DEFINITION
A Spark is a temporary, public area in the right-of-way along or immediately adjacent to commercial corridors intended to generate more on-street pedestrian activity. Sparks are created by replacing one to two parking spaces with extended sidewalk space. Important things to note:

- Sparks are Public Spaces
- Commercial activity is not allowed in a Spark
- Alcohol is not allowed in a Spark
- Sparks must be removed in the winter

WHY A PILOT?
Trying out a program on a small scale allows the city to refine its process, agreements and design requirements before opening the program up city-wide. In 2018 the City of Pittsburgh will select UP TO 4 Spark applications to participate in the 2018 pilot. Learning from this process, the city anticipates creating a more permanent program in 2019.

WHO IS ELIGIBLE?
Business or property owners can sponsor a Spark directly in front of their business. For the pilot phase, the City is limiting sites to streets that meet ALL of the following requirements:

1. In a commercial area
2. On a City-owned street (State-owned, County-owned and private roads are not eligible)
3. On a street with a speed limit of less than 25 MPH
4. On a street that has a slope of less than 5%

TIMELINE
Feb 2018 Applications open
February 20 Spark Q and A
March 4 Initial Applications due at 5pm
March 16 City to announce 2018 Spark locations
April 4 Final Design material due at 4pm
April 25 Art Commission (attendance required)

(A May Art Commission date can be accommodated to give you more design time. This proposed timeline is aggressive in order to give you the most spring time with your Spark.)

May Construction and installation by project sponsor
May - Nov Enjoy and maintain your Spark!
November Remove and store your Spark till next season

Image credits: Unless noted, all images have been created by City of Pittsburgh staff
Location Criteria

In addition to meeting eligibility requirements listed on page 1, location criteria include:

Ownership - The Spark project sponsor must be the business or property owner directly adjacent to the proposed site.

Parking spaces - Sparks can be considered in any location where there are space(s) for on-street, non handicapped, parallel parking spaces that are either metered or unmetered. A Spark should comprise 1-2 parking spaces in size (see figure 1).

Placement on block - Sparks must be in front of the project sponsor.

Street slope - Sparks are permitted in locations with a running slope (grade) of five percent or less and a cross slope of 2% or less (see figure 3). The platform should be flush with the sidewalk, a maximum of ½” gap is allowed.

Utilities - Sparks may not be constructed over utility access panels, manhole covers, storm drains, or fire hydrant shut-off valves. Spark sponsors must provide access to any City or public utility company that may have underground conduits beneath the constructed Spark. Project sponsor may be required to temporary remove all or a portion the constructed Spark at no cost to the city.

Dimensions - There must be a 4 foot buffer from adjacent parking spaces on each side of the Spark. Parking spaces are 20 ft long, so a Spark comprised of 2 parking spaces could be expected to be about 32 feet in length. Sparks must be set back 2 feet from the outside edge of driveways. In terms of width, the outer edge of the Spark must be 12 inches from the nearest travel lane.

Long-term City projects / future City-sponsored streetscape improvements - The City may reject Spark proposals that conflict with upcoming streetscape improvements.

REFERENCES (HYPERLINKS)
- City of Pittsburgh, Spark website
  pittsburghpa.gov/domi/right-of-way/spark
- Find your zoning district
- See examples: New York City Street Seats
- See examples: Philadelphia Parklet Guidelines
- See examples: San Francisco Parklet Manual
**Design Requirements**

Sparks should be designed for easy installation and removal. Thus, the platform may NOT be attached to or damage the street. It may be acceptable to bolt the platform to the curb, but a restoration plan must be included. During this pilot phase, an engineer’s stamp is required to verify the design meets our safety requirements outlined below:

**Platform** - The platform should be built such that the Spark becomes an extension of the sidewalk. It is also required that the platform rest area has a maximum slope of 2%. The platform must be able to support 100 lb per square foot of live load. To withstand bumps, the outside edge of the platform closest to the street should contain a beam of pressure-treated lumber with a cross-section of 6” x 6”, or equivalent.

**Railing / Buffer** - All Sparks must have some form of a continuous vertical buffer around the street edges. Buffers can be planters, railings, cabling, or other creative approaches. They must be between 36 and 42 inches and must be able to withstand a 200 lb horizontal force. It is encouraged that these buffers do not impede the visual of the street.

**Wheel stop** - Rubber wheel stops are also required. A 3 ft wheel stop must be installed one foot from the curb at the edge of the front and back of the Spark. In addition, reflected elements are required at all outside corners, these usually take the form of soft-hit posts.

