

# **Athletic Fields/ Courts Permitting Meeting 2023**

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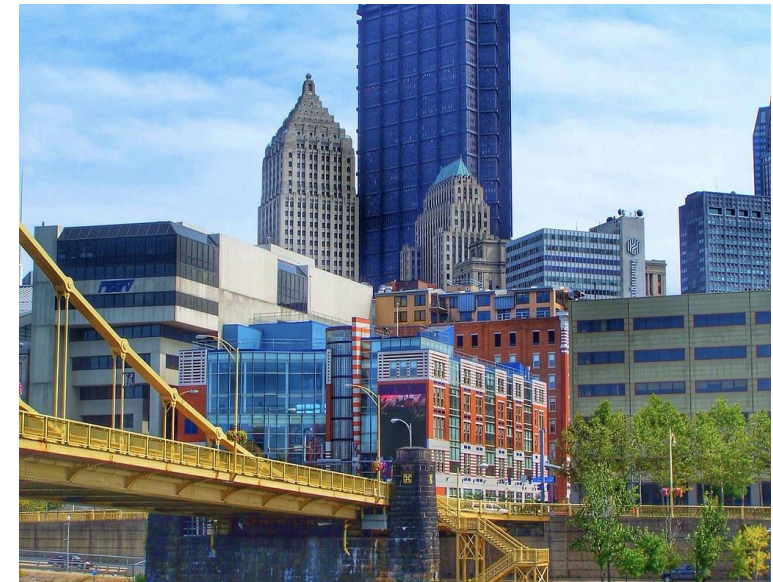
**Tuesday, February 7th, 6PM  
Banksville Park Shelter**





# Welcome and Introductions

- **DPW Permitting Staff:**
  - Allison Schmidt (Botti) - Field Permit Manager [allison.botti@pittsburghpa.gov](mailto:allison.botti@pittsburghpa.gov)
  - Zach Spodek – Program Specialist [zachary.spodek@pittsburghpa.gov](mailto:zachary.spodek@pittsburghpa.gov)
- **Bureau of Environmental Services:**
  - Chris Mitchell – Anti-Litter Specialist





# Overview

- I. Reasons/Changes to Policy for 2023
- II. Summary of Permitting Process
- III. Fields/Courts Closings & Openings
- IV. Timeline & Next Steps
- V. Maintenance & Litter Prevention
- VI. Public Participation / Questions & Answers
- VII. Closing Remarks / Thank You



# I. Reasons/Changes to Policy for 2023

- **Equitability (demand for athletic facilities exceeds supply)**
  - Ensure a transparent and equitable allocation of facilities for those who wish to rent them (residents will be prioritized).
  - Prevent "blanket" permits and the monopolization of a facility by a single group.
- **Collect Data for Facility Usage**
  - Collect and share data around usage, to assist DPW with regular field and court maintenance.
  - Inform the Mayor and City Council with the development of capital projects for athletic facilities.

## II. Summary of Permitting Process



- **What types of fields/courts does DPW permit?**
  - Baseball Fields, Basketball Courts, Bocce Courts, Dek Hockey Courts, Football Fields, Sand Volleyball Courts, Ultimate Frisbee, Rugby, and Soccer Fields.
- \*Reminder - Tennis/Pickleball Court Rentals are managed through the Department of Parks & Recreation (CitiParks) (<https://pittsburghpa.gov/citiparks/tennis>)
- **Seasons:**
  - Spring/Summer: April 1st to July 31st
  - Summer/Fall: August 1st to November 30th
  - Winter: December 1st to March 31st







## II. Summary of Permitting Process (contd.)

- Completed Application Deadlines for Each Season:

<u>Season</u>	<u>Youth Application Deadline</u>	<u>Adult Application Deadline</u>
Spring/Summer - April 1st to July 31st	February 20th at 5PM EST	February 27th at 5PM EST
Summer/Fall - August 1st to November 30th	June 20th at 5PM EST	June 27th at 5PM EST
Winter - December 1st to March 31st	Rolling application period starting December 1st . No deadline	Rolling application period starting December 1st. No deadline



