



Department of City Planning

*Public Art &
Civic Design Commission
Annual Procedural Meeting*

Rules of Procedure

Types of meetings

- a. Regular meetings
- b. Special Meetings
- c. Annual Updates Meeting
- d. Annual Procedural Meeting

A meeting to review Commission process and procedures with City staff will be held once a year. No formal action, voting, or project reviews will take place at this meeting.



PUBLIC ART & CIVIC DESIGN COMMISSION MANUAL

FEBRUARY 2023



THE CITY OF
PITTSBURGH

Committees

3. Committees: The Commission consists of two standing Committees: the Public Art Review Committee and the Civic Design Review Committee. The Commission has the right to establish Ad Hoc committees of its members as needed. Individuals from outside of the Commission who are experts in the committee's topic may be invited to participate on Ad Hoc committees, but may not vote on Commission decisions. All Ad Hoc committees shall conduct their meetings in accordance with the Pennsylvania Sunshine Act and any other applicable public meetings laws.

Committees

Proposed Ad Hoc Committee:

The Public Art & Civic Design Ad Hoc Committee. This committee reviews applications which include both Public Art and Civic Design elements.

Meeting Agendas

6. Agenda: The agenda is the official order of business at Commission meetings. Agendas will be publicly posted and emailed to all Commissioners and applicants two weeks prior to the meeting. Agendas will be posted for both regular meetings and special meetings on the Commission's website and will include a listing of each matter of agency business that will be or may be the subject of deliberation or official action at the meeting. Agendas may be modified in accordance with the procedures set out in the Sunshine Act. Items are placed on the agenda by Department of City Planning staff, who will determine the completeness of application materials for the Commission's review and action.

Meeting Agendas

Current agenda process:

- a. **First Wednesday**
Applications due
- b. **Second Wednesday**
Agenda posted &
Preliminary Reviews emailed
- c. **Third Wednesday**
Preliminary reviews due
- d. **Fourth Wednesday**
Commission meeting

Proposed agenda process:

- a. **First Wednesday**
Applications due
- b. **Second Wednesday**
Preliminary review emailed
- c. **Third Wednesday**
Agenda posted &
Preliminary Reviews due
- d. **Fourth Wednesday**
Commission meeting

Hearing Format

- **b. Hearing Format:**

- i. Briefings: Applicants for certain projects (e.g. large, complex, or multi-site) will first present a Briefing of their project at a hearing. The Director of City Planning will determine which projects require a Briefing. The presentation will include a broad project overview to allow for early-stage comments prior to further project development.
- ii. Hearing & Action: When project details have reached an advanced state and following an email-based preliminary review by Commissioners, applicants may submit a project for Hearing & Action. At this stage the applicant will discuss their project at a public hearing where the Commission may hear public comment and ask follow-up questions. At this hearing the Commission will vote on an action.
- iii. Courtesy Review: The Commission may volunteer non-binding advice or suggestion to the owners of private property in relation to public art or civic design projects.

Hearing Format

Proposed addition:

Option for a combined Preliminary Review / Hearing & Action for minor, straightforward, or well-documented applications.

Not applicable for Percent for Art or new construction / major alterations applications.



Questions & open discussion

