation will be posted with a DRAFT watermark. While it is understood this is a draft document, the expectation is that it reflects what will be presented at the SDC meeting.

The **first SDC meeting** of your project will occur about two or three months after your initial appointment, subject to SDC schedule and the scope of the project.

The following timeline outlines the materials due prior to every SDC review :



1. GETTING STARTED

SDC staff identifies City projects for review based on regular reviews of the City's Capital Improvement Program (CIP) or when requested by City departments. SDC staff will meet with you to discuss the scope of your project, the timing of SDC review, project design status, and other information to help guide SDC review. For projects seeking long-term or permanent use of the right of way, we work with City departments that have been contacted for these approvals.

At this initial meeting, you will provide SDC staff with information about the project. This includes both the information listed under All Projects below, and in each subsection on each project type. As the project develops and is advanced during SDC presentations, additional information about the project will be required.

All Projects

- Project address and location
- Seattle Department of Construction and Inspection (SDCI) project number, if available
- Seattle Department of Transportation (SDOT) Street Improvement Permit documents, if available
- Project description including anticipated uses
- Project scope, budget, and schedule
- Program elements including structures, landscape areas, site access for all modes and other features related to the development and its operations
- Demographic information, presented as a percentage, documenting characteristics of the adjacent neighborhood and anticipated users, as compared to population and demographic indicators maintained by the City of Seattle's Office of Planning and Community Development, including:
 - Race
 - Gender
 - Household incomes levels
 - Education level
 - Languages spoken in household
 - Rental occupied housing
 - Population over 18 years of age
- Vicinity map
- Site photos
- Site plan with dimensions and relevant program information (structures, landscape areas, site access, site furnishings, etc.)
- Zoning information
- Completed environmental review (SEPA) checklist or Draft Environmental Impact Statement (DEIS)
- Map of neighborhood context (surrounding nine-block area) including:
 - Iconic elements unique to neighborhood, including landmark structures, protected or designated landscape features, etc.
 - Municipal facilities (e.g., community centers, fire stations, libraries, pump stations, power substations)
 - Transit stops and bicycle facilities
 - Parks, open spaces, and view corridors
 - Street classifications and types
 - Projects under construction or still under permit review
 - Overlap with City-sponsored planning efforts that impact site or nearby areas (e.g., Bicycle, Transit, and Pedestrian Master Plans; Streetscape Concept Plans; Neighborhood Plans; Major Institution Master Plans)

Capital Improvement Program (CIP) Projects

This section applies to projects identified in the City's adopted CIP approved on a yearly basis with the City's Budget documents, or to proposed Capital projects from other public agencies or entities that require a City approval.

- Scope, budget, and schedule
- Proposed program elements
- Sustainability strategy overview that reflects City Sustainable Buildings and Sites policy and current approaches and methods

- Race and Social Justice Initiative (RSJI) strategy overview, including initial public engagement strategies
- Concept drawings, if available

Street and Alley Vacations

Prior to submitting to SDOT a petition to vacate:

- For all projects, materials that document the vacation and no vacation alternatives include:
 - A site plan that shows the street or alley segment to be vacated
 - Conceptual massing shown in site plan and elevation
 - Information about uses and program areas within structure and site
 - Information about landscape and other site features
 - Proposed locations for site access, utilities, and other features in the existing street or alley that will be relocated because of the vacation.
 - Copies of any traffic studies that document how traffic operations and pedestrian movement will change because of the alley or street vacation.
- For project subject to SDCI Design Review program:
 - Overview of public engagement strategies that reflect requirements in Joint SDCI/DON Directors Rule 4-2018
 - Any initial concept materials showing site, building, or program developed for public engagement or for Early Design Guidance
- For CIP:
 - Please see information to be submitted to the SDC for a pre-design (15%) meeting (see below)

Following the filing of an SDOT approved petition to the Seattle City Council:

- Copy of the filed petition
- Copy of any Early Design Guidance materials and minutes from SDCI Design review program
- Information in the Master Use Permit relevant to the vacation including traffic studies, SEPA determination, or similar documentation, etc.