**Amenities** - These can include permanent or movable seating, planters, bicycle parking etc. When possible, it may be recommended to consult the city standards for bike racks and benches but often these may not apply.

**Drainage** - The platform must be built so as not to impede drainage, most designs allow stormwater to flow along the curb under the platform as it does now.

**SPARKS ARE ACCESSIBLE TO ALL**

The structure must uphold the standards set out in the Americans with Disabilities Act and the Americans with Disabilities Act Accessibility Guidelines. Applicants are responsible for familiarizing themselves with these standards, but a few considerations specific to Sparks are:

- Entry must be at least 48” wide and sloped less than 2%
- Gaps between the sidewalk and Spark deck must be less than 1/2” in all dimensions
- Include a wheelchair turning space (T shape or circle)
- Include 30” x 48” clear floor area
- If tables, counters, benches or other furniture is provided, at least one of each type must be accessible.

Figure 5: Required materials
Application Process

1. INITIAL APPLICATION DEADLINE - MARCH 2, 5:00PM
Initial applications must include all the documentation listed on the application. Designs can be conceptual at this phase, but must at least include the dimensions on the example site plan (page 6) and initial application form (page 7).

2. REVIEW AND SELECTION - MARCH 5- MARCH 9
Complete applications will be reviewed by the Department of Mobility and Infrastructure, the Public Art and Civic Design Department and the Department of Public Works. They will be evaluated based on the following criteria:
   - Quality and robustness of outreach
   - Quality and completeness of application
   - Project readiness
   - Potential to provide open space to areas with little access to existing open space
   - Site conditions

3. FINAL DESIGN DEADLINE - APRIL 4
Chosen applicants will be responsible for producing all required final materials (page 8).

4. PERMITTING - APRIL
Following your final submittal, the Department of Mobility and Infrastructure will issue a permit encompassing special conditions for the Spark, including maintenance, insurance and winterization requirements. Example language can be found on pages 9 and 10. City Council approval may be required.

4. ART COMMISSION - APRIL 25
Applications must have all final materials to the City before April 4, 2018. City staff will introduce the program and the applicants, but applicants must be present at Art Commission to present the design. Please review Art Commission guidelines and application at: pittsburghpa.gov/dcp/art-commission/

5. COST
A basic construction can cost $12,000 - $20,000 for materials, labor, installation and removal. Many designs will cost more than this. All costs are the responsibility of the applicant and chosen applicants should budget for:
   - Design fees
   - Materials
   - Labor for fabrication, installation and removal
   - Storage costs (if applicable)

6. FABRICATION AND INSTALLATION - APRIL / MAY
The city will work with chosen applicants to set up an installation schedule. Construction must occur off-site and have the ability to be installed in one day.
Initial Application Requirements

After confirming that your site meets the location requirements laid out on pages 1 and 2, we invite you to consider the cost and schedule and submit an initial application. Please submit all the documents below along with your Spark Initial Application form (page 7). Applicants are encouraged to ask questions before the deadline.

1. PROJECT NARRATIVE
   The project narrative is a short project description (800 words or less) explaining your vision for your Spark. Applicants are encouraged to emphasize:
   - How the immediate neighborhood will benefit from the Spark.
   - Ideas for activation and programming of the Spark.
   - Information on existing neighboring open space.

2. FABRICATION STRATEGY
   In this Pilot phase, the City is interested in awarding permits to Sparks that are ready to go. Demonstrate your project readiness by telling us about your funding commitments as well as your design, construction and installation strategy. Strategies should outline the schedule and parties responsible for each step of the process.

3. INITIAL SITE PLAN See Page 6

4. PHOTOGRAPHS OF PROPOSED SITE
   Your initial application should include photos taken from specific angles around the proposed Spark site. See Figure 4, below for details.

5. MAINTENANCE AND WINTER STORAGE PLAN
   Document your plans for seasonal storage of your Spark.

6. COST ESTIMATE (DESIGN AND CONSTRUCTION)
   Demonstrate your understanding of the costs associated with design, fabrication and installation.

