



Memo

Date: September 16, 2025
To: Dipti Garg, Seattle Department of Neighborhoods
From: Carly Guillory, Seattle Department of Construction and Inspections
Subject: Response to Questions from the Seattle University Implementation Advisory Committee

The purpose of this memo is to provide information in response to questions received from the Seattle University Implementation Advisory Committee (IAC) via the Seattle Department of Neighborhoods in an email dated August 11, 2025. The committee questions are numbered and highlighted in italicized text below.

- 1. Notification of Application Submittal. Please notify the IAC as soon as SU submits an application to SDCI to ensure timely engagement in the review process.*

The IAC will receive notice of a Master Use Permit (MUP) application as required by [SMC 23.69.034 Effect of master plan adoption](#), condition #40 of the Seattle University Major Institution Master Plan (MIMP), and [SMC 23.76.012 Notice of application](#).

- 2. Schematic Design and IAC Involvement. The IAC is concerned that SU has advanced through schematic design without formal feedback from the committee. Early engagement with the IAC is critical, as meaningful design changes become increasingly difficult later in the process. IAC requests SDCI's support in reinforcing the importance of IAC involvement during schematic design.*

Noted.

- 3. Project Schedule and Process Clarification. Please provide a framework outlining:*
 - The anticipated length of the design and permitting process*

The length of time to complete a Master Use Permit (MUP) review depends on several factors, including:

- Complexity of the proposal
- Quality of plans and project documentation
- Timely response to correction letters and requests for further information
- Public interest

According to SDCI's [Tip 201](#), the average estimated permit review time for a MUP for SEPA is approximately 4-10 months. For comparison, the review time for the most recent SEPA only MUPs published took approximately 10-12 months.

The amount of time the IAC and SU spend together in review is coordinated between the IAC and SU.

- *Permit types and timelines (including clarification on permits referenced in the recent Capitol Hill Seattle article)*

Demolition of the Lee Center and construction of a new 40,000 square foot building would require a MUP for SEPA ([Tip 208 When State Environmental Policy Act \(SEPA\) Review in Seattle](#)) and construction permits from SDCI. Permits from other departments such as SDOT, Seattle City Light, Seattle Public Utilities, may also be necessary.

At this time, the following permit numbers have been generated for the art museum project:

- Pre-application permit record number 002433-25PA;
 - This is the first step in obtaining a permit number. A site visit is conducted, and a Preliminary Assessment Report (PAR) is generated. This status of this step is complete.
- Demolition permit number 7097055-DM;
 - A demolition permit number was automatically generated. Before this permit application may be submitted, a complete MUP application is required.
- Construction permit number 7097054-CN.
 - Same comment as for the demo permit.

The MUP for the art museum will have its own permit record number, as will the MIMP Amendment. No numbers have been generated at this time. SU may request a permit number via the Seattle Services Portal.

Here is a helpful infographic illustrating the MUP process: [Seattle SDCI - How to Get A Landuse Permit](#).

The Capitol Hill article referenced a new art sculpture. This art sculpture at 901 12th Avenue has been permitted under permit construction permit number 7094242-CN.

- *Points of IAC involvement throughout the process*

MIMP condition #40 requires the IAC review the project before SU submits a MUP application to SDCI. The amount of time this takes shall be coordinated between SU and the IAC. It is highly recommended that the IAC and SU work together to develop a project that meets the intent of the MIMP, prior to submittal of the MUP to SDCI.

The land use code asks the IAC to perform the following tasks: advise SU and the City regarding implementation of the master plan or amendments to the master plan, the IAC shall receive notice of application for all MUPs on campus or within 2,500-ft of campus, and the IAC shall review SU's annual report. (SMC 23.69.034)

This information will help set expectations and improve coordination among SU, SDCI, and the IAC.

4. *Clarification on Major Amendments and SEPA.*

(Confirmed receipt – thank you.)

The IAC appreciates the recent clarification regarding SDCI's policies and practices on major amendments and SEPA, including the cited references.

Noted.