Skybridges

Following the filing of an SDOT approved petition to the Seattle City Council

- Copy of the filed petition
- Any Master Use Permit information, including any documentation from any Design Review meetings
- Recommendation from the Skybridge Review Committee
- An assessment of how the proposed skybridge meets criteria in Sections 7 (new skybridges) or 8 (existing skybridges) in SDOT/OPCD Joint Director's Rule on Skybridges
- A draft presentation that shows:
 - Interior building plans showing skybridge access points, pedestrian circulation routes before and after the skybridge, and related uses within each structure connected by the skybridge.
 - Exterior perspectives showing view of skybridge in context with attached structures.
 - Elevations and details of skybridge, including dimensions.
 - Abutting public realm at or near the skybridge that shows circulation patterns altered from the skybridge, along with elements (sidewalks, utilities, lighting, landscape, building facades, etc., that will be affected by the skybridge
 - Initial concepts for the proposed public benefit mitigation package

2. PROJECT PHASES

The SDC advises the Mayor, City Council and City departments on the design and environmental implications of City funded projects or projects that require a City approval. The SDC mission statement includes six values that guide their work:

1. **Inspired Design** - Inspired design unifies the public realm and inspires the community by embodying state-of-the-art practices.
2. **Contextual Integration** - Integrated design responds to its context and enhances its neighborhood.

3. **Innovative Sustainability** - Sustainable design minimizes environmental impact and provides long-term self-sufficiency.
4. **Social Inclusion** - Inclusive design seeks to elevate the quality of life for all and responds fluently to its cultural context.
5. **Exemplary Partnerships** - Design partnerships leverage public, community, and private resources, integrating design efforts across multiple disciplines and agencies to achieve greater results with the same resources.
6. **Effective Investments** - Effective design provides high value for the investment by thoughtfully considering flexibility, longevity, and total life-cycle costs.

This section outlines the phases of SDC review for CIP projects, street and alley vacations, and skybridges. The number and timing of SDC reviews vary according to type, scope, and complexity of each project. At your initial meeting with SDC staff, we will discuss the scheduling of the first review as well as the type and extent of presentation materials for each phase of review. Information on Presentation Guidelines is in the following section.

You can find more information on the policies that guide the Commission in their reviews via the links below:

- Seattle’s [Sustainable Building and Site Policy](#), per [Resolution 31326](#)
- Seattle’s [Race and Social Justice Initiative](#) (RSJI), including the results of the Racial Equity Toolkit analysis for the project
- SDC August 2017 Policy on Commission [Subcommittee Review](#)
- SDC October 2021 Policy on [equity in the design of public space and public facilities](#)

In addition, the following policies apply to **projects seeking a street or alley vacation**:

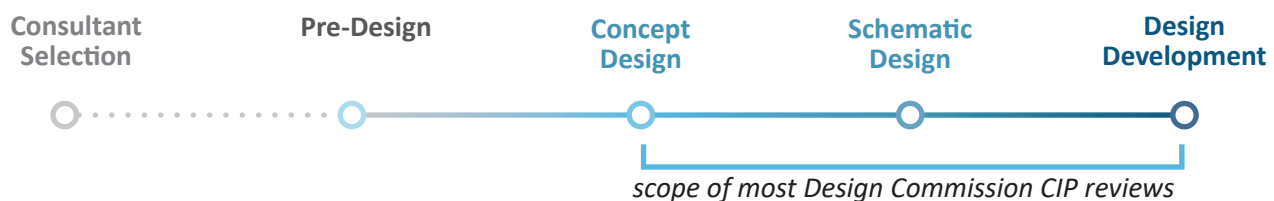
- City Council’s [policies on street and alley vacations](#) ([Resolution 31809](#), adopted by Council on May 21, 2018)
- SDC September 2018 Policy concerning [public art included in a proposed public benefit package](#)
- SDC August 2017 Policy on [programming of public space](#)
- [OPCD Directors Rule 1-2019](#) concerning formation of a subcommittee to evaluate funding of wage or social equity programs in public benefit packages

Capital Improvement Program (CIP) Projects

The Seattle Municipal Code (SMC) 3.58.020 defines CIP projects under SDC oversight as buildings, structures, or open spaces that are City-funded, are built on City property (including City-owned right-of-way), or that require a City approval. Typical CIP projects reviewed by the SDC include parks, fire stations, police stations, libraries, and other public facilities. The bulk of SDC reviews are for City funded capital projects. However, the SDC may review Capital projects proposed by other local or regional public agencies or entities that require a City approval.