7. COMMUNITY OUTREACH
   It is important to demonstrate that you have communicated with your neighbors regarding your Spark proposal, and to include documented support for the Spark from nearby businesses, residents, property owners, and others. Proposal submissions that do not include documentation of community outreach will not be considered.
   - Property owners (required) - if you are not the owner of the proposed site you are required to provide a letter of consent or support from the property owner(s)
   - Adjacent businesses (required) - Applicants are required to provide a letter of consent or support from any other businesses immediately adjacent to the applicants' address
   - Proof of notification to entire blockface (required)
   - Council office (optional)
   - Other neighboring businesses (optional)
   - Merchant or neighborhood association (optional)

8. ILLUSTRATIVE DESIGN CONCEPTS (OPTIONAL)

Figure 4: Existing Condition Photos: Locations and File Names

Image credit: San Francisco Parklet manual 2.2, 2015, p. 18, SF planning.
Initial Site Plan Requirements

An initial site plan showing the existing street and sidewalk environment is required with all initial applications. The site plan does not need to show the proposed Spark design, but should show the footprint of the proposed Spark and all street and sidewalk elements at least 20 feet on either side of the proposed Spark location. Site plans must be drawn at a 1:20 scale (by hand or computer). The initial site plan may be hand drawn, as long as it is legible and includes all the elements below:

- Your building, adjacent properties (include addresses) and their building entrances.
- Existing sidewalk width(s).
- Existing curb cuts and driveways.
- Adjacent bicycle lane or auto traffic lane.
- Existing parking spaces with dimensions.
- Existing parking kiosks, with numbers
- Other existing sidewalk features near the proposed Spark area (fire hydrants, streetlights, utility access panels, bicycle racks, etc). Existing utilities in the street and on the sidewalk.
- All specialized curb zones near the location (loading, bus stops, handicapped parking spaces, etc)
- Existing street trees and tree pits.
- Proposed Spark footprint and dimensions.
- Spark setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bicycle lane or auto traffic lane)
- Nearby driveways and 24 inch setback from the outside edge of the driveway.

Figure 6: Site Plan Example

Image credit: San Francisco Parklet manual 2.2, 2015, p. 18, SF planning.
SPARK 2018 PILOT INITIAL APPLICATION FORM

APPLICANT NAME

BUSINESS NAME

I am the (check all that apply)  □ business owner  □ property owner at this address

ADDRESS

CITY/STATE/ZIP

PHONE

E-MAIL

INITIAL APPLICATION CHECKLIST
Please attach the following to this application

□ Project narrative
□ Fabrication strategy
□ Initial site plan
□ Photographs of proposed site
□ Maintenance and winter storage plan
□ Cost estimate for design and construction
□ Consent or support from property owner
□ Consent or support from immediately adjacent property owners
□ Demonstrated support from other partners (optional)
□ Illustrative design concepts (optional)

UNDERSTANDING OF RESPONSIBILITIES
By submitting an initial application for participation in Pittsburgh's 2018 Spark Pilot, I understand the following:

□ I will be hiring an engineer to sign and stamp a drawing set for City of Pittsburgh review.
□ I am responsible for all costs related to design, permitting, fabrication, installation, maintenance and winter storage of my Spark.
□ I am responsible for all the project management associated with design, permitting, fabrication, installation and maintenance of the Spark.
□ Before installing the Spark, I need to receive approval from the City's Art Commission.
□ Before installing the Spark, I need to receive an approved permit and an executed agreement with the City of Pittsburgh.
□ The City of Pittsburgh requires permittees to maintain adequate insurance for the Spark for the duration of the installation. I have confirmed that I am able to add the city as additionally insured on my business’ liability insurance.
□ I am part of a pilot program and there may be other requirements that are not part of this list. and existing requirements may be revised at the discretion of the City.

SIGNATURE:
(Required)

PRINTED NAME:

E-mail complete applications to spark@pittsburghpa.gov before 5pm on March 2, 2018.
For general questions contact: kristin.saunders@pittsburghpa.gov
For Art Commission questions, contact: yesica.guerra@pittsburghpa.gov
Final Application Requirements - April 4 Deadline

Based on the review of initial application submissions, the City of Pittsburgh will choose 4 sites to move forward in this pilot program.

Chosen Spark designers are strongly advised to communicate with the Department of Mobility and Infrastructure during the design development phase. Staff can help flag potential design issues early on, and foresee concerns that other departments may raise later in the process. This reduces the likelihood that you will have to revise the design drawings, potentially saving time and expense.

At the end of the design process, you will need to submit a complete design drawing set signed and stamped by an engineer. This is a collection of drawings that explain how your Spark will look, what materials it will be made of, and how it will be assembled. The creation of drawings and materials is the responsibility of the project sponsor. The City expects the Spark to be constructed with the materials and forms depicted in the final design drawing set.

1. SITE PLAN
This drawing shows the proposed Spark footprint in relation to the surrounding streetscape context. It should include all the initial site plan requirements outlined on page 5.

2. ACCESSIBILITY PLAN
The drawing extents should include the entire length of the Spark site including the clear buffer areas at both ends; and the fronting sidewalk and building facades:
- Spot elevations on the sidewalk and street.
- Path of Travel onto Spark, connecting the
- Wheelchair turnaround space and
- Wheelchair resting area.

