



Guide to the South Side Local Development Company Collection, 1982-2012

Collection Overview

Title	South Side Local Development Company Collection
Identifier	2012-1
Creators	South Side Local Development Company (SSLDC)
Dates	1982-2012 (Bulk)
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Repository	Carnegie Library of Pittsburgh, Southside Branch 2205 East Carson Street, Pittsburgh, PA 15203
Language	English
Standard Convention	Description is based on <i>DACS</i>
Abstract	The South Side Local Development Company (SSLDC) is a South Side community-based non-profit corporation. This collection contains grant materials, reports, meeting minutes, project planning papers, correspondence, urban planning drawings, and photographs pertaining to the organization's operations in its 30-year run between 1982 and 2012.

Administrative Information

Acquisition Information

The South Side Local Development Company donated this collection to the South Side Branch of the Carnegie Public Library in 2012.

Access and Use Restrictions

There are no use restrictions. The collection is open for research upon request.

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Preferred Citation

Researchers who cite this collection should include the following elements:

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Processing Information

The processing, arrangement, and description of the South Side Local Development Company Collection was undertaken primarily by Julia Viets, assisted largely by Nidya Gonzalez. Elizabeth Beckman provided later assistance. Additional volunteers include Dorie Kurtz and Elizabeth Anderson. The processing took place between March-November 2012.

Historical Information

The South Side Local Development Company (SSLDC) is a community based non-profit corporation that was formed in 1982 at a time when the LTV steel mill was ceasing operations. Due to the mill's closure, the South Side neighborhood spiraled into economic decline: stores closed, houses and storefronts fell into disrepair, and the local demographics skewed to older residents. To address such problems and promote the ongoing economic revitalization and historic preservation needs of the community, the SSLDC was formally started as an outgrowth of the South Side Chamber of Commerce.

Due to the SSLDC's early work, the neighborhood began to stabilize and flourish significantly. The SSLDC's efforts led to a seventy-percent decrease in retail vacancy, over 230 storefront renovations, creation of over 280 new businesses, and construction of over 980 homes.¹ The SSLDC's efforts, along with partner organizations such as the PHLF and Brashear Association, revitalized the South Side neighborhood in its thirty-year lifespan. At the organization's height, it employed seven full-time employees, a 26-member board of directors, and more than 20 volunteer committees.² In late 2010, the SSLDC board decided that the mission of the SSLDC had been successfully accomplished and initiated a planned organizational death for 2012.

The SSLDC's Mission Statement is as follows:

The South Side Local Development Company is a community based non-profit corporation whose purpose is to promote the economic revitalization and historic preservation of Pittsburgh's South Side. The SSLDC initiates or facilitates responsible

¹ "Farewell and Thank You," *South Side Local Development Company Newsletter*, http://www.southsidepgh.com/SSLDC_FarewellNewsletter.pdf (accessed July 14, 2012); SSLDC Retreat September 10, 2005 Report

² SSLDC Home Tour PowerPoint slides printout, c.2002

business, residential, recreational, industrial, and workforce development and provides direction, skills, and technical assistance to other community groups and individuals for the benefit of the South Side Community.³

Additionally, the SSLDC’s Values Statement is as follows:

- Historic preservation of South Side's physical environment and architecture as well as the preservation of South Side's history and story.
- Urban design, especially pedestrian friendly design to provide a sense of community and place.
- Mix of residential and commercial uses and the need for a healthy balance for both to be successful.
- Economic, racial, ethnic, and generational diversity.
- The right and ability of South Siders to influence the type, quality, and character of development in the neighborhood.
- [Financially responsible] and accountable decision-making to support the long-term viability of the SSLDC to serve the South Side.
- To participate in the social and economic networks in the community in ways [benefiting] the historic preservation and economic revitalization of the South Side.
- The vitality of our neighboring communities and our role in the region's success.
- Collaborative and mutual working relationships between Board, Staff, and Volunteers that promotes continuing education, knowledge sharing, and an attractive environment for retention and recruitment of talented individuals.⁴

Chronology⁵

Pre-SSLDC	1893	Site of the LTV Steel Mill starts operations. In its peak in the 1960s, the mill employs around 8,500 people. ⁶
	1939	The first South Side Community Council is founded in 1939 as an outgrowth of the South Side Exchange Club. ⁷

³ idealist, “South Side Local Development Company,” <http://www.idealist.org/view/org/xdNMsZxjbPFP/> (accessed September 2, 2012).

⁴ Ibid.

⁵ Farewell and Thank You.”

⁶ Western Pennsylvania Brown Fields Center, “SouthSide Works (LTV),” <http://www.cmu.edu/steinbrenner/brownfields/Case%20Studies/pdf/southside%20works%20-%20LTV.pdf> (accessed August 24, 2012).

⁷ South Side Community Council, “History of the South Side Community Council,” <http://south-side-pittsburgh.com/community-council/> (accessed September 20, 2012).

	1917	Brashear Association is founded; it is the only staffed community group in the South Side prior to the SSLDC.
	1962	The South Side Community Council is formalized as the South Pittsburgh Development Council. ⁸
	1964	Pittsburgh History and Landmarks Foundation is founded.
	1965	South Pittsburgh Development Council is renamed to become the South Side Community Council. ⁹
	1979	Station Square is developed.
	1986	Republic Steel (which operated the LTV steel mill during this time) closes operations due to foreign competition. ¹⁰
SSLDC's Lifespan	1982	SSLDC is formed with a business district focus and has a staff of 1-2 people.
	1983	East Carson Street is listed on National Register of Historic Places.
	1985	East Carson Street is selected to participate in National Trust's Main Street Program. The South Side Planning Forum is created and first confronts parking issues. Additionally, the first South Side Summer Street Spectacular is held.
	1988	The National Main Street Center's Urban Demonstration project is completed and the SSLDC board votes to continue the project as a function of the SSLDC, focusing on recruitment and retention of businesses and public space improvements. In October of this year, the SSLDC completes Ihmsen Building renovations.
	1990	The Planning Forum creates first Neighborhood Plan.
	1991	South Side House Tour is established.
	1993	East Carson Street Local Historic District is established.
	1994	Planning Forum adopts South Side Works Plan and Birmingham Homes construction is completed.
	1996	East Carson Street is named a "Great American Main Street" by the National Trust for Historic Preservation.
	1997	Fox Way Commons construction is completed and the SSLDC faces a financial crisis.
	1998	SSLDC and PNC Bank partner in Neighborhood Assistance Program. The South Side Slopes Neighborhood Association is formed.
	1999	New Birmingham construction is completed.
	2002	Shelly Street Homes construction is completed.
	2004	East Carson Street receives "Overall Excellence" award among city of Pittsburgh Main Streets.
2006	SSLDC receives Urban Pioneer Award from National Trust. Elm Street District is established. Bausman Street Independent Living project is awarded the Silver Commonwealth Design Award.	
2008	The South Side Neighborhood Partnership Program is established.	

⁸ Ibid.

⁹ Ibid.

¹⁰ Western Pennsylvania Brown Fields Center, "SouthSide Works (LTV)."

2009	Beneficial Building renovating is completed.
2011	Beneficial Building project is given Commonwealth Award.
2012	The SSLDC ceases operations on June 30 th .

Scope and Content

Series 1 (Real Estate/Housing) documents the SSLDC’s involvement in real estate development and housing initiatives aimed at stimulating new development as well as providing services like technical assistance to buyers, home repair, free residential renovation seminars, and financing programs. Notable documented projects include Bausman Independent Living and New Birmingham townhomes. Materials mainly consist of architectural drawings, correspondence, and reports.

Series 2 (Promotions/Fundraising) details the SSLDC’s sponsorship of events to promote the South Side business district as well fundraising efforts to support its various programs. Major grants such as the Neighborhood Assistance Program/Comprehensive Services Program are documented as well as events like the South Side Summer Street Spectacular. This series largely contains correspondence, grant proposals, meeting minutes, promotional materials, and news clippings.

Series 3 (Business Development/Main Street) documents the SSLDC’s activities pertaining to the Main Street program that helped East Carson St.’s economic revitalization through business assistance, recruitment, design, and promotion programs. Series highlights include materials relating to the historic designation of East Carson Street. Materials mainly consist of meeting minutes, reports, and project planning notes.

Series 4 (Community Planning/Elm Street) documents the SSLDC’s commitment to developing long-range economic development strategies for the South Side, such as providing support for community transportation, job retention, and businesses outside the East Carson business district. This series features the South Side Works Development project. Materials include drawings, correspondence, reports, and project planning notes.

Series 5 (Design and Development) documents the SSLDC’s efforts to provide technical assistance and education to enhance and maintain the visual, historic, and aesthetic integrity of the South Side. Notable subjects include the Main Street program’s sign grant program and the Design Committee’s Historic South Side House Tour. The majority of materials in this series are drawings, photographs, and forms.

Series 6 (Planning Forum) documents the activities and products of the planning forum in acting as the “collective voice of the community” on planning policy issues. The South Side Neighborhood Plan constitutes a large part of this series. Meeting minutes and reports make up the majority of this series’ materials.

Series 7 (General SSLDC) contains general information relating to the SSLDC, such as organizational bylaws and articles of incorporation. Board minutes and correspondence comprise much of this series.

Series 8 (Miscellaneous Photographic Materials) contains unidentified photographic materials as well as slides reading equipment. Materials that are later identified may be moved from this series.

Arrangement

This collection is arranged by subject into series and subseries. Within these sections, materials are arranged alphabetically and then chronologically, unless original order strongly dictates otherwise. To best facilitate access, this arrangement reflects the original order of the collection and mirrors the arrangement of the most recent digital SSLDC files. As most photographic materials and oversized drawings were found physically separated from the organization's files, they are intellectually linked at the series level.