City of Seattle departments identify CIP projects as part of the City’s yearly budget adoption process. These projects are included in the most recent CIP budget.

The Commission reviews projects through the following distinct phases:



After the consultant selection phase, the SDC reviews most CIP projects three times: during the concept design (30% of final design), schematic design (60% of final design), and design development (90% of final design) phases. If the project is complex in size or in its mission, the SDC may also review it at pre-design (15% of final design). CIP that request a street or alley vacation are also subject to pre-design (15%) concurrent with an overview of alternatives to the vacation to accomplish the capital program. SDC reviews should occur prior to the end of the specified phase of design.

The SDC votes to approve a project at each phase. Multiple reviews may occur at a given phase if the SDC does not approve the project progressing to the next design phase. The SDC may also require the project team to attend a subcommittee either to resolve a condition or project element that is needed to advance to the next phase of review. Please see the SDC policy on Subcommittee review for more information.

This process is designed for the review of capital facilities. For questions about how engineering, infrastructure, or transportation projects align with this phase schedule, contact SDC staff.

In addition to the information requested in Section 1 – Getting Started – all presentations throughout each step of the process should include the following information to ensure a thorough review:

- Floor plans, elevations, and sections with dimensions
- Site circulation diagram
- Landscape elements
- Program elements
- Lighting
- Sustainability in building and site design
- Stormwater facilities/infrastructure
- Pedestrian, bicycle, and vehicular facilities
- A summary of the approach towards the Commission November 2016 policy on equity in the design of public spaces or places
- An overview of RSJI strategies, including the results of a Racial Equity Toolkit review on the project program, building, or site design.

The following sections detail what the SDC evaluates at each phase of design for CIP projects. Staff will guide the development of your presentation materials to reflect the various stages of the project review, SDC interests, and issues raised in previous reviews.

Consultant Selection

Consultant selection for a CIP project can be crucial to its success. City departments developing a Request for Qualifications (RFQ) or Request for Proposal (RFP) for projects subject to SDC review should involve at least one Commissioner at these initial stages of project development and design.

During the selection process, the SDC will recommend that you:

- Include preliminary design goals and objectives for buildings and site in the project scope
- Include sufficient design budget with schedule for implementation
- Review applicable City of Seattle policies affecting the program and site development including Seattle's Sustainable Buildings and Site policy, Seattle's Race and Social Justice Initiative (RSJI) and require a specific response in both the RFQ and RFP on meeting or exceeding the thresholds established in these policies.
- Review of SDC policies including Equity in the Design of Public Space and Places
- Detail how City WMBE requirements will be met or exceeded.

For projects that seek a street or alley vacation, SDC recommends the participation of a consultant with expertise in Seattle's street and alley vacation review process. Seattle's review process for street and alley vacations is discussed in greater detail below.

Pre-Design

A pre-design review occurs when the SDC provides input on the multiple alternatives under consideration for programming and siting. The SDC reviews the project goals, a roadmap for achieving them, and any opportunities and challenges you have identified. When presenting to the SDC, you should include a thorough analysis of the project site, the goals for the project, program alternatives, and other relevant information that is being considered as part of the project.

A pre-design (15%) review is required for CIP before submitting a petition to vacate a right of way. At this initial phase the SDC will do a concurrent review of the pre-design alternatives and on the vacation request including the feasibility of a no-vacation alternative. Please review the Council vacation policies in [Resolution 31809](#) for more information.

