

WILLIAM PEDUTO
MAYOR



KARINA RICKS
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF MOBILITY & INFRASTRUCTURE
CITY-COUNTY BUILDING

Street Modification for Outdoor Operations **GUIDELINES**

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Overview

This program offers three primary types of street modification requests based on their level of impact to the existing design of the street. Curb Side Pick-Up/Delivery is the lowest impact, Sidewalk Extension changes how the parking lane is used, and Full Street Modification is for large block long parking lane modification or even full street closures. This document informs applicants about the necessary materials and considerations needed for each street modification type.

Curbside Pick-Up/Delivery Zone - Request to convert a few on street parking spaces to be dedicated as pick-up and delivery zones for nearby businesses. It is recommended that you coordinate with your neighboring businesses to maximize the use of these zones.

Sidewalk Extension - Request to close one or more on street parking spaces using barriers and signs to use that space to expand available walking or queuing space, set up general public seating, or set up dedicated table service seating for your business.

Full Street Modification – Request to significantly change the existing street including both partial modifications that still allow vehicles, partial closures such as restricting the street to one way traffic, as well as full street closures that create large spaces for walking, shopping, and dining.

General Guidelines:

These guidelines are applicable to each street modification type:

Site Plan - Applicants will be required to submit a site plan with dimensions indicating the location of the installation and placement of materials. Architectural or engineering drawings are encouraged but not required. Hand drawings (to scale) are acceptable. Ideally site plans should include:

- Scale of drawing;
- Existing storefront location(s), width(s), and location(s) of entry/exit door(s) (including generally unused emergency exits);
- Layout of and dimensions tables, barrier system and/or other furnishings;
- Dimensions between tables and/or for circulation;
- Approximate area in square feet of proposed outdoor use;
- Location of any obstructions such as utility poles (light/power/traffic signal), fire hydrants, parking meters, street signs, street trees, bike racks, etc.
- Location of emergency facilities such as stand pipes, vault doors, etc.

COVID Safety Compliance - Restaurant operations and sidewalk café layout must comply with all current guidance from the Governor's order on COVID-19 (<https://www.pa.gov/guides/responding-to-covid-19/>)

Accessible pedestrian access and circulation - A clear, accessible pedestrian pathway of at least 6 feet must be provided through or around the occupied outdoor space and to all building entrances.

Patron Queuing - Applicant's proposal should account for any queuing that may occur, and should allocate space to do so safely.

Emergency Access - Outdoor operations must not block fire hydrants, fire stand pipes, emergency exits or similar.

Deliveries and Services - Outdoor operations must account for deliveries, pick-up, and refuse removal needs.

Insurance - Applicants will need to provide proof of insurance for outdoor operations before final permit issuance.

Review - All applicants must receive necessary approvals from the City's Zoning and Permits, Licensure, and Inspection (PLI) groups.

Maintenance - Permittees will be required to maintain the space in a safe and orderly fashion in accordance with approved design plans

Liquor Control - If alcohol will be served in the seating area, applicant must comply with all applicable Pennsylvania Liquor Control Board regulations.

Guidelines for Curbside Pick-Up/Delivery Zones:

What locations are eligible:

Dedicated pick-up zones will only be permitted in legal parking spots. They will not be permitted in areas designated as "no parking" or in ADA parking spots. Areas that contain designated loading zones will be considered.

Dedicated Pick-up Zones will not be approved for the exclusive use of one business. Dedicated Pick-up Zones are short-term spaces available for loading activities for any business in the vicinity of the zone.

Priority will be given to areas that also meet one or more of the following:

- In a commercial district.
- Adjacent to multiple participating businesses.
- Limited parking availability.
- At the end of a block.

Who should apply:

Businesses that require space for consistent short-term loading of goods (i.e. restaurants, laundromats, pharmacies) are encouraged to apply.

DOMI will give preference to applications that demonstrate support from multiple businesses and/or property owners that will utilize the zone.

Specific Guidelines:

Barriers on either side of a Dedicated Pick-up Zone may be required in some locations. DOMI will provide barriers, cones and delineators when available, but permit holders are expected to provide any required additional materials.

If an area is approved as a Dedicated Pick-up Zone, DOMI will provide the applicant with appropriate signage to indicate that the area is intended for short-term parking only. The signage should be attached to an adjacent existing sign post, or a makeshift sign post.

The applicant may implement temporary markings, using **white** sidewalk chalk or tape, to indicate that the area is intended for short-term parking only.

Any permanent markings, including paint, are **prohibited**. Additionally, branding or advertising of any individual business in the dedicated pick-up zone is **prohibited**.

Guidelines for Sidewalk Extension:

What locations are eligible:

Only high volume, commercial streets are eligible for consideration for sidewalk extensions. These are streets with one or more restaurant or retail businesses and that have experienced high volumes of pedestrian traffic or queuing.

Priority will be given to high volume commercial streets that also meet one or more of the following:

- In front of businesses that would like to install or expand their outdoor seating
- Along high-use streets and major thoroughfares with a large amount of essential businesses/services, high transit use, or crowded recreational paths
- On streets with narrow or missing sidewalks that cannot be converted to local traffic only
- In front of businesses that frequently experience customer queuing

Who should apply:

Every sidewalk extension should be sponsored (or co-sponsored) by a business operating on the requested block. An individual business, business improvement district, neighborhood group, or other organization may apply for a sidewalk extension but the applicant must identify at least one business operating on each requested block.

DOMI will give preference to applications that demonstrate support from multiple businesses of the block and have the support of a local neighborhood or community-based organization or a business improvement district.

Specific Guidelines:

If approved for a sidewalk extension, DOMI will provide the applicant with appropriate signage to indicate that the parking lane has been converted for pedestrian travel and queuing.

Barriers to indicate a sidewalk extension will be required. DOMI will provide barriers, cones and delineators when available, but permit holders are expected to provide any required additional materials.

Guidelines for Full Street Modification:

What locations are eligible:

Only high volume, commercial streets are eligible for consideration for full street modifications. These are streets with one or more restaurant or retail businesses and that have experienced high volumes of pedestrian traffic or queuing.

Priority will be given to high volume commercial streets that also meet one or more of the following:

- In front of businesses that would like to install or expand their outdoor seating
- Along high-use streets and major thoroughfares with a large amount of essential businesses/services or crowded recreational paths
- In front of businesses that frequently experience customer queuing

Who should apply:

Every full street modification should be sponsored (or co-sponsored) by a business organization, Community Development Corporation or multiple businesses operating on the requested block. An individual business, business improvement district, neighborhood group, or other organization may apply for a full street modification but the applicant must identify at least two businesses operating on each requested block.

DOMI will give preference to applications that demonstrate support from multiple businesses of the block and have the support of a local neighborhood or community-based organization or a business improvement district.

Specific Guidelines:

State-owned roads are **not eligible** for full street modifications without prior approval from PennDOT.

Streets with significant transit service that can not be easily rerouted are discouraged from use as a full street modification.

The applicant must provide evidence of general support from businesses, property owners, and residents on the proposed street. Applications that lack this support may result in delayed approval.

Full street modification designs must include:

- Designs must allow for physical distancing between seating and areas outside of the facility's control (i.e. such that pedestrians on a sidewalk can pass with at least 6 ft. of distance to a customer).
- An emergency access lane at least 10 ft. wide, which can be easily accessed by emergency vehicles. This area may be shared with the pedestrian pathway
- Markers on the street or sidewalk surface to indicate where customers may queue, wherever applicable