The collection is arranged into seven main series:

- Series 1: Real Estate/Housing, 1984-2011
 - Series 2: Promotions/Fundraising, 1972-2011
 - Series 3: Business Development/Main Street, 1962, 1976, bulk 1982-2012
 - Series 4: Community Planning/Elm Street, 1983-2012
 - Series 5: Design and Development, 1983-2012
 - Series 6: Planning Forum, 1986-2011
 - Series 7: General SSLDC, 1980-2012
 - Series 8: Miscellaneous Photographic Materials, 1990, n.d.
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Subject Terms

South Side (Pittsburgh, Pa.) -- Iron-works Pennsylvania -- Urban Redevelopment Authority of Pittsburgh Urban Redevelopment Authority of Pittsburgh. Dept. of Housing -- Neighborhood assistance programs -- Pittsburgh History & Landmarks Foundation -- Community Development Block Grant (U.S.) -- Pennsylvania. Dept. of Community and Economic Development -- South Side Local Development Company -- East Carson Street (Pittsburgh, Pa.) -- Historic Preservation

Contents List

Series 1: Real Estate/Housing, 1984-2011

Subseries: 13th St Commons

13th St Commons Phase 1, n.d.

Subseries: 18th Street Warehouse

18th Street Warehouse Environmental Assessment, 1992

Subseries: Acton Lofts

Acton Properties South Side lofts, 1991-92

Acton Properties South Side lofts, n.d.

Subseries: Alton

Alton Correspondence, 1990-92

Alton reports/contracts, 1992-98

Subseries: Arlington Ave./Arlington Heights Redevelopment Project

American Land Abstract, 2003

Architect Lee Calisti -- Arlington phase 1, 2003, 05

Architectural contract – Lee Calisti, 2003

Arlington Ave – coal status report, 2003

Arlington Ave geotech proposals, 2005

Arlington Ave housing development PA soil and rock geotech, 2005

Arlington Ave memo of Understanding and Budgets, 2005

Arlington Avenue redevelopment designs, 2004 [OVERSIZE]

Arlington Avenue redevelopment geotech hannigan, 2004

Arlington Avenue redevelopment – Lee Calisti architecture meeting notes, 2003-04

Arlington Avenue tenant relocation, 2003

Arlington – BBI [summons and legal notices], 2003

Arlington contractor RFPs, 2003

Arlington demolition of Fitler and Arlington, 2004

Arlington DIF [drawings], 2004

Arlington Heights, 1992-02

Arlington Heights RFPs, 2003

Arlington Heights Working Group, 1999

Arlington Heights and St. Clair Village Stock Viability assessment reports, n.d.

Arlington – 4 house budgets and cash flows, 2006-08

Arlington – inventory, 2000-01

Arlington Mine Remediation, 2004-05

Arlington planning assessment, 2002

Arlington – 2006 property assessment 2 appeals filed, 2005-06

Arlington renderings, 2003

Arlington RFP, c.2000-07

Arlington School, 2003-04

Arlington shared driveway, 2003

Arlington – site/development, 2007

Arlington zoning and survey, 2002-03

Budget and cash flows, 2005

Citizens Bank proposals – Arlington, 2003-05

Construction bid, 2004-05
Memorandum of understanding – ACC/NDV, 2003
NDV: Arlington Avenue, 2008-10
Public housing – Arlington Heights, 1999-00
Public housing – St. Clair Village, 1998
URA-Pre development Arlington Phase 1, 2003
URA proposal and purchase – Arlington Phase 1, 2002-03
Viability Assessments for Arlington Heights and St. Clair Village, n.d.

Subseries: Bausman Street Independent Living

Bausman 35% Construction documents report, 2003
Bausman Act 2 Site Remediation, 2004
Bausman Architect Meetings and drafts, 2003-04
Bausman Change orders, punch lists, and inspections, 2006
Bausman Construction and Design picture CDs, 2006, n.d.
Bausman Construction documents, 2004
Bausman Correspondence and Meeting notes, 2003-06
Bausman County DHS funding application and PHFA application, 2003-04
Bausman – Department of Human Services support, 2004-05
Bausman Drawings and Illustrations, 2001, 03, 06, n.d. [OVERSIZE]
Bausman Engineering: water, sewer, 2003
Bausman feasibility studies, 2001-04
Bausman FHLB-AHP, 2003
Bausman final report, 2004
Bausman firm commitment correspondence, 2002-04
Bausman geotechnical exploration, 2004
Bausman Mellon grant, 2004
Bausman multiple sclerosis survey, 2001
NDV – Bausman and grant fund spending, 2001-05
Bausman HUD Section 811 application (Part 1/2), 2002
Bausman HUD Section 811 application (Part 2/2), 2002
Bausman overburden report, 2003
Bausman phase 1 environmental assessment, 2003-04
Bausman phase 2 environmental assessment, 2003-04
Bausman PPND Strategic Investment proposal, 2001
Bausman program general info and ground breaking, 2001, 2006
Bausman property assessment appeal, 2005
Bausman real estate appraisal, 2004
Bausman section 811 0 HUD Project – closing (Part 1/2), 2005
Bausman section 811 – HUD Project – closing (Part 2/2), 2005
Bausman St. BBQ, 2006
Bausman St. – Birmingham Foundation grant, 2002, 04
Bausman survey, 2003-04
Bausman URA GAP financing, 2004
Bausman utility service availability, 2004

Subseries: Bedford Square

Bedford Square, 2000, n.d.

Subseries: Bingham

Bingham, 1993

1022 Bingham St., 1992-93

11th and Bingham project information, 1986-92

Subseries: City Theatre

City Theatre Correspondence, 1988-90

City Theatre Memorandum of Understanding, 2004

[City Theatre] Public/URA/Walter Long UDF loan, 2003-04

City Theatre Walter Long Drawings, 1990-91

Devt Walter long site, 2003-06

Residential units – City Theatre property [drawings], 2005 [OVERSIZE]

Walter Long environmental assessment, 2003

Walter Long sale, 2003

Walter Long Survey, 2003-04 [OVERSIZE]

Sub-subseries: Duquesne Brewery

Duquesne Brewery (Part 1/4), 1984-91

Duquesne Brewery (Part 2/4), 1996-97

Duquesne Brewery (Part 3/4), 1993

Duquesne Brewery, (Part 4/4), 1996-97

Duesne Brewery appraisal, 1998

[Duquesne Brewery] funding, 1988-89

[Duquesne] Brewery lease proposal, 1989

Duquesne brewery market evaluation, 1998

Duquesne brewery performance scenarios, 1987-89

Duquesne brewery project drawings and plans, 1989

Redevelopment Proposal – Duquesne Brewery Complex, 1996

Subseries: Commercial Property Database

Commercial property database, 1995

Subseries: Comprehensive Housing Affordability Strategy (CHAS)

CHAS Working Group, 1993

Subseries: Development Projects

Development Projects, 1986-2005 [inclusive]

Subseries: Edwards Court, 1988-1992

City Planning ULO - Edwards Court – Agreement Purchase, 1990

[Declaration of Edwards Court Townhouses Condominium], 1991

[Declaration of Easement], 1991

Duquesne Light – Heat Pump and Utilities, 1989-91

Edwards Court Agenda, 1990

Edwards Court Architectural Proposals Not Used, 1989

SSLDC Edwards Court Attorney, 1990

Edwards Court General Info. Original Proposal, 1988-90

SSLDC – Edwards Court Geotech, 1990

SSLDC – Edwards Court Grants, 1990
Edwards Court Environmental, 1990
SSLDC – Edwards Court Equibank
Edwards Court Invite and Program, 1991
Edwards Court Townhouses, Condominium Association - Bylaws, 1991
[Edwards Court Townhouses, Options and Plans], 1991
Edwards Court – PHLF, 1990-91
Edwards Court Plans, 1991
Edwards Court Plans, 1990
Edwards Court - PNB, 1990
Edwards Court Sewer Line, 1990
Edwards Court – Survey, 1990
Edwards Court Townhomes [Project], 1992
Edwards Court, ULO Feasibility, 1990
Edwards Court Zoning, 1990
[First Amendment to Public Offering Statement], 1991
PPND – Edwards Court, 1989
SSLDC – Info From Dan Knezevich, n.d.
ULO – Edwards Court \$35,000, 1989-90

Subseries: Employer Assisted Housing Program (EAH), 2004-2006

EAH Background and Other Programs, 2004-06
EAH Press Info, 2005
[General] UPMC Employer Assisted Housing, 2004-06
Homes With Reach Conference, 2005
Southside UMPC EAH, 2004-05

Subseries: Financing, 1987-2006

Application for a Commercial Real Estate Development, 2004
Bank funds, 2004
Birmingham Foundation and Fisa Foundation Grants, 2003-06
CDC Practitioners Roundtable, 2004
Community Development Office, 2004
Community Development Office, 1987-88, 93, 2000-02
NAP/CSP Quarterly Reports, 1999-2000
PPND Funding Documents, 1996-98
PPND Funding Documents (Part 1/2), 1998
PPND Funding Documents (Part 2/2), 1998
PPND Funding Documents (Part 1/2), 1999
PPND Funding Documents (part 2/2), 1999
PPND Funding Documents, 2001-02
PPND Funding Documents (Part 1/2), 2002
PPND Funding Documents (Part 2/2), 2002
PPND Funding Documents, 2003-04
Self Managed Equity Grant PPND #PP345, 1999-01
URA Real Estate Loan Committee (Part 1/2), 2004-2005

URA Real Estate Loan Committee (Part 2/2), 2004-2005

Subseries: Foto Hut, 2004-2005

Foto Hut, 2004-2005

Subseries: Fox Way Commons/Jane St., 1992-2002

Design award for Fox Way Commons, 1995

Eichleay Yard [Environmental Assessment] (Part 1/2), 1992-93

Eichleay Yard [Environmental Assessment] (part 2/2), 1992-93

Fox Way Commons Grand Opening, 1994

Fox Way Commons Groundbreaking, 1993

[Fox Way Commons, Phase 1 and 2], 1995

Fox Way Commons, Phase 2, 1995

Fox Way Plan, n.d.

