



Pittsburgh Department of City Planning

PLANNING COMMISSION

ABOUT THE PLANNING COMMISSION

The City Planning Commission is a nine-member panel appointed by the Mayor for six-year, staggered terms. This commission is charged with guiding land use and development in the City. The Planning Commission reviews and has approval authority over major development proposals and redevelopment plans. The Commission also makes recommendations to City Council concerning the Zoning Ordinance and zoning maps.

The Commission reviews various project types including:

- New construction and renovations within these districts: Downtown, Downtown Riverfront, IPOD, Planned Development, and Baum-Centre overlay
- High wall signs
- Zoning Map and Zoning Code text changes
- Institutional Master Plans
- New Planned Development Districts
- Lot consolidations and subdivisions
- Conditional Uses
- Historic nominations

PLANNING COMMISSION MEETINGS

City Planning Commission meetings are held every other Tuesday beginning in the early afternoon. They are located downtown on the 1st floor of the Civic Building at 200 Ross Street.

Planning Commission agendas, applicant presentations, and minutes are posted online at pittsburghpa.gov/dcp/. From the City Planning home page, click on "Planning Commission" on the right hand menu. To receive the agenda by email, please contact Dolores Hanna at dolores.hanna@pittsburghpa.gov or 412-255-2473.

Briefing

At approximately 1 PM, the Commission hears project briefings off of the official record. The public is welcome to observe, but no public comments are taken. The briefing portion of the meeting provides an initial presentation to the Commission, then projects return in two weeks on the Hearing and Action agenda.

Hearing and Action

Hearing and Action begins no earlier than 2 PM. Applicants make a presentation again, including any

revisions or additional information requested by the Commission during briefing. Public comment is then accepted—limited to 3 minutes per person, per project. The Commission usually votes on projects the same day they are presented for Hearing and Action.

PLANNING COMMISSION PRESENTATIONS

Two presentations are required to receive Planning Commission approval—Briefing and then Hearing and Action. City Planning staff introduces each project before the applicant's presentation. In most cases we recommend that the property owner and project designer attend the meetings; either party can make the presentation.

Planning Commission presentations should generally be no longer than 10-15 minutes. Electronic presentations are required and a computer and projector are available. Submit digital presentations as a single pdf a week prior to the Briefing. Hard copies (12) are required for the Commission members on the day of Hearing and Action only.

AFTER PLANNING COMMISSION

For development projects, please review the "After Planning Commission" handout which covers the final review process. **Please contact staff to address any conditions before proceeding to the Zoning Counter for a permit.**

For projects requiring City Council approval, please review the "After Planning Commission" handout which covers this process.

MINUTES AND TRANSCRIPTS

Planning Commission minutes will be available on the City Planning website as soon as they are approved by Planning Commission. To order a transcript of the hearing, please call Network Deposition Services at 412-281-7908. A fee will be charged for transcripts.

FOR MORE INFORMATION

Please see Planning Commission submission requirements on the other side of the handout. For questions or more information, contact Kate Rakus, Principal Planner, at kate.rakus@pittsburghpa.gov or 412-255-2470 ex. 3.



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SUBMISSION REQUIREMENTS

One week prior to the Planning Commission meeting, please email the complete Planning Commission presentation in pdf format to Kate Rakus, Senior Planner, at kate.rakus@pittsburghpa.gov. (For large file sizes, a cd or use of ftp site is acceptable.) Staff will review the presentations for completeness. Submissions are complete when the plans and images clearly convey the design and context. Only complete applications will be included on the agenda; projects with incomplete or late application sets will be held until documentation is complete.

The agenda is set the Thursday prior to the Planning Commission meeting. The project presentations are posted with the agendas to the City Planning website.

NEW CONSTRUCTION OR EXTERIOR RENOVATION

The applicant must **submit and present**:

- Introductory Slide with project address, zoning district, and brief description of project
- Location map
- Site plan with graphic scales and dimensions, and including adjacent context
- Labeled photos of surrounding context
- Elevations (with dimensions) of all sides visible from a street
- Landscaping plans
- Perspective drawings (including eye-level perspectives) rendered accurately and showing surrounding context
- Building materials information or board (board recommended for larger projects)
- Sustainability & Stormwater Management summary (one slide)
- Accessibility & Universal Design summary (one slide)
- Community process summary (one slide)

As applicable, complete applications may include the following items:

- Transportation study by Traffic Engineer
- Relationship to overall PLDP or Master Plan
- Automobile and bicycle parking plans

Please **do not** include interior floor plans or images, unless specifically relevant to Planning Commission approval criteria.

HIGH WALL SIGN

The applicant must **submit and present**:

- Site plan indicating proposed sign location
- Accurate elevation illustration of sign on building
- Section drawing illustrating how sign is to be attached to the building
- Description of lighting and materials of sign
- View of sign from important vantage points
- Illustration of the extent of visibility of the sign
- Alternative locations considered
- Community process summary (one slide)

INSTITUTIONAL MASTER PLAN

The applicant must **submit the Institutional Master Plan and present**:

- Location map
- All of the proposed projects in the 10-year development plan
- Transportation study by Traffic Engineer
- Sustainability and Stormwater Management summary (one slide)
- Accessibility & Universal Design summary (one slide)
- Community process summary (one slide)

ROOFTOP HVAC

The applicant **must submit and present**:

- Location map
- Site plan, including adjacent context
- Rooftop plan
- Images showing impact on the public realm
- Noise analysis (if required)

ZONE CHANGE PETITION

The applicant **must submit and present**:

- Location map
- Labeled photos of site and surrounding context
- General information about possible future uses
- Community process summary (one slide)

OTHER APPLICATION TYPES

Please contact City Planning staff to discuss requirements for other application types, including Specially Planned Districts and PUDs.