At the pre-design stage, the SDC evaluates and makes recommendations on:

- The project scope, budget, and schedule
- The project vision, goals, and objectives
- Alternative design concepts for the project expressed in building, site, landscape, lighting, and other program elements
- How the project addresses site conditions, constraints, and opportunities
- How the project reflects the nearby urban context that is expressed in urban form, land use patterns, transportation options, and open space networks, etc.
- How demographics of the adjacent community is reflected in the program, building, siting, landscape, or other project elements
- The sustainability goals established for the project, including any assessment of the challenges and opportunities to achieve those goals, including options to implement Seattle's [Sustainable Building and Site Policy](#).
- The community engagement strategies adopted for the project that reflect [Seattle's RSJI program](#), including initial findings from the RSJI Toolkit evaluation.
- The goals established to advance equity in the design of the building, site, landscape, or other project features that meet the [SDC policy on equity in the design of public space](#)

For project seeking a street or alley vacation, any initial guidance related to the proposed vacation

See the [October 15, 2015 Portage Bay Park materials](#) for a good example of a pre-design presentation.

Concept Design

The SDC will evaluate CIP at the concept phase (30%) to provide initial input on the preferred alternative for the program, site, and building. The goal of this initial review is to provide input that will influence or guide the project early in program development and project design phase. As the project progresses through the schematic design and design development phases, the initial concept presented at this review provides a reference point to evaluate later decisions and solutions.

At the concept design phase, the SDC evaluates and makes recommendations on:

- The project scope, budget, and schedule
- The project vision, goals, and objectives
- Key project elements that include buildings or structures, landscape areas, site improvements, lighting, parking, circulation, and access
- How the project addresses site conditions, constraints, and opportunities
- How the project reflects the nearby urban context that is expressed in urban form, land use patterns, transportation options, and open space networks, etc.
- How demographics of the adjacent community is reflected in the program, building, siting, landscape, or other project elements
- The sustainability goals established for the project, including any assessment of the challenges and opportunities to achieve those goals, including options to implement [Seattle's Sustainable Building and Site Policy](#).
- The community engagement strategies adopted for the project that reflect [Seattle's RSJI program](#), including initial findings from the RSJI Toolkit evaluation.
- The goals established to advance equity in the design of the building, site, landscape, or other project features that meet the [SDC policy on equity in the design of public space](#)

For project seeking a street or alley vacation, the SDC will include its recommendation on the Public Trust analysis phase of the vacation request.

See the [October 4, 2018 Green Lake Community Boathouse](#) for a good example of concept design presentation.

Schematic Design

At the schematic design (60%) phase, the SDC will evaluate how the CIP program and design has evolved from the initial concept, including program, site, building, landscape, and other project elements. The SDC review occurs for this phase when project and program elements have been refined and only minor changes to the program and project elements are anticipated. The goal of this phase of review is for the SDC to evaluate the progress of design and program features and to provide input that will continue to influence or guide the project.

At the schematic design phase, the SDC evaluates and makes recommendations on:

- Progress toward achieving the vision, goals, and objectives for the project.
- Response to previous SDC recommendations or conditions
- Shifts and refinements to the overarching design concept
- Any changes to scope, program, or budget that have resulted in changes to the concept, program, or project elements.
- Resolution of issues with, and refined design response to, site conditions, constraints, and opportunities
- How the project has advanced or refined the sustainability elements of the project.
- Refinements to sizing and configuration of site program elements, circulation, building uses, scale, massing, and orientation
- How Art integration into the building, site, landscape, or program has been advanced including ongoing work from City's Public Art Advisory Committee
- How the overall lighting concept has been advanced, including strategies for building and site.
- How ongoing community engagement has influenced program or design details consistent with the [SDC equity policy](#) or the [City's RSJI program](#), including any refinements due to the RSJI Racial Equity Toolkit analysis

For projects seeking a street or alley vacation, the SDC will include its recommendations on the Public Benefit analysis phase of the vacation process. Information on this review is discussed below.

See the [March 5, 2020 Overlook Walk & Ocean Pavilion](#) for a good example of a schematic design presentation.