Fox Way, PPND, 1994-96

Fox Way Commons [Memos], 1993-94

Fox Way Misc., 1994-1995

Housing Sales: South Side [Fox Way Commons – Phase 2], 1997

[Fox Way, New Birmingham Images], n.d.

28th and Jane St., 2002

Subseries: Harkin's Southside Development

Harkin's Southside Development [drawings], 2012

Subseries: Hilltop and Beltzhoover Housing, 1998-2007

Beltzhoover Architectural Contracts, 2002-07

Beltzhoover Ave. House drawings and illustrations, 2001-06 [OVERSIZE]

Beltzhoover Budgets/Acquisition and Budgets, 1998, 2002-04

Beltzhoover Construction Bids, 2004

Beltzhoover Demolitions, 2002-03

Beltzhoover Foundation Construction, 2004-05

Beltzhoover fundraising, 2003

Beltzhoover Geotech and Engineering, 2002-06

Beltzhoover Housing Revitalization Plan, 2001-02

Beltzhoover KOZ, 2005-06

Beltzhoover Landscaping and transportation, 2002-03, n.d.

Beltzhoover Mine Remediation, 2003-04

Beltzhoover partnerships, 2001-02

Beltzhoover phase 1/ HHV construction meeting minutes, 2005-06

Beltzhoover phases I and II requisitions 3,5,8, 2003-04

Beltzhoover phase II site acquisition and requisitions, 2003, 05

Beltzhoover – PHFA Docs/Proposal to Purchase, 2003-04

Beltzhoover Pricing/Contracting, Contractor Warranty, 2003

Beltzhoover Relocation/Code infractions, 2001, 03

Beltzhoover Resolutions/Meeting minutes, 2002-04

Beltzhoover treasurer sales, 2000-07, 09

Beltzhoover URA documents, 2004

Beltzhoover URA constr. Mortgage and Note/Financing Proposals/Finance Proposals, bank loans, 2002-08
Beltzhoover/Zoning, 2003-04
Hilltop and Beltzhoover phase 1 requisitions, 2004-06
Hilltop CCI/energy ratings, 2003-05
Hilltop Stakeholders/LISC Grant/Beltzhoover SIG Grant Amt./Agreements for Memorandum of Understanding, 2001-08
Hilltop Strategy and HHV Year End Reports, 2002
Hilltop homes phase 2 notes, 2009-11
Hilltop Housing architectural site plan, 2005 [OVERSIZE]
[Hilltop Housing] Groundbreakings, 2004
Hilltop Housing initiative [Market Folder], 2007
Hilltop Housing Initiative – Construction Plans/CDs (4)/Ventures – Survey of Property, newsclippings, 2002, 2004, 2006 [OVERSIZE]
Hilltop Housing Phase 1 – 303 and 305 Beltzhoover Ave, 2006-07
Hilltop Housing Ventures Marking/Campos Focus Group, 2002-06
Hilltop Housing Ventures Reg #21 – Beltzhoover Housing Plan 2, 2006
Hilltop Housing Ventures Reg #25 – Beltzhoover Housing Plan 1, 2006
Hilltop marketing, 2005-08
Land Reserve Forfeit, 2007
NDV: Beltzhoover, 2003-11
NDV: Hilltop Homes/Marketing Task Force, 2008-11
Partnership Agreement HH Jaxon and NDV/BCCDCMOU, 2005-06

Subseries: Home Improvement Loan Program

Dollar Bank CDAG, 1997
ESB: Troy Hill, 1997-98
Fayette Bank CDAG, 1997-98
Home Improvement Loan, 1996-97
Iron and Glass Bank CDAG, 1995-98
URA/CDAG minutes, 1995-98

Subseries: Housing Committee

Housing committee, 1997
Housing committee, 1998
Housing committee, 1999
Housing committee, 2000
Housing committee, 2001
Housing committee, 2003

Subseries: Housing Correspondence

General Housing Correspondence, 1994

Subseries: Housing inquiries

Housing inquiries 1995-96

Subseries: Housing Issues

Energy efficient mortgages, 1997
Housing Demand and Supply Conditions Affecting the Performance of Public Housing [report] (Part 1/3), 1997
Housing Demand and Supply Conditions Affecting the Performance of Public Housing [report] (Part 2/3), 1997
Housing Demand and Supply Conditions Affecting the Performance of Public Housing [report] (Part 3/3), 1997
Working group on housing issues (Part 1/2), 1994-95
Working group on housing issues (Part 2/2), 1994-95

Subseries: Housing recovery program

Housing recovery program information, c. 1992
Housing recovery program interest letters, 1993

Subseries: Ironworks Plaza

Ironworks plaza, 1986, 1999

Subseries: Knoxville

Knoxville geotechnical analysis, 2003
Upper Knoxville Inventory data, 1993, 03
Upper Knoxville Neighborhood Planning Analysis, 1999-00
Upper Knoxville rehab for resale program draft proposal, 2003

Sub-subseries: HUD

[Allegheny County disability housing priorities], 2000-2002
HUD locator, 1998
[Knoxville HUD 811 application], 2002

Subseries: Muriel St.

Kultzer and Company, INC [Summary Appraisals of 1300 and 1313 Muriel St], 2003
[Muriel – between 11th and 12th St.], 2002
[Phase 1 Environmental Assess. Report – Walter Long Property – Muriel St.], 2003
[Report of Findings – Phase II Environmental Assessment 1313 Muriel St.], 2003
Walter Long/Phase II, 2003
WEDCO Inc. [Summary Appraisal], 1996
Weiss Provisions [Net lease analysis], 1996

Subseries: NDV

NDV Accounting cheat sheet, 2004
NDV Admin and articles of incorporation, 2000, 06-11
NDV Board meetings, 2001-04
NDV Board meetings, 2003-04
NDV Board/2004, 2004-05
NDV Board meetings, 2005
NDV Board/2006, 2005-06
NDV Board meetings, 2006
NDV Board meetings, 2007
NDV Board meetings, 2008

NDV Board, 2009-12
NDV financials, 2004
NDV financials, 2006-07
NDV loans to Jaxon Development, HHV, and from the SSLDC, 2007-08
NDV resolutions, 2003-04, 06-07

Subseries: New Birmingham

Birmingham Plaza – BID documents, 1990
Birmingham Plaza funding, 1986-90
Birmingham Plaza general info, 1990
Birmingham Plaza soils test, 1989
Birmingham Plaza – state contract, 1993
New Birmingham, 1996-98
New Birmingham, Mkt Data Inquiries, 1996
New Birmingham Opening, 1996-97
Birmingham Plaza Proj. Manual, 1990
New Birmingham PPND, 1996
New Birmingham – Task Force, 1995-96
Equitable Gas funding support for New Birmingham, 1996
Signature Homes [New Birmingham], 1997

Subseries: No. 7 Police Station Redevelopment

No. 7 Police Patrol Station business plan and project proposal, 1994
No. 7 Police Patrol Station Project, 1979
No. 7 Police Station redevelopment general info, 1989-96

Subseries: PA Housing Finance Agency's Mixed Use Facility Financing Initiative

PA Housing Finance Agency Proposal Jan 12
PA Housing Finance Agency Proposal Aug 16, 2004 (Part 1/2), 2004
PA Housing Finance Agency Proposal Aug 16, 2004 (Part 2/2), 2004
PA Housing Finance Agency Proposal August 4 2006 (Part 1/2), 2006
PA Housing Finance Agency Proposal August 4 2006 (Part 2/2), 2006
PA Housing Finance Agency Proposal July 18, 2007 (Part 1/2), 2007
PA Housing Finance Agency Proposal July 18, 2007 (Part 2/2), 2007

Subseries: Real Estate Development Committee

Committee Agendas and Notes, 1996-97
Committee General Notes, reports, and correspondence (Part 1/2), 1987-90
Committee General Notes, reports, and correspondence (Part 2/2), 1987-90
Committees/REDCOM, 2004-06
Monthly reports, 1986-87
Pittsburgh Real estate development manual proposal, 2005-06
Real estate committee, 2005
Real estate development committee general notes and correspondence, 1986-95
Real estate development department 5-year plan, 2003
Resolutions of the board of directors, 1992-95

Subseries: Real Estate Revolving Loan Fund Pilot Program

Real estate revolving loan fund pilot program, 2009

Subseries: Riverfront

Alton properties, 1995
CDC/Friends Contracts, 1992
Developer RFP [Rejection letters], 1995
McCormack Baron and Assoc. Negotiations, 1995
[R.E. Crawford Construction Lhormer Real Estate Proposal to URA], 2002
Request for Proposal Arch – River Phase 2, 1994
[Riverfront Development Plan], 1998
Riverfront Housing (Part 1/3), 1994-95
Riverfront Housing (Part 2/3), 1994-95
Riverfront Housing (Part 3/3), 1994-95
Riverfront Housing – Environmental Planning and Designing], 1994
Riverfront Housing Developers, 1994
Riverfront Housing Drawings, 1994 [OVERSIZE]
Riverfront Housing Feasibility Study – GSP Environmental Sampling, Inc., 1992-93
Riverfront Feasibility Study Org., 1994
Riverfront Housing Market Analysis/Study, 1996
Riverfront Housing Memo of Understanding, 1994
Riverfront Housing [Misc.] (Part 1/2), 1995
Riverfront Housing [Misc.] (Part 2/2), 1995
[Riverfront Housing - South Shore Place], 2002
Riverfront Housing task force, 1995-96
Riverfront plant, 1989
Riverfront plan, 1994
Riverfront Housing Study (Part 1/2), 1993
Riverfront Housing Study (Part 2/2), 1993
Signature Homes (Part 1/3), 1996-97
Signature Homes (Part 2/3), 1996-97
Signature Homes (part 3/3), 1997
[South Side Riverfront Housing Plan SSLDC], 1994
[South Side Riverfront Housing For Sale Townhouses Development Proposal],
1996
URA Riverfront Plan Contract, 1994
USX Property, 1991-92

Subseries: St. Michaels

St. Michaels (Part 1/2), 1989
St. Michaels (Part 2/2), 1989
St. Michaels – Architectural proposals and project costs, 1989
St. Michaels – CDIF, 1989
St. Michaels – URA multi-family program pre-application, 1988

Subseries: Sarah St. Townhomes

Sarah St. Townhomes CDIF, 1999-00

Subseries: Seminars

Seminars, 1993-95

Subseries: Senior Housing

Sub-subseries: Home Safe Home Program

Home Safe Home program, n.d.