## II. Summary of Permitting Process (contd.)

- **What is a Completed Application?**
  - In addition to completing the GoogleForm application ([https://docs.google.com/forms/d/e/1FAIpQLSfXrKpM89DPFCSPMHJ3Akmhz6ogW\\_rB5LBdxe383xFUQcHEqQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfXrKpM89DPFCSPMHJ3Akmhz6ogW_rB5LBdxe383xFUQcHEqQ/viewform)), the following must be submitted prior to/by deadlines to [dpwfields&parkshelters@pittsburghpa.gov](mailto:dpwfields&parkshelters@pittsburghpa.gov):
    - \*Rosters (can be updated up to a week before the permit is issued).
    - Game/practice schedules (*see updated 2023 forms from 1/5/23 email*).
    - Current Certificate of Insurance (COI) naming City of Pittsburgh as additional insured (see website for example).
    - **\*\*Act 33 Clearance for youth organizations are required.**  
Please visit <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>
  - Permit fees:
    - Must be paid prior to issuing permit if adult application is approved (adults - \$23/hour). Can be paid online at [registerparks.pittsburghpa.gov](http://registerparks.pittsburghpa.gov), or by check/money order to 611 2nd Ave. Pittsburgh, PA 15219.
    - Youth - no charge with completed application / required documentation.



## **II. Summary of Permitting Process (contd.)**

**Pursuant to Council legislation, if more than one applicant applies for the same day and time for the same facility, the City will first review the Order of Priority below for fully completed field/court permit applications:**

- First priority will be given to Pittsburgh Public Schools Interscholastic Athletics only during the school year, Monday through Friday, between 2:30 PM and 5:00 PM.**
- Second priority will be given to private school interscholastic athletics located within the City of Pittsburgh with the majority of participants on rosters living in the City.**
- Third priority will be given to CitiParks and CitiSports affiliated programs, upon verification of status as such through the Department of Parks & Recreation.**
- Fourth priority will be given to any youth sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.**
- Fifth priority will be given to any adult sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.**
- Sixth priority will be given to any youth and adult sports leagues which do not fit the above criteria.**



## II. Summary of Permitting Process (contd.)

**If there are no feasible alternative locations, the City will utilize the following techniques to reach a mutually agreeable compromise:**

- Capping or otherwise limiting field usage to specific times based off applications received.
- Permitting alternative organizations for different days of the week, and/or alternating days.





## II. Summary of Permitting Process (contd.)

- **Changes to Permits:** Request to Permit Office ([dpwfields&parkshelters@pittsburghpa.gov](mailto:dpwfields&parkshelters@pittsburghpa.gov)) within at least four (4) business days prior to requested permit date/change.
- **Rainouts:** Should be communicated to the Permit Office ([dpwfields&parkshelters@pittsburghpa.gov](mailto:dpwfields&parkshelters@pittsburghpa.gov)) no more than twenty-four (24) hours within the permitted time.

# III. Fields/Courts Closings & Openings (weather/construction/maintenance permitting)



- Arsenal Middle Field
- Bud Hammer Field (currently closed through 4/14)
- Homewood Field (Willie Stargell)



- West Penn Field
- Volunteers Fields
- Frick Park Fields – Stan Lederman Field



Upcoming Lighting Projects (timeline TBD):

- Leslie Park – McGrane Fields
- Forbes & Braddock Fields
- Frazier – Dan Marino Field
- Officer Paul Sciallo Field
- Fineview Field

- **To learn more, visit <https://engage.pittsburghpa.gov/projects>**

# IV. Timeline & Next Steps

- Fill out application online and send necessary documents via email by deadline (see slide #7).
- Permit Office will notify you via email when permit is ready.
- For questions, please email [dpwfields&parkshelters@pittsburghpa.gov](mailto:dpwfields&parkshelters@pittsburghpa.gov) or be sure to email [allison.botti@pittsburghpa.gov](mailto:allison.botti@pittsburghpa.gov) AND [zachary.spodek@pittsburghpa.gov](mailto:zachary.spodek@pittsburghpa.gov). In person visits to office or phone discussions will be done by appointment only.
- In the event of issues with lights at fields/courts (after work hours ONLY) please text (preferred), email, or call Allison. This is only in case of lights emergency issues. Lights are set 15 minutes past permit end time.
- Concession Stands will require Director's Agreement (see question 14 in application). Also may need food safety clearances from Allegheny County Health Department.
- Batting Cages - Priority of batting cages will be given to permittees only during the time they hold the field permit.

