

CITY OF PITTSBURGH

SPARK PROGRAM GUIDELINES AND APPLICATION OCTOBER 2018



IMAGE: Spark at BaeBae's Kitchen, 925 Liberty Avenue. PHOTO CREDIT: Merrit Chase

Introduction

Sparks are small platforms that take the place of one or two on-street parking spaces and extend the sidewalk to provide new space for seats and tables. Sparks offer residents and visitors alike new opportunities to stop, sit, and enjoy the surrounding neighborhood street life. They increase street vibrancy and improve quality of life in Pittsburgh's commercial corridors. The Department of Mobility and Infrastructure is pleased to partner with local business owners and community groups interested in bringing Sparks to their communities.



IMAGE: Spark at Onion Maiden, 639 East Warrington Avenue. PHOTO CREDIT: Merrit Chase

Sparks are permitted by the City of Pittsburgh through the Department of Mobility and Infrastructure. To apply for a Spark, first submit an initial application demonstrating that your Spark idea is consistent with the guidelines established in this document. Specifically, spark applications must demonstrate that:

1. The Spark location is appropriate
2. The Spark design is appropriate.
3. The Spark has support from the abutting property owners.
4. The Spark can be appropriately maintained.

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TIMELINE.

October 12, 2018	Initial Application launch
During this time, the City will be accepting rolling initial applications. If you have questions or want a confirmation about eligibility, please reach out early	
November 19, 2018	Applications Close
December 4, 2018	Approved locations announced and applicants can begin design
December - April	Final review and permitting
May	Construction and installation

Location Guidelines

Spark locations are subject to review from the City's Municipal Traffic Engineer. Locations must fit in the parameters below:

Placement within neighborhood, the Spark must be...

- In a commercial area (zoning areas: LNC, UNC, Oakland and Downtown)
- Be placed on a City-owned street (State-owned, County-owned streets are not eligible)
- On a street that has a speed limit of less than 25 MPH

Placement within a block, the Spark must...

- Be placed directly in front of the applicant's business.
- Have at least 5 feet of unobstructed clearance to utilities, loading zones or handicapped parking spaces
- Be in an existing, full-time legal parking space
- Be at least 15 feet away from any fire hydrant;
- Be at least 20 feet from any marked crosswalk, or 32 feet from the block corner at intersections without a marked crosswalk; and
- Not be in a travel lane or in rush-hour restricted driving lane.

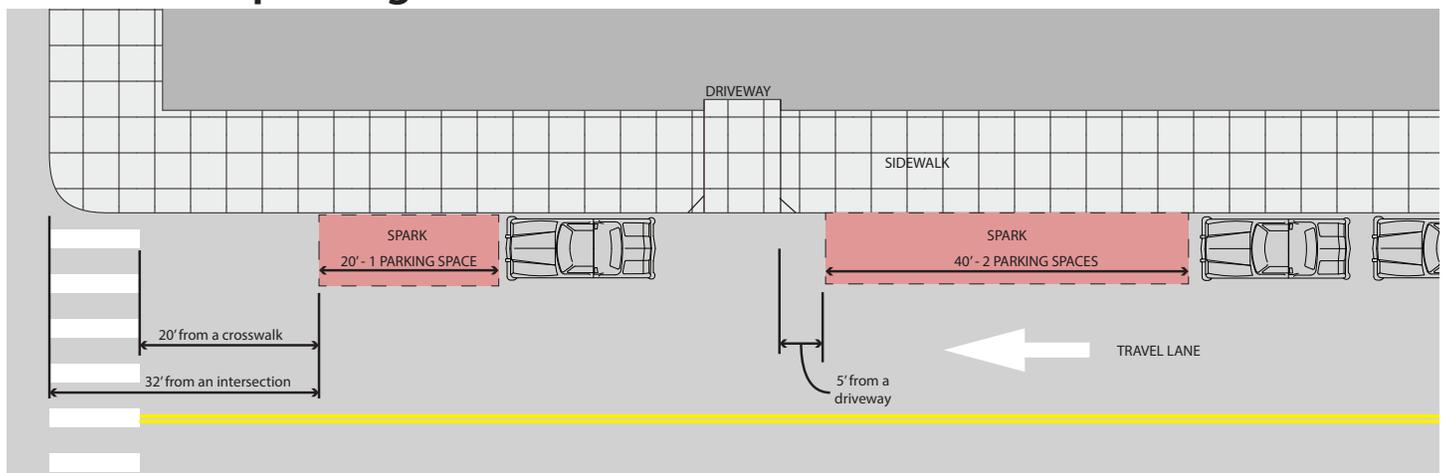
Placement on Slopes

- The City will consider applications on sloped streets slopes provided the applicant can make the Spark ADA accessible without comprising any of the other design guidelines outlined in this document.

Utility Access

Sparks must not block access to any utilities including manholes, sewer grates, storm drains, gas meters, electric meters, signal boxes, etc.

Buffers and parking setbacks



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. Please use the following list as a checklist when designing your spark.