Safety for Seniors, 2001, 03

Sub-subseries: Senior Home Repair

Birmingham Foundation grant, 1998-04

Birmingham Foundation grant, 1998-04

Home repair resource guide, n.d.

Lifestone, 2010

1996 PNC Foundation proposals, 1995-96

Senior home repair, 2003-05

Senior home repair planning and development, c.1998

Senior home repair potential partner – CCI/GNI, n.d.

Senior home repair potential partner – Christmas in April, 1990-00

Senior home repair potential partner – HEART Work Camp, 1998-99

Senior home repair potential partner – Hosanna Industries, 1997-98

Senior home repair potential partner – Nazareth Housing Services, 2000

Senior home repair potential partner – Raise the Roof, 1999

Senior home repair potential partner – South Vo-Tech, 1998-00

Senior home repair program proposals and reports, 1998

Senior home repair projects – Day of Caring Sept., 1999-00

Senior home repair projects – HEART Work Camp, 1999-00

Senior home repair projects – one-day projects, 1999

Senior home repair projects – United Way's Day of Caring, 2000

Senior home repair status reports, 1996-00

Survey results, 1998

SSLDC Elderly Housing Needs Assessment Survey Final Report, 1996

Subseries: Surveys, Studies, and Project Summaries

CDCs URA Developments, 1993-96

CLARITAS Neighborhood Data, 2007

Homebuyer survey, 2001

[Housing Analysis Misc.], 1999-01

Housing Questionnaire Returned Surveys, 1995

Market Value Analysis, n.d.

[Mt. Oliver Planning Commission Survey], 1996

Nonresidential study, 1996

[Pittsburgh Housing Study], 1991

Real estate projects, 1989

Renter Housing Surveys, 1995

[SS Housing Market Analysis Phase I: Data Collection], 1996

[South Side Statistics], 2003-10

Subseries: URA Housing

URA housing – Architects, n.d.

URA housing – homebuyer seminar, 1994

URA housing – housing programs, 1996-97
URA housing – URA RHRP program, 1997
URA housing – URA rental housing programs, 1995

Subseries: Zellerbach Warehouse

Zellerbach (Part 1/2), 1992-93
Zellerbach (Part 2/2), 1992-93
Zellerbach property environmental assessment draft report Sept. 21 1993, 1993
Zellerbach property environmental assessment draft report Dec. 14 1993, 1993
Zellerbach property environmental assessment draft report Dec. 23 1993, 1993

Subseries: Zoning

City of Pittsburgh Zoning district map, 1990
Legislative analysis of the proposed New Zoning Ordinance and Inclusionary
Zoning, 1997 and 2004-06
Map Pittsburgh [SS Zoning Proj.], 2001-03
Planning/Zoning Comm., 1991-92
Visibility Ordinance [Zoning], 2003
Zoning Code Review Comm./Board of Adjustments/Zoning Info/Review Analysis,
1996-99, 02
1417 Zoning Hearing, 1987-88

Subseries: Oversized Drawings

Arlington Avenue Redevelopment—Phase 1, 2004 (Folder 4, Vertical Map Case)
Arlington Avenue Redevelopment, n.d. (Folder 5, Vertical Map Case)
Arlington/St. Clair maps, n.d. (Folder 6, Vertical Map Case)
Bausman Street Housing [project summary poster], n.d. (Folder 8, Vertical Map Case)
Bausman Street Independent Living lead/arsenic site analysis and 35%
construction documents grading plan, 2003 (Folder 9, Vertical Map Case)
Bausman Street Independent Living 35% construction documents set, 2003
(Folder 10, Vertical Map Case)
Bausman Street Independent Living Plans, 2000 (Folder 11, Vertical Map case)
Bausman Street Independent Living [trees and shrubs poster], 2004 (Folder 12,
Vertical Map case)
Bausman Street Independent Living Site Plan, 2003 (Flat Map Case Drawer 5)
1022 Bingham Street [elevation drawing], n.d. (Folder 15, Vertical Map case)
901-917 Bingham Street [site plan/preliminary], 1992 (Folder 16, Vertical Map
case)
Brewery, The [drawings], 1988 (Folder 19, Vertical Map Case)
Brewhouse [Duquesne Brewing co. floor plans], n.d. (Folder 20, Vertical Map
Case)
Brewery, The [Old and New Building Drawings], 1986 (Folder 21, Vertical Map
Case)
Brew House [Renovation and Original Floor Plans], 1989] (Folder 22, Vertical
Map Case)

Duquesne Brewery Co. [Drawings, Copies], 1947, 1949 (Folder 28, Vertical Map Case)

Duquesne Brewery Project Preliminary Proposal, 1989 (Folder 29, Vertical Map Case)

Edwards Court photos and negatives, 2002 (Folder 1)

Edwards Court Townhomes [2 drawings], 1991 (Flat Map Case Drawer 5)

Edwards Court Townhomes, 1991 (Folder 42, Vertical Map Case)

Fox Way Commons II [Drawings packet], 2000-02 (Flat Map Case Drawer 2)

Hilltop housing – Beltzhoover Avenue homes, 2005 (Folder 49, Vertical Map Case)

Hilltop Housing Initiative [drawings], 2003 (Folder 50, Vertical Map Case)

Hilltop Housing Initiative ‘New Neighbors’ posters, n.d. (Folder 51, Vertical Map Case)

Historic Brew House-Brewery Complex reuse concept drawings, 1992 (Folder 53, Vertical Map Case)

Hot Metal Townhomes, 2011 (Folder 55, Vertical Map Case)

2700 Jane Street [floor plan], 2008 (Folder 57, Vertical Map Case)

Median Housing Sales Values by Block Group Map – City of Pittsburgh DCP, 2006 (Folder 66, Vertical Map Case)

New Birmingham South Side Riverfront Housing [April 1996] (Folder 67, Vertical Map Case)

New Birmingham South Side Riverfront Housing [May 1996] (Folder 68, Vertical Map Case)

Old Brewery Building – Brewery [Floor Plans and Schemes], 1986 (Folder 69, Vertical Map Case)

Property Identification Maps Block 14, n.d. (Folder 75, Vertical Map Case)

Proposed Parking – City Theatre, 1989 (Folder 77, Vertical Map Case)

Riverfront Commons, 1998 (Folder 79, Vertical Map Case)

South Side High school, 1937, n.d. (Folder 87, Vertical Map Case)

South Side High school Apartments, 2008 (Folder 88, Vertical Map Case)

South Shore housing – final land development plan submittal, 1999 (Folder 90, Vertical Map Case)

South Shore Riverfront Park phase 3A [March], 2009 (Folder 83, Vertical Map Case)

South Shore Riverfront Park Phase 3A [July], 2001 (Folder 84, Vertical Map Case)

South Side Flats Land Use and Zoning, n.d. (Folder 86, Vertical Map Case)

South Side Slopes housing [architectural, structural, electrical drawings], 2001 (Folder 98, Vertical Map Case)

USX capacity analysis riverfront development, 1993 (Folder 119, Vertical Map Case)

Walton Church Small site, 2002 (Folder 120, Vertical Map Case)

Subseries Photographic Materials

Bausman site (Jan.), 2001 (Binder 10)

Bausman, 2004 (Binder 10)

Bausman project, 2005 (Binder 10)
 Bausman St. Independent Living [includes Betlzhooover negatives], 2001-06
 (Binder 10)
 Bedford Square [slides], 1985 (Binder 2)
 Beltzhooover, 2001 (Binder 10)
 Beltzhooover and Knoxville, 2005 (Binder 10)
 Birmingham Square [negatives], n.d. (Box 7)
 Bingham St. [slides], 1985 (Binder 2)
 Building groundbreaking, c.1970s (Box 7)
 Fox Way Commons Ribbon Cutting, 1994 (Binder 10)
 Groundbreaking ceremony Birmingham Parklet renovation, 1986 (Binder 10)
 HEART Work Camp, 2000 (Binder 9)
 Home repair done by teens, 1999 (Binder 9)
 Home Safe Home [pictures of seniors], n.d. (Binder 9)
 Hilltop Housing Department [negatives], n.d. (Box 7)
 Hilltop Housing Initiative, 2005 (Binder 10)
 Housing program – home repair pictures of Irma Gernat, 2004 (Folder 2)
 Senior home repair, 2000 (Binder 9)
 Senior Home Repair Program, c. 1996-00 (Binder 9)

Series 2: Promotions/Fundraising, 1972-2011

Subseries: Annual Campaign Donations

Annual campaign pledge cards, 2001-02
 Thank you letters – Donations, 2003
 Thank you letters – Donations, 2004

Subseries: Events

Sub-subseries: Annual Dinner for South Side Chamber of Commerce

South Side Chamber of Commerce Annual Dinner (Part 1/3), 1972-84
 South Side Chamber of Commerce Annual Dinner (Part 2/3), 1985-93
 South Side Chamber of Commerce Annual Dinner (Part 3/3), 1997-01
 1996 & 1997 Annual Dinners, 1996-97