**REMINDER - Submission of a completed application does NOT constitute a permit.**



# V. Maintenance & Litter Prevention – What Does DPW Do?

- Assets are maintained by 104 laborers / tractor operators located at 6 divisions (Emerald, Frick, Highland, McKinley, Riverview, and Schenley Divisions).
- Maintains 172 parks facilities and over 3,500 acres of land.
- Maintains 109 fields
- Maintains 218 courts
- Maintains 1,791 benches, 252 bleachers, and 356 tables.
- Maintains over 40 miles of trails
- Playground maintenance / repair of 413 play features in 121 playgrounds
- Landscape Maintenance (mowing, trimming trees, mulching, overseeding, aerating, fertilizing etc.)
- Custodial Activities for 46 rentable shelters, gazebos, and bathrooms.
- Empty over 1,200 trash cans, picking litter, and leaf collection
- Storm damage cleanup and snow removal
- Setup and cleanup Special Events
- **Reminder: Field/Court hours are from 6AM – 11PM. Permit holders are responsible for picking up equipment off field after games/practice (nets, tires, etc.). No grills, smoking, alcohol, etc.**





# City of Pittsburgh

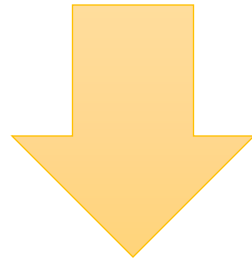
Department of Public Works  
Bureau of Environmental Services

**Anti-Litter Efforts  
for Field & Court  
Permits**



# Updated field permit application language

*“No littering. Permit holder is responsible for keeping the field litter free during the duration of their permitted time. Any litter found accumulated during permitted time is subject to citation and/or fine.”*



***“Keep area free of litter. Permit holder (including spectators, staff, and participants) is responsible for keeping the field/court litter free during the duration of their permitted time. Any litter found accumulated during permitted time is subject to citation and/or fine.”***

# Solutions

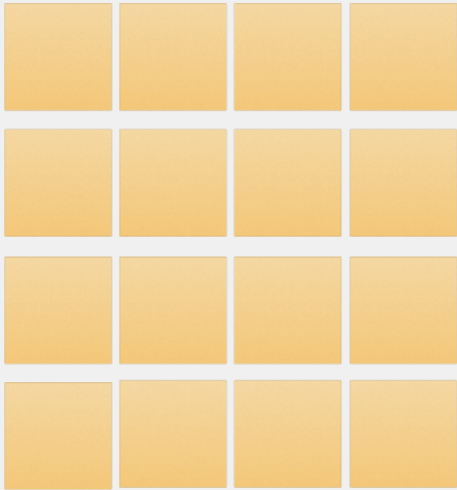
**Affinity diagram**

Use this template to identify themes during data analysis or brainstorming. Start by adding a prompt, usually a problem or goal statement, then have everyone add their ideas or data points. Then, sort the content based on common themes that emerge during the exercise.

**Prompt:**

Cooperative solution building to

Design and research

IDEAS	PREPERATION	COMMUNICATION	RESOURCES	CONSEQUENCES
				

Using Microsoft Whiteboard, let's collaborate on some possible solutions or conditions that you think would help your organizations in keeping fields and shelters litter free.

# Next steps

- *Using your brain-storming ideas we gathered today, we'll see what the City of Pittsburgh is realistically able to accommodate or accomplish*
- *Everything we discussed will be considered and incorporated to create new policy for both the City of Pittsburgh and our partner organizations that will be shared with everybody here before it's included in any public agreements or contracts*
- *We'll track to see if complaints about litter or trash issues around permitted fields have decreased, and if so we'll consider this a success!*
- *If we find that there has been no change in litter or trash complains, then we'll reconvene and work together on coming up with new solutions.*



## **VI. Public Participation/Questions & Answers**

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# VII. Closing Remarks/Thank You