Dimensions -

- There must be a 4 foot buffer between the Spark and any parking space.
- Since parking spaces tend to be about 20 ft long, a Sparks 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.
- The platform should be flush with the sidewalk, a maximum of ½" gap is allowed.
- The outer edge must be set back 12 inches from the travel lane.

Access

- Only the sidewalk-facing side of the Spark should be open to pedestrians
- Spark entrances and exits must be ADA accessible

Protection from Vehicles

- A 3 ft wheel stop must be installed one foot from the curb at the edge of the front and back of the Spark.
- Reflective elements are required at all outside corners, these usually take the form of soft-hit posts.
- The outside edge of the Spark closest to the street should contain a beam of pressure-treated lumber with a minimum cross section of 6" x 6" or equivalent.

Platform

- The platform should be built such that the spark becomes an extension of the sidewalk.
- The platform must be able to support 100 lb per square foot of live load.

Overhead Elements

- The City will consider overhead elements such as awnings or sun protection on a case-by-case basis. This will require additional review and result in a longer review process.

Railing / Buffer

- Sparks must have some form of continuous buffer on all non-sidewalk edges.
- Buffers can be planters, railings, cabling, or other creative approach.
- 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 visibility of the street.
- Buffers cannot be designed such that they create a ladder for climbing.

Amenities

- These can include permanent or movable seating, planters, bicycle parking etc.

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 within the spark (T shape or circle).
- Include 30" x 48" clear floor area at all approaches.
- If tables, counters, benches or other furniture is provided, at least one of each type must be accessible.

Frequently Asked Questions:

HOW MUCH DOES IT COST TO DESIGN AND BUILD A SPARK?

If no donated services are considered, a basic construction will 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. Applicants should budget for:

- Design fees
- Materials
- Labor for fabrication, installation and removal
- Storage costs (if applicable)

CAN THE CITY RECOMMEND A GENERAL CONTRACTOR OR AN ARCHITECT?

The City cannot recommend any architects or general contractors for parks. The following groups have designed spark; their inclusion on this list is not to be interpreted as an endorsement there-of.

- Earthspan llc (engineering) - earthspanllc.com
- James Parker Wilson (designer)- jparkerwilson@gmail.com
- MerrittChase (landscape architecture) - merrittchase.com
- Technique Architectural Products (fabricator) - techniqueap.com
- Trevor Barrick (fabricator) - handzthatmold@gmail.com

UNDER WHAT CIRCUMSTANCES WILL THE CITY REQUEST A SPARK REMOVAL?

The City takes traffic and construction safety seriously and will request spark removal if construction, utility repairs or other similar activity poses a safety hazard. The City can revoke a permit if a Permittee is not abiding by City guidelines, if the spark poses a hazard, or for other reasons.

CAN THE CITY PROVIDE OR ASSIST WITH SPARK FUNDING?

The City does not currently offer any funds to support the design, construction, or maintenance of sparks.

WHAT ACTIVITIES ARE ALLOWED IN A SPARK?

It is important to note that Sparks, when built, are considered public space, therefore, they are open to the public. No commercial activity is allowed in a Spark and alcohol is not permitted.

Process Outline

The outline below describes the typical review process. 2018 was the first and pilot Spark year and many of these processes will become more developed over the 2019 season.

1. Initial application

Accepting rolling applications until November 19, 2018

Initial applications must include all the documentation listed on the application (page 7). Designs can be conceptual at this phase, but must at least include the dimensions on the example site plan (page 8). If you are unsure if your location meets the requirements, please reach out to city staff before embarking on a design process. Contact information is on the application page.

2. Review and selection

Applicants that submit on the final day of the initial application period will be notified by December 7. We encourage you to get your applications in as early as possible. Applications will be evaluated based on the following criteria:

- Quality and robustness of outreach
- Quality and completeness of application
- Potential to provide open space to areas with little
- Site conditions

3. Design Development

December - April

Chosen applicants will be responsible for producing all required final materials including:

- Final Design Plans, elevations and sections
- Construction Details (include drainage detail)
- Proof of Insurance
- Maintenance Agreement
- Agreement with the City of Pittsburgh

The review and approval process includes:

- **Art Commission** - City staff will introduce the program and the applicants, but applicants must be present at Art Commission to present the design. More information as well as the Art Commission's schedule can be found here: pittsburghpa.gov/dcp/art-commission
- **Technical review** - City staff will walk applicants through a structural, accessibility and traffic safety review. Please note that applicants are required to obtain an engineer's design services and stamp.
- **Permitting** - The Department of Mobility and Infrastructure will issue the permit and applicants must enter into an agreement with the City of Pittsburgh outlining responsibilities including insurance and maintenance.

4. Fabrication and installation

April / May

The city will work with chosen applicants to set up an installation schedule. Construction must occur off-site and the spark must have the ability to be installed in one day.