Cabaret party, 1993

Sub-subseries: Christmas Promotions

Architectural lightening, 2005
 Christmas lights for E. Carson St., 1991-93
 Christmas parade, 1992
 Holiday Lights, 1991
 Holidays Promotion and lights grant, 1995-96
 Holiday Promotions – Southside Chamber of Commerce, 2001-03
 South Side Chamber of Commerce – Holiday Lights Grant Request, 2006-
 07
 Stuff your stocking, 2006-07, 09

Cindy Esser Plaza dedication ceremony, 2006

Daffodils Days windows decorating contest, 1989-94

Southside Farmers Market, 2002
Halloween parade, 1998
Historic Preservation Week, 1995
Main Street on East Carson 10-Year Celebration, 1995
Mardi gras Celebration, 1988-89
Music for neighborhoods, 1988-89
Neighbor Fair, 1987-88
Pedal Pittsburgh, 2003
PGH 250/Tour of Pennsylvania, 2008
Pittsburgh Step Trek, 2003-06
Sidewalk Sale, 1978, n.d. [OVERSIZE]
South Side Community night, 1992, 95
SSLDC 21st Birthday, 2003
South Side Summer Poetry Reading, 2005
Spotlight on Main Street, 2005 [OVERSIZE]
Thrift Drug Bike Classic, 1995-96
Toastmasters Club, 1989

Sub-subseries: History Tours—Historic House Tour

1992, 1994 and 1995 Historic Home Tours, 1992, 94-95
1996, 1997, 1998 Historic House Tours, 1995-98
1998 & 1999 Historic House Tours, 1998-99
2000 Historic House Tours, 1999-00
2001 Historic Home Tour (Part 1/2), 2001
2001 Historic Home Tour (Part 2/2), 2001
2002 Historic Home Tour, 2002
2003 Historic Home Tour, 2002-03
2004 Historic Home Tour, 2004
2004 Historic Home Tour book files [CD], 2004
2005 Historic Home Tour, 2005
2006 Historic Home Tour, 2006
2007 Historic Home Tour, 2007
2008 & 2009 Historic Home Tours, 2008-09
2010 & 2011 Historic Home Tours, 2010-11
2010 Historic Home Tour files [CD], 2010
Home Tour Committee 2003-07
Historic Home Tour home descriptions, 2005-06

Sub-subseries: History Tours—South Side History

Historic Southside Home Tour [Research], 2008
Historic District legislature/Pittsburgh History and Landmark, 1996-97
Historic Property [Southside], 1983-03
History of Birmingham: 1920s Map of Birmingham/Birmingham Plaza,
n.d.
[History of the Southside] Historical Articles (Part 1/2), n.d.
History of South Side (Part 2/2), n.d.

History of the South Side – [Levinson Steel] (Part 1/2), c. 1980s
History of the South Side (Part 2/2), c.1980s-1900s [OVERSIZE]
[History of Southside] – South Side library/Lion’s Club/Hospital/Merton
Center/John Martine/Meals on Wheels/Morse Garden/Oliver Bath
House/John Ormsby (Part 1/2), n.d.
[History of the South Side Articles] #7 Station Police/Transit
Problems/Rotary Club/Zoning 1983/Margaret Young/Funds/
Clean-up Campaign (Part 2/2), c. 1970s-80s
S.S. Photocopied News Clippings: Riverfront Park/Brady Street
Bridge/Birmingham Union, 1970s-80s
Market House [Photocopies], 1977
Smithfield St. Bridge Railcar [framed photographic] reproduction, 1912
[OVERSIZE—FREESTANDING]

Sub-subseries: History Tours—South Side History—Churches

Church General Information, c. 1980s
South Side Summer Street Spectacular -- Church Tours, 1985-86
South Side Summer Street Spectacular – Church Tours, 1996
Pittsburgh Ethnic Churches, n.d.

Sub-subseries: History Tours—South Side/Pittsburgh

African Americans of Pittsburg Historical Tour, 2006 [OVERSIZE]
Historic South Side Walking Tour, 2005
Pittsburgh Neighborhood Tours, 1999, 04-06
Pittsburgh Neighborhood Tours Pittsburgh City Council proclamation,
2006 [OVERSIZE]
Tour Planning for [former] President Clinton’s Pittsburgh visit, 1996

Sub-subseries: South Side Mid-Winter Soup Contest

2005 South Side mid- winter soup contest WTAE news coverage [DVD],
2005
2006 South Side mid-winter soup contest KDKA footage [VHS], 2006
2006 South Side mid-winter soup contest planning, 2004-06
2007 South Side mid-winter soup Contest business correspondences,
2007
2007 South Side mid–winter soup contest media, 2007
2007 South Side mid-winter soup contest planning, 2006-07
2007 South Side mid-winter soup contest sponsorships & Iron and Glass
Bank Challenge, 2007
2007 South Side mid-winter soup contest survey, 2007
2007 South Side mid-winter soup volunteers, 2007
2008 South Side mid-winter soup Contest, 2007-08
2009 South Side mid-winter soup contest, 2009
2010 South Side mid-winter soup contest, 2010
South Side mid-winter soup contest Poster, [CD] n.d.

Sub-subseries: South Side Newcomer’s Night

South Side Newcomer’s Night 2002, Artists, 2002

South Side Newcomer's Night 2002, budget/sponsors, 2002
South Side Newcomer's Night 2002 planning, 2001-02
South Side Newcomer's Night 2003 planning, 2003

Sub-subseries: South Side Summer Street Spectacular

South Side Summer Street Spectacular service mark registrations & SSLDC department affidavit, 2010-11
1985, 1986, 1987, 1988 Summer Street Spectacular, 1985-88
1989, 1990, 1991 Summer Street Spectacular, 1989-91
1992 Summer Street Spectacular, 1991-92
1993 Summer Street Festival, 1992-93
1994 Summer Street Spectacular, 1993-04
1995 Summer Street Spectacular (Part 1/2), 1994-95
1995 Summer Street Spectacular (Part 2/2), 1994-95
1996, 1997, 1998, 1999, 2000 Summer Street Spectacular, 1996-00
2001 Summer Street Spectacular (Part 1/2), 2001
2001 Summer Street Spectacular (Part 2/2), 2002
2002 – 2003 Summer Street Festivals, 2002-03
2004 Summer Street Spectacular (Part 1/2), 2003-04
2004 Summer Street Spectacular (Part 2/2), 2003-04

Subseries: South Side Arts

Adelaide LaFond framed print depicting churches, n.d. [OVERSIZE—FREESTANDING]
Adelaide LaFond "Main Street" poster, n.d. [OVERSIZE—FREESTANDING]
Arts: crafts, Theatre and Artists, SS Arts and Crafts Association – Press Release, Neighbor-Fair, Artists and Cities, Paint Your Heart Out, 1980-1995
Johno Prascak artwork, 2004-08, n.d
Public Art finance, 2002
Public Art Pittsburgh proposal, 2000
Proposed Artist Retention Project, 1985-86
Public Art Pittsburgh, Arts Community, Public Art Contract, Fine AAs Festival, 2000-05
Society of Sculptors, 2001

Subseries: SSLDC Grants

Sub-subseries: ACCBO/CBO

ACCBO contract #46252, 2006-07
ACCBO proposal, 1999
ACCBO proposal, 2000
ACCBO proposal, 2001-02
ACCBO proposal, 2002-03
ACCBO proposal, 2003-04
ACCBO proposal, 2004-05
ACCBO proposal, 2005-06
CBO, 1989-90
CBO contract, 1989

Sub-subseries: Alcoa Foundation

Alcoa Foundation, 1989
Alcoa Foundation funding request, 1990
Alcoa Foundation – rejected, 1990-92
Alcoa Foundation, 1991

Allegheny County Economic Development Community Infrastructure and
Tourism Fund grant, 2010
Allegheny Foundation grant, 1990-95
Agreement between City of PGH and SSLDC, 1984-85
Birmingham grant, 2001

Sub-subseries: CDBG

CDBG 1997 reallocation effort, 1997-98
CDBG city finances meetings, 1904-06
CDBG grant proposal for 1996, 1995-06
CDBG grant proposal for SSLDC housing program and Community
planning program, 1995-96
CDBG grant FY 1999, 1998-99
CDBG grant contract # 40963 & contract # 42051, 2001-02
CDBG Proposal, 2001

City theatre Funding request, 1990

Sub-subseries: DCED

Beechview park DCED grant, c. 2005
DCED, 2003
Chamber Holiday Lights DCED Grant, 2007
Community Revitalization Assistance Program, 2003-08
Pittsburgh Neighborhood Tours DCED grant, 2005-08
Public Space Improvements DCED grant, 2006

Dollar Bank/SSLDC/PHLF – NAP/CSP, 1996

FISA Foundation grant– Bausman Street Independent Living, 2003-05
Fundraising, 1991-93

Grants and Donations, 1996, 99 -2001

IDP application to office of community services – Dept. of Health & Human
Services, 2003

Iron & Glass Bank funding request, 1995

John Heinz neighborhood Development program grant, 1995

Kaufmann’s grant program, 1996

Office Move private loan [failed], 2006

PNC Bank funding requests, 1995

Sarah Scaife Foundation rejected grant request, 1991

St. John the Baptist fundraiser, 2000

Sub-subseries: URA

URA contract NJDP, 1987
URA correspondence, 1997
URA loan review committee, 1995

USX Foundation rejected grant requests, 1990, 92

Subseries: SSLDC grants -- NAP/CSP

Sub-subseries: General Information

Brashear Association, 1998
Education SAVE OUR HISTORY – Pittsburgh Public Schools [CD], n.d.
NAP 10 – Year Plan, c. 1998 – 90
[NAP] Correspondence RE: 2nd Corporate Sponsor, 1996-97
NAP Operating Committee (Part 1/2), 1992-02
NAP Operating Committee (Part 2/2), 1999-02
NAP / public / evaluation info, 1997-03
NAP working papers, 1997-03
Phillips [CDs], n.d.
PHLF: Education Department, 1996-98
PHLF events, programs and awards, 1993 2004-06 n.d.
Pittsburgh history and landmarks foundation information, 1981, 89, 98

