

SEATTLE PARKS AND RECREATION **PEOPLE, DOGS & PARKS PLAN**

NEW OFF LEASH AREA COMMUNITY PROPOSAL PROCESS

PRELIMINARY APPLICATION PACKET



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APPENDIX 9: NEW OFF LEASH AREA COMMUNITY PROPOSAL PROCESS - PRELIMINARY APPLICATION PACKET

I. BACKGROUND

The People, Dogs, and Parks plan for Off Leash Areas (OLAs) allows for new OLAs to be added in several ways, including through a new process for community organizations to propose specific sites. In order to ensure that new OLAs are developed in sites that make sense from environmental, community, regulatory, and maintenance perspectives, Seattle Parks and Recreation (SPR) has developed a review process for any proposals.

This preliminary application packet describes the process, and contains the preliminary proposal form.

II. ABOUT THE NEW OLA COMMUNITY PROPOSAL PROCESS

Beginning in 2017, SPR will accept and review community proposals for new OLAs using the process described below. Please also see the chart on the following pages that detail the process.

1. PRELIMINARY APPLICATION AND REVIEW

A community organization wishing to propose a new OLA must first submit a preliminary application (see the following pages) and communicate with SPR staff to determine if the proposed site meets the threshold criteria for consideration. SPR will respond within 30 days. The proposed site must:

- Not be located in a park that is a [designated Seattle landmark](#), or listed on the [Washington State Heritage Register](#) or the [National Register of Historic Places](#)
- Not be located in natural areas under active restoration, or in an [environmentally-critical area](#) (with the exception of the shoreline)
- Not conflict with existing park uses in a way that creates safety issues
- Have preliminary approval from the site owner, if not on Parks land

2. FORMAL PROPOSAL

Community organizations whose proposals have passed the preliminary review are invited to submit a full formal application. SPR staff will provide technical assistance and information resources to support applicants. To demonstrate project feasibility and community support, applicants will be asked to:

- Describe the site and its current uses

- Develop a site plan depicting the size and location of the proposed OLA
- Name a specific project lead and future site Steward, and outline a stewardship plan
- Provide demonstration of community support, including signatures of support or opposition from households (owners or renters) and businesses (property or business owner) typically within 1 block of the affected park

3. PUBLIC COMMENT

Once an applicant completes a formal application, SPR will make it available on the web and other means for public comment. All comments received will be collated and summarized for consideration by the Review Committee.

4. REVIEW COMMITTEE

Within 60 days of receiving a completed proposal, SPR will convene a New OLA Review Committee to assess the proposal from a variety of perspectives. Their charge is to make a recommendation to the Park Board, based on their close review of the technical and community considerations, as to whether the proposed site is appropriate for an OLA. Membership of the committee will include:

- One or more environmental experts to speak to water quality and habitat issues
- A veterinarian or animal behavior expert
- Parks landscape architect or planner
- A dog advocate
- A community member

The review process will include a site visit and a one-meeting discussion, supported by a decision-making rubric based on clear criteria that include:

- Proposal viability (based on the site plan, fundraising plan, and stewardship plan)
- Environmental impact
- Community support (based on neighbor signatures, letters of support, and public comment)
- Operational feasibility (based on information provided by the relevant crew chief and shops)
- Equity (considering how well-served the area is currently by existing OLAs)¹

¹ We will define underserved areas through a ranking of acres per person in each City Council District.

5. PARK BOARD PUBLIC HEARING

The [Seattle Board of Park Commissioners](#) will review the proposal in a public hearing and make recommendations, as is required for all changes in park use. SPR staff will summarize and present the Review Committee’s findings and the community sentiment so far, and members of the public will be allowed to comment.

6. SUPERINTENDENT’S DECISION

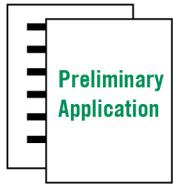
If the Park Board endorses the proposal, the Superintendent will review the proposal, the public comment, and the issues and opportunities identified by the Review Committee and Park Board. He or she will make a decision on the proposal—whether to approve it, deny it, or tentatively approve pending further review or process.

III. APPROVAL IS JUST THE BEGINNING

It is important to note that no proposed project is guaranteed approval, and no approved project is guaranteed funding, as SPR capital resources are limited. Applicants are encouraged to consider and plan for fundraising through the Major Projects Challenge Fund, the Neighborhood Matching Fund, the Neighborhood Park and Street Fund, or in partnership with other local non-profit organizations. Where discretionary funding is available, Parks will prioritize it for new OLAs in areas that are currently not well served by OLAs.

COMMUNITY PROPOSAL PROCESS

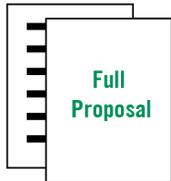
1 Preliminary Review



Community group submits preliminary application

✓ ✗ Parks responds within 30 days

2 Proposal Development



Community group develops full proposal



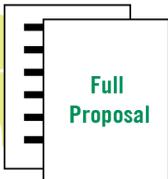
Demonstration of community support

3 Public Comment



Parks puts up application for comment

4 Proposal Review



OLA Review Committee review proposal based on siting criteria and makes recommendations



Parks Board reviews and considers OLA Review Committee's recommendations, and votes to support/not support change in park use



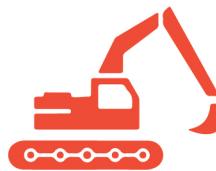
Superintendent reviews to **approve**, **reject**, or move process

5 Fundraising



Parks and applicant plan for fundraising

6 Design & Construction



7 Use



Stewardship by community



Seattle Parks & Recreation

healthy people healthy environment strong communities

NEW OFF LEASH AREA APPLICATION

Thank you for submitting a preliminary application to create a new Off Leash Area (OLA).

This is the first step in a longer process. If your application passes preliminary review, you will be asked to develop a full proposal, which will be reviewed through public comment and a technical review process.

About the New Off Leash Area Community Proposal Process

In April 2017, Seattle Parks and Recreation opened a new community proposal process for new Off Leash Areas (OLAs), because we believe community groups and OLA users are critical partners in helping identify sites and support fundraising for new OLAs. For more information about the process, see the diagram on the reverse side of this page, or visit our webpage.

Preliminary Application Information

- The preliminary application serves to notify Seattle Parks and Recreation of your proposal, and allows us to make sure the site is appropriate for consideration.
- We will review your proposal according to the threshold criteria in the box on the right. If your proposal does not meet these criteria, it cannot be considered.
- If your proposal passes preliminary review, we will notify you within 30 days and invite you to submit a full proposal

Threshold Criteria

To be considered, a proposed site must:

1. Not be located in a park that is a designated Seattle landmark, or be listed on the State or Federal register of historic places
2. Not be located in natural areas under active restoration, or in an environmentally-critical area (with the exception of the shoreline)
3. Not conflict with existing park uses in a way that creates safety issues
4. Have preliminary approval from the site owner, if not on Parks land

Please fill out the following the following information:

Community Organization Name:

Organization Contact Person:

Phone:

Email:

Mailing Address:

What is the name of the park and/or address of the property you are proposing as a site for a new OLA?

Park Name:

Site Address:

Please briefly describe the current uses of the site:

Please briefly describe your proposal in a sentence or two:

If the site is not a park owned and managed by Seattle Parks and Recreation, who is the landowner? Please provide contact information for the landowner.

Thank you! Seattle Parks and Recreation will contact you within 30 days with a response to your preliminary application!

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