Design Development

In the design development (90%) phase, the SDC reviews the integration of all CIP project elements that will be delivered with the final designs and project construction. The SDC will evaluate and provide final direction on project details including program, building and site details including materials and finishes, plant selections, furnishings, and lighting choices. During this phase the SDC will hear details about implementation of the sustainability strategy presented at previous reviews, an update on how the art is integrated into the project, and any remaining efforts to reflect community engagement strategies in the site, building or program.

At the design development phase, the SDC evaluates and makes recommendations on:

- A summary of how the design achieves the vision and concept for the project
- Response to previous SDC recommendations
- Shifts and refinements since the SDC review of the schematic design.
- How ongoing community engagement has influenced program or design details consistent with the SDC equity policy or the City's RSJI program, including any refinements due to the RSJI Racial Equity Toolkit analysis
- Final design details of all project elements and spaces including specifics about materials, plantings, site furniture, lighting, signage, and Art integration.
- Final approach and implementation of sustainability measures in building and site design
- Any refinements to elements of the public benefit package developed as part of the street and alley vacation process.

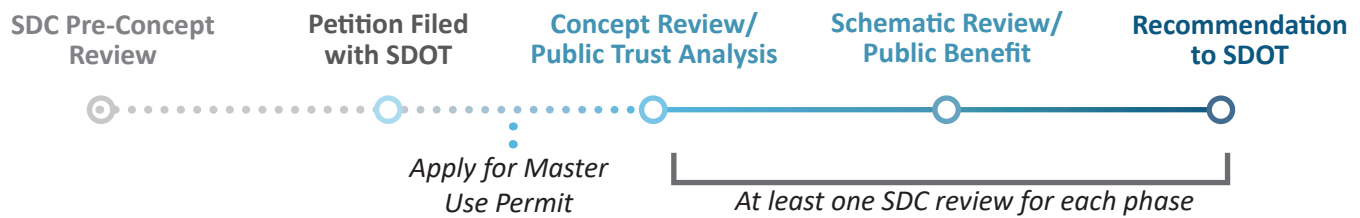
See the [August 1, 2019 South Park Pump Station](#) for a good example of a design development presentation.

Street and Alley Vacations

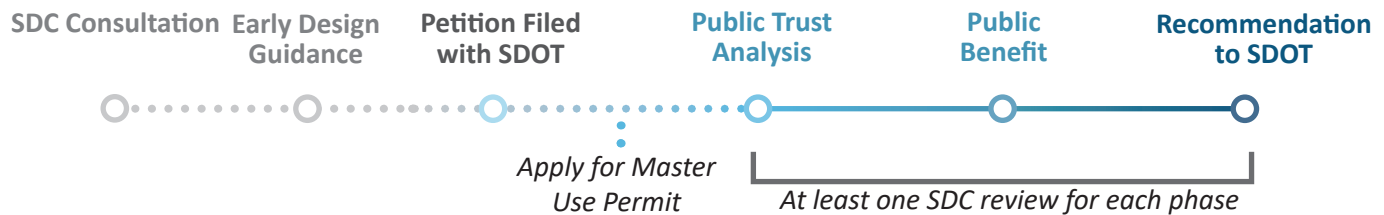
[Seattle Municipal Code \(SMC\) Section 3.58.080.D](#) requires the SDC to advise the Council on street, alley, or public place vacations. The SDC provides its advice in two distinct phases: Public Trust Analysis and Public Benefit Analysis.

The SDC provides this review and their recommendations to the City Council about whether the request to vacate a street, alley, or public place should be approved, and what kind of public benefits should be provided to offset the public loss of the street, alley, or public place.