Sub-subseries: Year 1

NAP/CSP year 1 application and lobbying, 1997
NAP/CSP Year 1 revised application, 1997-98
NAP/CSP Year 1 – NAP/CSP [yearly summary], 1998
NAP/CSP Year 1 proposal [development], 1996
NAP/CSP Year 1 solicitation correspondence, 1996-97
NAP/CSP Year 1 teacher surveys, 1997
NAP/CSP Year 1 tours & support solicitations, 1997-98

Sub-subseries: Year 2

NAP/CSP Year 2 Brashear & PHLF Contracts, 1999
NAP/CSP Year 2 Committee, 1998-99
NAP/CSP Year 2 Leaders through the Arts, 1999
NAP/CSP Year 2 Major education initiatives, 1999
NAP/CSP Year 2 proposal, 1998-99
NAP/CSP Year 2 quarterly reports, 1998-99
NAP/CSP Year 2 South Side history and architecture days evaluation & flash cards, 1999
NAP/CSP Year 2 ‘Strolling through the South Side’, 1997-98
NAP/CSP Year 2 Survey of South Side Public & Commercial Green spaces – PHLF, 1999

Sub-subseries: Year 3

NAP/CSP Year 3 Clean-up campaign Committee meetings, 1999-00
NAP/CSP Year 3 Clean-up campaign marketing, c. 1999-00
NAP/CSP Year 3 Clean- up campaign planning & development, 1999 – 2000
NAP/CSP Year 3 DCED site visit, 2000
NAP/CSP Year 3 educational programs offered by PHLF 1999-00
NAP/CSP Year 3 proposal, 1999-00
NAP/CSP Year 3 quarterly reports, 2000

NAP/CSP year 3 *Reporter* inserts, 2000
NAP/CSP Year 3 town meetings, 1999 -00
NAP/CSP Year 3 Volunteer recognition, 1999-00

Sub-subseries: Year 4

NAP/CSP Year 4 Brashear & PHLF Contracts, 2000-01
NAP/CSP Year 4 educational programs – PHLF, 2000-01
NAP/CSP Year 4 Marketing Logo, n.d.
NAP/CSP Year 4 – PPNP presentation, DCED presentation, &
DCED site visit, 2000-01
NAP/CSP Year 4 proposal (Part 1/2), 2000-01
NAP/CSP Year 4 proposal (part 2/2), 2000-01
NAP/CSP Year 4 quarterly reports, 2000-02

Sub-subseries: Year 5

NAP/CSP Year 5 educational programs, PHLF, 2001-02
NAP/CSP Year 5 – NAP news, 2001-02
NAP/CSP Year 5 operating committee, 2001-02
NAP/CSP Year 5 operating proposals, 1998-02
NAP/CSP Year 5 quarterly reports 2001-02
NAP/CSP Year 5 town meetings, 2001
NAP/CSP Year 5 Volunteer recognition, 2001-02

Sub-subseries: Year 6

NAP/CSP Year 6 Building Magic & Poetry and
Art of South Side Landmarks, 2003
NAP/CSP Year 6 - 2003 news, 2003
NAP/CSP Year 6 accumulative reports, 2003
NAP/CSP Year 6 educational programs – PHLF, 2002-03
NAP/CSP Year 6 proposals & contracts, 2002-05
NAP/CSP Year 6 quarterly reports, 2002-03
NAP/CSP Year 6 town meetings, 2002-03

Sub-subseries: Year 7

NAP/CSP Year 7 Brashear & PHLF contracts, 2004
NAP/CSP Year 7 education program evaluations &
Poetry and art of the South Side booklets, 2003-04
NAP/CSP Year 7 major education initiatives, 2003-04
NAP/CSP Year 7 operating committee, 2003-04
NAP/CSP Year 7 proposal [comprehensive services], 2003-04
NAP/CSP Year 7 proposal project description, 2001-04

Sub-subseries: Year 8

NAP/CSP Year 8 Volunteer recognition, 2002-04
NAP/CSP Year 8 educational programs, 2004-05
NAP/CSP Year 8 final report, 2005
NAP/CSP Year 8 operating Committee, 2004-05
NAP/CSP Year 8 proposal, 2004-06
NAP/CSP Year 8 'Save our History' [educational program], 2005

NAP/CSP Year 8 town meetings, 2004
NAP/CSP Year 8 Volunteer recognition, 2005

Sub-subseries: Year 9

NAP/CSP Year 9 educational programs, 2005-06
NAP/CSP Year 9 final report, 2004-06
NAP/CSP Year 9 operating committee, 2006-07
NAP/CSP Year 9 proposal, 2005-07
NAP/CSP Year 9 reporting, 2006-07

Sub-subseries: Year 10

NAP/CSP Year 10 education programs, 2006-07
NAP/CSP Year 10 operating committee, 2006 -07
NAP/CSP Year 10 Poetry & Art of South Side landmarks booklets, 2007
NAP/CSP Year 10 Proposals, 2005-08
NAP/CSP Year 10 Volunteer recognition, 2006

Sub-subseries: Year 11

NAP/CSP Year 11 operating Committee, 2008
NAP/CSP Year 11 proposal, 2007-08
PCA grant, 1992-95

Subseries: SSLDC Grants -- PCRG

CI: PCRG, 2004 – 09
CI: PCRG / vacant property working group, 2008
PCRG (Part 1/2), 1993-95
PCRG (Part 2/2), 1993-95
PCRG by-laws and officer job descriptions, n.d.
PCRG community groups federation, 1997
PCRG correspondence about bank megamergers & state house bill, 1998
PCRG - General, 1994-95
PCRG – Integra, 1994
PCRG: Land Bank, 1997
PCRG: lending study committee, 1997
PCRG meetings (Part 1/4), 1988-90
PCRG meetings (Part 2/4), 1988-90
PCRG meetings (Part 3/4), 1988-90
PCRG meetings (Part 4/4), 1988-90
PCRG meetings (Part 1/3), 1992-94
PCRG meetings (Part 2/3), 1992-94
PCRG meetings (Part 3/3), 1992-94
PCRG 1996 minutes (Part 1/2), 1996
PCRG 1996 minutes (Part 2/2), 1996
PCRG Members, 1997
PCRG News, 1995
PCRG Special Membership meeting, 1997
PCRG – URA, 1994-95
Pennsylvania Council on the Arts grant for the summer street spectacular, 1995

Subseries: SSLDC Grants – PPND and CDBG

Sub-subseries: 1989-92

CDBG, 1990, 97
1992/93 CDBG with City \$11,000, 1992
CDIF: Community Dev. Investment Fund [six month report – SSLDC], 1989
City CDBG funds, 1991
PPND Business Development grant, 1998-99
PPND/CN, 1990-91
PPND CDBG (Part 1/2), 1990-01
PPND CDBG (Part 2/2), 1990-01
PPND – CDBG, 1991-1992
PPND CDBG, 1992-93
PPND CDBG scope of services, 1992-95
PPND Funding and Operating (Part 1/2), 1990-92
PPND Funding Operations (Part 2/2), 1992
[PPND] Mellon Bank News Release, 1989
SSLDC: Application for funding, Oct., 1989

Sub-subseries: 1993-96

CDBG, 1996-98
CDBG with City, 1994-95
CDBG – City of Pittsburgh \$14,000, 1993
CDBG – City of Pittsburgh housing, 1994
CDBG and Community Development Block Grant funds awarded to
SSLDC, 1995-96
CDBG contract #36387, 1996-97
PPND, 1995
PPND CDBG, 1993-94
PPND/CDBG invoices, 1996-97
PPND/CDBG Sept. '94-Aug. '95, 1994-95
PPND Grant, 1993-94
PPND – Operating, 1995
PPND – Zellerbach Contract, 1993

Sub-subseries: 1997-99

Appendices/PPND, 1998
CDBG 1998-99 #37710 \$30,000 contract, 1998
CDBG contract, 1999
1999-2000 CDBG funds, 1999
CDBG HSG proposal, 1997-98
1998 contract #37645-f, 1998
FY 1998 CDBG \$8,000 #37580, 1998
FY 1999 CDBG proposal – City, 1989-99
PPND Business Development #PP-361, 1999-00
PPND Business Development Grant, 1997
PPND/CEDO Proposal and Restructuring Committee, 1998

PPND Concept, 1998
PPND Concept Papers, 1997
PPND Concept Papers, 1999
PPND directors meetings, 1997
PPND interim reports, 1999-00
PPND 2000 proposals, 1999
PPND #PP360 redevelopment, 1999-00
PPND Re-visioning-CDC Intermediary and PPND reading materials, 1997
Special Grants CDBG proposal, 1999-00

Sub-subseries: 2000-03

CDBG contract #43207, 2003
CDBG retention efforts, 2003-06
CDBG Special grants contract #43830, 2003
PPND – Business Development, 2001-02
PPND Business Development Collaborative Planning Initiative/Proposals, 2003
PPND Business Development grant #PP394, 2001
PPND Business Development Innovation Proposal, 2000
PPND Business Development (PP361) interim report, 2000
PPND Business Development proposal, 2000-01
PPND: Business Development Proposal/PP#430, 2002
[PPND Grants]: #406 Accessible Housing/PP#395 New Economy Business Initiative/Final Report, 2001
PPND Grants: PP#448 – Parking/PP#444 – S. Pittsburgh Market, 2002
PPND internship program grant #382, 2000
PPND mid-year reports, 2001
2001 PPND proposal general, 2000-01
PPND Proposals: SIG/Cool Space Locator/Real Estate Dev. Program, 2001-02
2001 PPND Real Estate Innovation proposal, 2000
PPND #PP362 workforce development, 2000
PPND workforce (PP362) interim report, 2000-01
PPND workforce proposal, 2000
2002 Special Grants proposal, 2001
SPERT: Self-Management Equity Grant, 2000