Spark 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 _____

APPLICATION CHECKLIST

Please attach the following to this application

- Project narrative - Tell us how your Spark will serve the neighborhood
- Initial Site Plan (page 8)
- Permission from property owner to pursue a Spark application
- Photographs of Proposed site
- Support letters from immediately adjacent property owners
- Maintenance and winter storage plan
- Cost estimate for design and construction
- Fabrication strategy (timeline, designer, fabricator)
- Illustrative design concepts (optional)
- Demonstrated support from other partners such as neighborhood groups or council offices

UNDERSTANDING OF RESPONSIBILITIES

By submitting an initial application for participation in Pittsburgh's Spark Program, 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 the 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 an approved permit and an executed agreement with the City.
- Before installing the Spark, I need to receive approval from the City's Art Commission.
- The City 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.

SIGNATURE (REQUIRED)

PRINTED NAME:

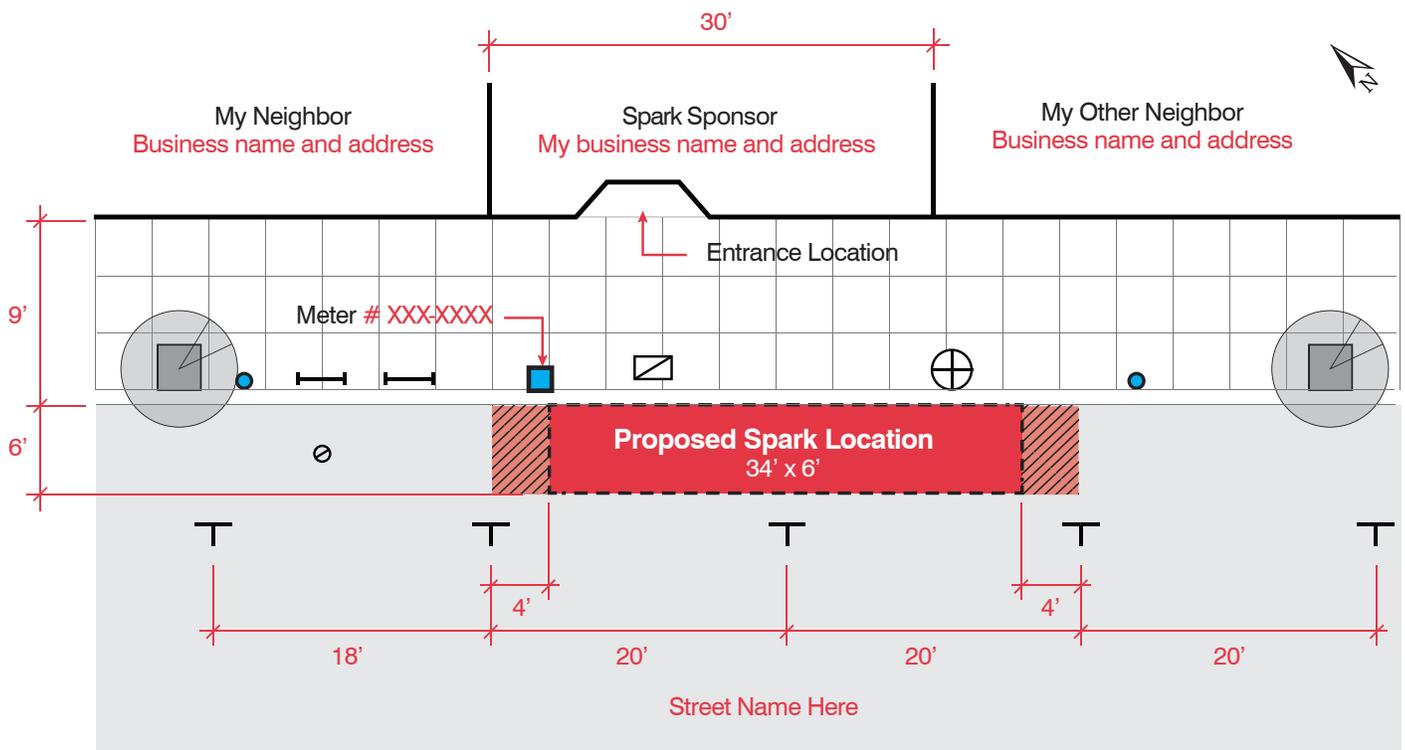
E-mail complete applications and questions with the subjectline, SPARK, before 5pm on or before November 19, 2018

to: kristin.saunders@pittsburghpa.gov

Initial Site Plan Requirements

An initial site plan showing the existing street and sidewalk environment is required with all applications. The site plan does not need to show the proposed Spark design, but should show the footprint of the proposed Spark, all street and sidewalk elements at least 20 feet on either side of the proposed Spark location. 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.



 EXISTING PARKING METER	 4 FT REQUIRED PARKLET SETBACK (NOT TO BE INCLUDED IN PARKLET SIZE)	 EXISTING STREET TREE
 EXISTING BIKE RACK	 EXISTING STREET LIGHT	 NORTH ARROW
 EXISTING UTILITY (IN SIDEWALK AND IN STREET)		

Maintenance Agreement **Example Language**

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 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. Permittee 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.

Insurance Requirement **Example Language**

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:

	Individual	Aggregate
General Liability	Occurrence \$500,000.00	\$1,000,000.00
Automobile Liability	\$500,000.00	\$1,000,000.00
Workers Compensation	Statutory limits	

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.