For CIP projects that request a vacation:



For projects subject to Design Review that request a vacation:



The Commission relies on a variety of documents and information, including:

- City Council's street and alley vacation policies adopted In May 2018 by [Resolution 31809](#)
- The documents in the vacation petition
- Reviews by City departments and other agencies with interest in the project
- The documents in the application for SDC review and any presentation materials
- Permitting documents submitted to Seattle Department of Construction & Inspections (SDCI), including street- or alley-related impact analyses, environmental review documents, and reports from any Design Review meetings.
- Public comment

Pre-petition review

[Resolution 31809](#) requires the SDC to provide early input to a project proponent before a petition is submitted to SDOT (Council vacation policy V.C). This initial SDC review provides the project proponent with an early evaluation of the project prior to submitting a petition for review, including any recommendations about potential public realm impacts due to the loss of the street or alley or public benefit strategies.

In the case of projects subject to Seattle Department of Construction and Inspection (SDCI) Design Review program ([23.41.022](#)), the SDC will provide written recommendations to SDCI on the proposed vacation before an application for early design guidance is submitted.

For CIP, the SDC will provide these recommendations concurrent with a pre-design (15%) review of the proposal. For additional information on the pre-design phase of CIP review, see the section above related to CIP.

Public Trust Analysis

After a valid petition is submitted to SDOT and has been circulated to City agencies for comment, the SDC will hold a meeting to evaluate the impacts of the vacation on the rights of way and public realm at or near the project site and how those impacts have been adequately addressed. The SDC will analyze the following public trust functions of the right of way to be vacated, as detailed in Council vacation policies:

- Circulation
- Access
- Utilities
- Free Speech
- Public Assembly
- Open Space
- Light and Air
- Views
- Land use and Urban Form

Information provided to the SDC shall include all items outlined in the Getting Started section in the project handbook as well as any additional information developed in conjunction with City staff or the applicant team. The SDC will evaluate and then make recommendations on the impacts to the public trust functions of the rights of way impacted by the vacation request. The SDC will vote on this phase of the project and will include recommendations and any conditions of approval.

See the [January 18, 2018 Trailside Vacation materials](#) for a good example of a public trust analysis presentation.

Public Benefit

The SDC will evaluate a public benefit proposal that provides public benefits that offset the public loss of the street or alley. A successful public benefit package should adequately address the impacts related to the loss of the right of way, reflect community expectations based on your approved public engagement plan, reflect the demographics of nearby neighborhoods, and include a long-term or permanent commitment to the public. Council Policy IV.A in [Resolution 31809](#) sets forth these expectations in greater detail while Council Policy IV.B in [Resolution 31809](#) indicates what qualifies as public benefits. The public benefits may occur on the right-of-way surrounding the project, or nearby the vacation site, and may include:

1. Physical public benefits including
 - Publicly accessible plazas or open spaces that are created or enhanced
 - Streetscape enhancements beyond code requirements including widened sidewalks, stairway, additional vegetation, lighting, etc.
 - Public Art
 - Spaces that support City goals for race and social equity like affordable housing or job creation
 - Preserving landmark buildings
 - Implementing an element from an Adopted neighborhood plan of City plan affecting development or transportation
2. Programmatic public benefits that provide long-term funding commitments addressing systemic inequities experienced by the public
3. Accepting real property
4. Payment of funds when it is not practicable to provide tangible physical public benefits

The SDC will also evaluate how the proposed public benefit package meets the SDC policy on [Equity in the design of public space](#).

When public benefit packages include the funding of wage or social equity programs, OPCD Directors' Rule 1-2019 provides details on formation of a subcommittee to evaluate such proposals.

The SDC will vote on whether the public benefit package sufficiently addresses the implications of the loss of the street or alley and may add conditions of approval.

See the [July 6, 2017 1101 8th Ave Alley Vacation materials](#) for a good example of a public benefit presentation.

Skybridges

The SDC advises the City Council on petitions for new skybridges or for reauthorizing existing skybridges. The SDC develops their recommendation after evaluating the impact of the proposal on the public realm, and a public benefit mitigation package that addresses the effect of the skybridge on the use and function of the abutting public realm. The SDC makes their recommendations to the City Council following submittal of an application to the Seattle Department of Transportation (SDOT).