Sub-subseries: 2004-05

CDBG Special grants #46453/\$2000, 2005-06
CDBG Special Grants #45454 \$4000, 2005-06
PPND: Business Plan, 2004-05
PPND/CDC Meetings, 2005
PPND: PP#510 – Investment Agreement, 2005
PPND: Strategic Impact Grant (SIG), 2004
PPND Targets: Funding/Targets, 2004
PPND Tier 1 Proposal – SSLDC 5 Year Business Plan (Part 1/3), 2005

PPND Tier 1 Proposal – SSLDC 5 Year Business Plan (Part 2/3), 2005
PPND Tier 1 Proposal – SSLDC 5 Year Business Plan (Part 3/3), 2005
SSLDC: Five-Year Business Plan (Part 1/2), 2005-09
SSLDC: Five-Year Business Plan (Part 2/2), 2005-09
SSLDC 5 Year Business Plan notes, 2005

Sub-subseries: 2006-09

CDBG Special Grants/#46851/\$10,000, 2007
CDBG 2008 Special Grant application, 2007-08
PPND deliverables—Elm Street, SSNA, and Community Planning, 2006, 08
PPND: Elm Street 2005/PP#516, 2006
PPND: PP#538, 2006
PPND: PP#565, 2007
PPND: PP#615, 2008-09/Multi -Neighborhood Corridors, 2008

Subseries: SSLDC Budget/Finances Committee

Admin: Budget/contingency budgeting, 2005
Budget/Finances Committee, 1987-90
Budget/Finance Committee, 2004-05, 07, 09-11
Finance Committee, 2008
SSLDC finances, 1997
SSLDC fundraising Committee & [organizational] financial policy, 1996

Subseries: SSLDC Promotions and Fundraising Committee

Promotions & Fundraising Committee, 1984, 1987-92
Promotions & Fundraising Committee, 2002-03
Promotions & Fundraising Committee, 1993-04
Promotions & Fundraising Committee, 2005-06
Promotions & Fundraising Committee, 2007-10
Promotions Committee strategic plan, 2002

Subseries: “Directions” SSLDC Promotional Materials

“Directions” SSLDC promotional materials, c. 2003
“Directions”/“You are here” brochure design & development, 1993

Subseries: SSLDC Marketing and Promotions

Custom Communications marketing contract correspondence for East Carson Business District, 1995
‘Head South... to the South Side’ promotional pamphlet, n.d.
Intercept Study [marketing], 2006
“Living on the South Side” brochure development, 2000
Marketing & Campaign Committee, 1999-00
Marketing Correspondence, 1995
Marketing Report – SI Business Association report, n.d.
Marketing Survey, n.d.
“Portrait of a Neighborhood,” brochure, n.d.
SSLDC Marketing materials bids solicitation, 1992-93
S. Pittsburgh Market Analysis – Urban marketing collaborative [April], 1999
S. Pittsburgh Market Analysis – Urban marketing Collaborative

[January], 1999
South Side Historic District & South Side Works perception study –
Campos, 2005
South Side Improvement District, 2011
“South Side Its You” Promotional campaign, 1986-88
SSLDC timeline poster [CD], n.d.
South Side promotional post cards, 2001-02
Visitor intercepts [marketing survey] – Campos, 2000
Visitor intercepts & South Side Summer Street Spectacular intercepts [marketing
studies] – Campos, 2001

Sub-subseries: SSLDC Branding

Main Street logos [CD], n.d.
SSLDC branding promotional examples & notes, c. 2003-09
SSLDC Re-branding, 2006

Sub-subseries: South Side Shopping Guide

2005 Shopping guide sponsorship correspondence, 2005
2007 Shopping guide edits, 2007
2008 Shopping guide development, 2008
Shopping guides, c. 1995-08

Sub-subseries: Website

Photography [website], 2005
Website – 2003 & before (old site) and 10,000 Friends of Pennsylvania’s
2006 Commonwealth Design Awards, 2002-03, 06
Website redesign boards (Part 1/2), 2003 [OVERSIZE]
Website redesign boards (Part 2/2), 2003 [OVERSIZE]
Website: Selection process and project completion, 2003

Sub-subseries: South Side in the News

NAP News Clippings, 1999-01
[SSLDC: Marketing] News Releases, 1989
SSLDC: News Clippings, 1990-95
SSLDC: News Clippings, 1998
SSLDC: News Clippings, 1999
SSLDC: News Clippings (Part 1/2), 2000
SSLDC: News Clippings (Part 2/2), 2000
SSLDC: News Clippings, 2001
SSLDC: News Clippings, 2006-07
SSLDC: News Clippings, 2008
South Side in the News, 2002-04
South Side in the News, 2005

Subseries: Sponsorships

Sponsorship declines correspondence, 1992-94
Sponsorships for 2001, 2000-01
Sponsorships 2010 Packages, 2010

Subseries: Oversized Drawings

"Action Now on Lower PJ McArdle Rd." [posters], n.d. (Folder 1, Vertical Map Case)
 Community Development Block Grant, 2000 Census Tract, n.d. (Map Tube 9)
 Community Development Block Grant, 2000 Census Tracts (1-2), n.d. (Map Tube 17)
 Halloween South Side event poster, 2002-03 (Folder 48, Vertical Map Case)
 Historic Birmingham's Arts and Antique Festival poster, n.d. (Folder 52, Vertical Map Case)
 Historic South Side House Tour posters, 1992-95, 2001-05 (Folder 54, Vertical Map Case)
 Johno Prascak prints, 2008, n.d. (Folder 58, Vertical Map Case)
 Listen to the South Side 102.9 FM promotional materials, n.d. (Folder 60, Vertical Map Case)
 Percentage of Taxable Parcels Delinquent 2 or More Years by Block, Group Map, South Sector, n.d. (Map Tube 17)
 South Side "It's You" and "Tradition" posters, c.1980s (Folder 92, Vertical Map Case)
 SSLDC achievements benchmarks posters, c. 2012 (Folder 93, Vertical Map Case)
 South Side Mid-Winter Soup Contest 2006 posters and 2011 Pittsburgh City Council proclamation, 2006, 2012 (Folder 95, Vertical Map Case)
 South Side "Never Ordinary Always Extraordinary" posters, c. 1995-97 (Folder 97, Vertical Map Case)
 South Side Summer Street Spectacular promotional posters, c. 1991-2002 (Folder 102, Vertical Map Case)
 Walking Map Poster, n.d. (Map Tube 3)

Subseries Photographic Materials

American Cancer Society Daffodil Days South Side Window Decorating Contest (March), 1989 (Binder 12)
 Bike race, 2008 (Binder 12)
 Cabaret party, 1993 (Binder 11)
 Children's Halloween event [pictures], c.1970s (Folder 3)
 Christmas events, marathon, crime prevention meeting, 1989-91 (Box 7)
 Christmas in the South Side, c. early 1990s (Binder 12)
 Cindy Esser Roast, 1992 (Binder 11)
 Church Tours – Historic Pittsburgh photos, n.d. (Binder 14)
 E. Carson St. parade, c. early 1970s (Binder 15)
 E. Carson St. parade, 1971 (Binder 15)
 E. Carson St. parade karate float, c. early 1970s (Binder 15)
 Farmer's Market, 2002 (Binder 11)
 Farmers' Market Madness, 2000 (Binder 12)
 Festival, 1986 (Binder 11)
 Festival, 1992 (Binder 11)
 Festival, 1993 (Binder 11)
 Festival, 1994 (Binder 11)

Festival [slides], 1986 (Binder 4)
 Festival [slides], 1987 (Binder 4)
 Festival [slides], 1987, 88 (Binder 4)
 First Installment of 10-year PNC gift, c.1999 (Binder 12)
 First Neighborhood Plan, 1990 (Binder 11)
 HI 5K, 2001 (Binder 11)
 [Historical] storefronts, n.d. (Box 7)
 Historic poster contest, 1997 (Box 6)
 Historic South Side House Tour and various photos (Part 1/2), n.d. (Folder 4)
 Historic South Side House Tour and various photos (Part 2/2), n.d. (Folder 5)
 Historic South Side [slides], 1969, n.d. (Binder 3)
 "Laura's book" [of South Side events, people, and history], n.d. (Binder 16)
 "Laura's book" [of South Side events and places], c.1990s-00s (Binder 17)
 Main St. on East Carson photographs, Artist Retention project, n.d. (Folder 6)
 Main St. Tour, 1994 (Binder 11)
 Marathon, 1986 (Binder 11)
 Marathon, 1989 (Binder 11)
 Masquerade party (May), 1989 (Binder 12)
 Misc. events [slides], 1980s (Binder 1)
 NAP Evaluation/documentation – Brew House, LTV construction site, and other locations, n.d. (Box 6)
 NAP Evaluation/documentation – Bridge, townhomes, construction, n.d. (Box 6)
 NAP Evaluation/documentation – New Birmingham, E. Carson St., Fox Way Commons, and other locations, n.d. (Box 6)
 NAP News, 2000 (Binder 11)
 "NAP scrapbook" [photographs and promotional materials], 1997-00 (Scrapbook 1)
 NAP volunteer recognition dinner (July), 1999 (Binder 11)
 National Craft Showroom slide show, n.d. (Box 5)
 Newcomers' Night, n.d. (Binder 11)
 [Newsprint and promotional materials scrapbook], 1986-87 (Scrapbook 4)
 Oversized pictures: John A. Bleichner Real Estate & Insurance Office Building, 17th Ward Service Union party, and various churches, 1942, n.d. (Folder 70, Vertical Map Case)
 PHLIF historic pictures of the South Side [copies], n.d. (Binder 13)
 Pittsburgh Sports Garden Business after hour's function (April), 1990 (Binder 12)
 "Soup pics" photo CD, 2008 (Folder 7)
 South Side BA Annual Dinner, 1997 (Binder 12)
 South Side Chamber of Commerce Annual Dinner and Dance [pictures], 1993 (Folder 8)
 South Side Chamber of Commerce events, c.1970s (Box 7)
 South Side Chamber of Commerce events – various, c.1970s (Binder 15)
 South Side Chamber of Commerce – various pictures (Part 1/5), c. 1970s (Folder 9)

