



Revised February 2014

The Seattle Department of Transportation's (SDOT) mission is to deliver a safe, reliable, efficient and socially equitable transportation system that enhances Seattle's environment and economic vitality. [Neighborhood greenways](#) are one piece of the system. Neighborhood greenways provide people of all ages and abilities with safer, calmer places to walk and ride a bike and connect you to parks, schools and local shops.

Pop-up Greenway Check List

A Pop-up Greenway is a fun way to get to know your neighbors and help them learn what it's like to live along a family-friendly neighborhood greenway. Pop-up Greenways are a series of low-cost temporary measures to show what your street would look like if it were prioritized for people, such as painted faux speed humps, way-finding signs, benches, etc. The following guidelines help ensure pop-ups are implemented safely and include a wide variety of community members in the project.

1. Discuss project idea with city staff including:
 - [Department of Transportation](#) to determine project feasibility
 - Seattle Department of Neighborhoods, [Neighborhood Matching Fund Project Manager](#) to determine funding eligibility
 - Seattle Department of Neighborhoods, [Neighborhood District Coordinator](#) to develop outreach strategies and community engagement opportunities
2. Come up with a plan. Develop a plan and include the following pieces:
 - Create a steering committee of four to six people to help guide the project
 - Introduce your idea and get feedback from local community councils, schools, non-profits, cultural and ethnic groups, businesses, etc.
 - Determine which languages your outreach materials should be translated to, as well as language interpreters needed for public events by talking with the groups mentioned above

- Determine how to promote the project. At a minimum, contact your [neighborhood blog](#); do door-to-door fliering along the project area; and host walking tours or a ‘lemonade stand’ to talk with local residents about the project and value
 - Agree on the schedule (i.e. how long the pop-up greenway will be up, the best time of year to do it, how much time is needed for outreach and evaluation, etc.)
 - Decide how to evaluate the success of the project. This could be done through collecting text messages, using platforms like Facebook and Mindmixer, online or face-to-face surveys, or [neighborhood block parties](#)
3. Get SDOT’s approval. Share your plan with SDOT to make sure what you are doing is safe and to understand best locations for faux speed humps, etc.
 4. Identify funding. Submit a [Small Sparks](#) grant application to the Neighborhood Matching Fund to help cover the eligible costs up to \$1,000. Secure community match by reaching out to neighborhood businesses and community members for volunteers (planning, work parties), donated materials (paint, refreshments), or in-kind services (printing). Amounts depend on length of pop-up greenway.
 5. Create outreach materials. Modify the sample 11x17 posters and 8.5x11 flier developed to alert neighbors to the project, recruit volunteers and get feedback. Translate flier into primary languages in your neighborhood.
 6. Implementation. Setup a work party to implement the Pop-up Greenway.
 - Create a toolkit with faux sharrow (bike pavement markings) and speed hump marking stencils and signs
 - Identify a meet-up location
 - Create a sign-in sheet to collect volunteer information. This helps meet grant obligations for matching hours and contributes to the creation of an email listserv to keep people informed
 - Distribute orange safety vests to all volunteers (these can be borrowed from [SDOT](#) with advance notice)
 - Assign tasks such as installing signs, painting temporary street markings or place-making pieces like benches
 - When marking the street always have three people helping, one to hold stencil, one to paint and one designated to watch for traffic
 - If putting place-making pieces along the route like benches or small book lending libraries always work with adjacent property owners first
 - Have project fliers available to give to people who stop to ask questions
 7. Wrap-up. Celebrate your volunteers’ hard work while discussing how the project went
 - Host a potluck or party and invite neighbors to stop by and talk about the project
 - Put together an online survey and use local blogs and organizations to promote
 - Other? You know your neighborhood and what works best for outreach!

Resources

Seattle Department of Neighborhoods

- Neighborhood Matching Fund: 206-233-0093, www.seattle.gov/neighborhoods/nmf/default.htm
- NMF Contact: Patricia Lopez, Neighborhood Matching Fund Program Supervisor, Patricia.Lopez@Seattle.gov
- Neighborhood District Coordinators: www.seattle.gov/neighborhoods/districts

Seattle Department of Transportation

- Neighborhood Greenways in Seattle: www.seattle.gov/transportation/greenways.htm
- SDOT Contact: Dawn Schellenberg, Community Outreach Liaison, Dawn.Schellenberg@Seattle.gov

Community Resources

- Past Pop-up Greenway Participant: Robin Randels, Greenwood Phinney Greenways at 206-390-3945
- Seattle Neighborhood Greenways Community Coalition: www.seattlegreenways.org
- Feet First: www.feetfirst.org
- Cascade Bicycle Club: www.cascade.org