The SDC's recommendations focus on whether the request to approve or retain a skybridge is warranted, given its impacts on the adjacent or nearby rights-of-way, and what kind of public benefits should be provided to offset the impacts of the skybridge on the adjacent rights of way. The SDC relies on a variety of documents and information, including:

- [SDOT and OPCD Joint Rule on Skybridges](#)
- The application materials
- The documents developed by the City's Skybridge Review Committee, including their final report.
- Permitting documents submitted to SDOT or Seattle Department of Construction & Inspections (SDCI) including street- or alley-related impact analyses or reports
- Any additional reports or analyses submitted to comply with [Seattle Municipal Code section 15.64](#).

Public Realm

When a request for a new skybridge is proposed, the SDC evaluates whether the proposed skybridge's urban design impacts on the public realm have been adequately addressed. To do that, the SDC will assess factors that include:

- Availability of reasonable alternatives to the skybridge;
- Visual impacts of the skybridge from locations within the right-of-way, including any view corridors;
- The extent to which the skybridge reduces light and air on the public realm;
- Changes and effect on pedestrian patterns both at the street level and within any buildings connected because of the skybridge;
- Implications on existing and proposed landscape;
- Use of materials in context with surrounding development; and
- Context of the surrounding built environment.

When the proposal is to re-permit an existing skybridge, the SDC will assess factors related to the context of public realm since the installation of the skybridge that includes:

- Visual impacts of the structure due to change in the quality of materials or their maintenance and upkeep
- Changes in the urban context resulting in changes to pedestrian movement or volumes at or near the skybridge.
- Impacts on the extent and health of landscape at or near the skybridge.
- How current standards for accessibility, life safety, and structural integrity affect the use of the skybridge
- Use of materials in context with surrounding development.
- Modifications to the skybridge since its installation that create additional visual impacts.

Once the SDC has completed this phase of the review, they will vote on its recommendation and may add clarifying comments or conditions of approval in its final report to SDOT and City Council.

Public Benefit Mitigation Package

A public benefit mitigation package is required to offset the impacts to the public realm from either a new skybridge or ongoing impacts from re-permitting an existing skybridge. A public benefit mitigation package must include features that exceed any project elements required by City codes or required to mitigate environmental impacts.

The public benefits should generally be designed to enhance the adjacent and nearby public realm that are impacted, or continue to be impacted, by the skybridge. Examples of public benefits include:

- Creation or enhancement of publicly accessible plazas or open spaces
- Sidewalks wider than required by regulations
- Pedestrian connections
- Enhanced landscaping
- Street elements including seating, lighting, or art
- View easements or corridors
- Wayfinding improvements

The SDC will also require you to provide a summary of the approach towards equity, as reflected in the Commission's October 2021 policy on equity in the design of public places or spaces. The SDC will vote on its recommendation and may add clarifying comments or conditions of approval.

3. PRESENTATION GUIDELINES

Presentations to the SDC shall include the following:

Formatting

- The minimum font size is 11. Keep in mind Commissioners primarily view your materials as a presentation, not as a packet.
- The minimum size for images and photographs is 1600 x 1200 pixels and ideally 2048 x 1536 so they do not degrade when printed or enlarged.
- Any maps and plans must include a north arrow, legend, and scale bar.
- Include dimensions for elevations and site plans for project elements.
- Number every slide.

Saving

- Save the presentation as a single PDF. Do not submit a PowerPoint file or split into multiple PDF files.
- Do not convert the PDF to black and white or grayscale.
- Reduce the file size without compromising its legibility on screen and in print. A good way to do this is with Adobe Acrobat Professional's "PDF Optimizer" tool (File / Save As / Optimized PDF). As a reference, 40 pages should not exceed 20 MB.
- If you are scanning documents to create your preview materials, set your scanner to a sampling rate/resolution of at least 300 dpi.

Submitting

- To reduce paper usage, submit your presentation materials electronically to Commission staff. Staff will inform you if any handouts or copies are required for the meeting.
- If you have any technical or formatting questions, contact SDC_Administration@seattle.gov
- Refer to the timeline on page 1 for submittal due dates.