3. SPARK PLAN
The drawing extents should include the entire length of the Spark site including the clear buffer areas at both ends; and the fronting sidewalk and building facades:
- Various elements included in the design.
- Different materials to be used in the design.
- Plant types and/or species to be used.
- Dimensions of Spark and Spark elements (including buffer areas).

4. ELEVATIONS FROM ALL SIDES
These side-view drawings of your proposed design should include:
- Various elements included in the design.
- Different materials to be used in the design.
- Dimensions of Spark, Spark elements and buffer areas.

5. SECTIONS
These are "cut-through" drawings of your Spark design that articulate complex design elements; such as how accessibility is provided.

6. CONSTRUCTION DETAILS
These drawings show how your Spark will be assembled or constructed. They should include:
- A detail of the curb / gutter / Spark threshold
- A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked
- A detail of the railing

7. RENDERINGS AND PERSPECTIVE DRAWINGS (OPTIONAL)
As part of the final permit with the City of Pittsburgh, Project Sponsor’s must agree to maintain the Spark as outlined below. Since this is a pilot program, this language may change during the design process:

1. Unless already in the vicinity of the Spark, Permittee must provide litter and recycling containers. Dirt, litter and obstructions shall be removed daily so as to maintain the Spark (including the surface of drains and catch basins) in a clean, neat and good condition. Daily cleaning shall include chewing gum removal.

2. Permittee shall dispose of all waste matter and trash be in accordance with the City’s Refuse and Recycling Ordinances (Chapter 619) and Regulations.

3. Graffiti shall be regularly painted over or removed, within a reasonable timely manner after its appearance on the Spark.

4. Any folding tables, chairs and umbrellas (“Move-able Street Furniture”) shall be cleaned daily and maintained as reasonably necessary.

5. Snow and ice shall be removed from all walkways within a reasonable period of time after each snowfall or accumulation of ice, so as not to interfere with safe passage. If necessary, Move-able Street Furniture shall be removed or protected and secured from the Spark Site due to snow and/or ice conditions. Sand or snow melting agents shall be spread on all walkways, as needed, to minimize slippery conditions which may arise from the thawing and refreezing of snow and/or ice.

6. Any planters and planting beds shall be kept neat and free of litter and debris.

7. Any plants shall be kept in planted areas at all times and they shall be watered regularly as needed and maintained in a clean and attractive condition.

8. All required repairs and/or replacement will, in all respects, conform to the original installation of the Spark as set forth in the approved design plan and site plan, unless prior written approval is obtained from the City.

9. Any and all required repairs and/or replacements to the Spark will be performed promptly and all costs thereof shall be borne by Permittee.

10. In the event that any material originally installed is no longer available at the time of such repairs and/or replacement, Permittee may substitute comparable material provided prior written approval is obtained from the City.

11. Adequate and proper drainage must be maintained; drainage may not fall or flow across the footways or roadways.

12. Permitted shall permit free and unobstructed ingress and egress to, from, and around the Spark for the protection or facilitation of pedestrian traffic.

13. Permittee’s follows winter removal plan, attached to agreement.
As part of the final permit with the City of Pittsburgh, Project Sponsor’s must agree to insure the Spark as outlined below and attach their executed certificate of insurance to the final permit.

Permittee shall maintain insurance in at least the amounts specified in this Section throughout the term of the Agreement. Permittee must provide a certificate of insurance duly executed by the officers or authorized representatives of a responsible and non-assessable insurance company, evidencing the following minimum coverage(s) and specifically identifying the City of Pittsburgh as an additional insured (for general and automobile liability), which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to the City:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Individual Occurrence</th>
<th>Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>$500,000.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$500,000.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>Statutory limits</td>
<td></td>
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</tbody>
</table>

All premiums shall be at the expense of Permittee. All general and automobile liability policies must be made on an occurrence basis. Claims-made policies for general and automobile liability are not acceptable. In the event that the term of said insurance shall expire prior to the expiration of the term of this Agreement or the completion of all services required hereunder, whichever shall occur later, Permittee shall renew said insurance in a timely manner and shall promptly cause a certificate of insurance evidencing such renewal, and also identifying the City of Pittsburgh as an additional insured, to be forwarded to the Director of the Department of Mobility and Infrastructure.

The insurance requirements set forth herein shall in no way be intended to modify, limit or reduce the indemnifications made in this Agreement by Permittee to City, its officers, employees, and agents, or to limit Permittee’s liability under this Agreement to the limits of the policies of insurance required to be maintained by Permittee hereunder.