South Side Chamber of Commerce – various pictures (Part 2/5), c. 1970s (Folder 10)

South Side Chamber of Commerce – various pictures (Part 3/5), c. 1970s (Folder 11)

South Side Chamber of Commerce – various pictures (Part 4/5), c. 1970s (Folder 12)

South Side Chamber of Commerce – various pictures (Part 5/5), c. 1970s (Folder 13)

South Side historical photographs, n.d. (Binder 15)

South Side historical pictures reprints and copies, n.d. (Folder 14)

1997 South Side House Tour slides reproduction notes, 1997 (Folder 15)

SSLDC 21st birthday, 2003 (Binder 11)

SSLDC 2! Parade float, 2002 (Binder 12)

SSLDC events [slides], 1986 (Binder 5)

South Side Newcomers' Night, 2003 (Binder 12)

South Side Newcomers' Night [CD], 2003 (Folder 16)

South Side Parade photo cards (Part 1/3), c.1970s (Folder 17)

South Side Parade photo cards (Part 2/3), c.1970s (Folder 18)

South Side Parade photo cards (Part 3/3), c.1970s (Folder 19)

South Side photos – Pittsburgh Neighborhood Tours [photo CDs], 2006 (Folder 20)

South Side Soup Content, 2006 (Binder 12)

South Side Summer Street Spectacular, n.d. (Binder 11)

South Side Summer Street Spectacular, n.d. (Binder 12)

South Side Summer Street Spectacular, 1993 (Binder 12)

South Side Summer Street Spectacular promotion notes, n.d. (Binder 12)

South Side talent show, Christmas event, and basketball game, c.1970s (Box 7)

South Side TV commercial (fall) [CD], 2006 (Folder 21)

Street fair, 2004 (Binder 12)

Street parade, c.1980s (Binder 12)

Unidentified function with speakers – Nov., 1988 (Box 7)

Unidentified summer festival, n.d. (Binder 11)

Unidentified talk in a church, 1998 (Box 6)

Various scenes and subjects – parties and shuttle, c.1970s (Box 7)

Various SSLDC social events, 2003-04 (Box 6)

VIP party, 1993 (Binder 11)

“Ye Olde Family Album” South Hills Record [newsprint and photograph], 1965-69 (Scrapbook 2)

Series 3: Business Development/Main St., 1962, 1976, bulk 1982-2012

1-10 (Part 1/2), 2003-05

1-10 (Part 2/2), 2003-05

Analysis of Retail and Office Market Potential, 1987

Bars, Zoning, and PLCB, 2010-11

Subseries: Birmingham Bridge

CPTED, Birmingham Bridge, 2007-08

Birmingham Bridge, 2003

Birmingham Bridge [Cycling] Design, 2008 [OVERSIZE]

Business Alliance Teams (BATS), 1988-89

Business Crime Watch, 1990

Subseries: Business Development Committee

Business Development Committee Meetings, 2002-03

Business Development Committee, 2004-05

Business Development Committee, 2005-06

Business Development Committee Meetings, 2005-07

Business Development Committee Meetings, 2006-07

Business Development Committee, 2007-09

Business Development Committee Meetings, 2008-10

Business Evaluation Service Report, 2005

Business Plan, Axiom Theatre, n.d.

Business Plan, Classical Tracks, c. 1993

Business Plan, Creative Counselor, 1995

Business Plan, Curry Travel, n.d.

Business Plan, Earthwise, Inc., n.d.

Business Plan, Eye of Horus, 1994

Business Plan, Ironworks Inn, 1993

Business Plan – Magoo’s, n.d.

Business Plan, Morning Glory Inn, 1995-96

Business Plan, Nico’s on Carson, 1994

Business Plan, Sidewalk Café, 2003

Business Plan, South Side Bistro, 1993

Liquor Licenses, 2006-07

Sub-sub series: Planning Study

10-1 Planning Study, 2003-05

Business Plan, 2004

Subseries: Business District Inventory

South Side Carson St. Business District Baseline Inventory (Part 1/2), 2003

South Side Carson St. Business District Baseline Inventory (Part 2/2), 2003

South Side, PGH Business District Inventory, 2007

Business district zoning, n.d.

Business Evaluation Service Report, 2005

Subseries: Business Improvement District (BID)

BID (Part 1/3), 1996-1998

BID (Part 2/3), 1996-1998

BID (Part 3/3), 1996-1998

BID, 1998-2001

BID, 1999-2001

BID Feasibility Project, 1998-99

BID Finance Committee, 1998
 BID focus groups, articles, and notes, 1988-89
 BID Handouts, 1997, n.d.
 BID Request for Funding, - URA 1996-97
 BID Town Meetings, 1998
 Downtown BID information, 1995-97
 Letters of support for BID, 2000
 Check Cashier Appeal, 2000
 Cigarette Litter Prevention, 2007-11
 Clean and Safe Grant, 2008
 DCED – Historic district enhancements, 2004-07
Subseries: East Carson Designated Historic District
 Financing Main St. Preservation, 1985-86
 Great American Main St. Award, 1996
 Historic Review Commission, 1994-95
 National District Register, 1982-84
 National Register District South Side Nomination Form, n.d.
 Pittsburgh Historic Review Commission (Part 1/2), 1999-2001
 Pittsburgh Historic Review Commission (Part 2/2), 1999-2001
 South Side Historic District Nomination (Part 1/2), 1992-93
 South Side Historic District Nomination (Part 2/2), 1992-93
 East Carson Street Flower Basket program, 2007-09
Subseries: East Carson St. Public Space Improvement Plan
 East Carson St. Historic District Public Space Improvement Plan—environmental
 planning and design, 2001-02
 East Carson St. Public Space Improvement Plan, 2003
 Environmental planning and design – East Carson St. Historic District Public
 Space Improvement Plan, 2001
 Public Space Improvement Plan, 2006
 PSI, 1995-97
 PSI agendas, 2002
 PSI – EDP, 2001-03
 PSI Interviews, 1998-01
 PSI Planning RFP, 1999-01
 East Carson St. Public Space Improvement Plan [drawings], 2003 [OVERSIZE]
Subseries: East Carson St. Truck Bypass Study
 East Carson St. Truck Bypass Study, 2004
 Traffic and Parking Study – Pittsburgh First master plan, 2005
 Enterprise/Technology Zone application to URA, 2005
 Graffiti Task Force, 2003, 2005-08
Subseries: Hometown Streets, East Carson St. Improvement Program
 Hometown Streets, 2004
 Hometown Streets 2006 Contract, 2004-05
 Hometown Streets prep and background (Part 1/2), 2006-07

Hometown Streets prep and background (Part 2/2), 2006-07
Wilbur Smith HTS, 2007

Subseries: PennDOT Safe Routes to School grant for E. Carson Pedestrian and Student Safety Initiative

Agendas and minutes [Carson St. Pedestrian and Student Safety Initiative], 2008
Contract/Scope of Services [Wilbur Smith Associates], 2006-07
East Carson St. PENNDOT Safe Routes to School program [plans and specifications], 2010
Hometown Streets Pledges and Correspondence, 2008-09
East Carson St. PennDOT Safe Routes to School Program [drawings], 2010, n.d.

Integrating Neighborhoods into Regional Clusters recommendations report, 2002
Kiosks, 1989, 2007

Subseries: Main Street on East Carson Program/Downtown Association

City Conferences, 1987
Effective Mainstreets Boards [Info Packet], n.d.
Final Report on fundraising/finance/workplan meeting – SSLDC Main St program, 1987
Focus groups for SSLDC business development/Main street program, 2006
IDA Advisory Pannel, 2006-07
Main Street (Part 1/2), 1985-89
Main Street (part 2/2), 1985-89
Main Street, 1995
Main Street, 2003
Main Street, 2003-04
Main Street 2006, 2005-06
Main Street 2007, 2006-08
Main Street – Allegheny Foundation, 1989-90
Main Street Application YR 1985, 1984-86
Main Street Application YR 2000, 2000-01
Main Street Application YR 2001, 2001
Main Street Application YR 2002, 2001-02
Main Street Application YR 2003, 2002-03
Main Street Application YR 2004, 2003
Main Street Application YR 2005, 2004-05
Main Street Applications YRs 2005, 2006 and NID planning, 2004-6
Main Street Application YR 2007, 2006-07
Main Street Application YR 2008 Part 1/2), 2008
Main Street Application YR 2008 Part 2/2), 2008
Main Street Application YR 2007 and 2006 [materials], 2005-07
Main Street Application YR 2009, 2008-09
Main Street Application YR 2011, 2011
Main Street Approach Downtown 101 training manual (Part 1/2), n.d.
Main Street Approach Downtown 101 training manual (Part 2/2), n.d.
Main Street Background, 1985

Main Street Committee Meetings, 1989-90
 Main Street Correspondence, 1985-86
 Main Street 2007 design, 2007
 Main Street on East Carson Summer 1995, 1995
 Main Street on East Carson Urban Demonstration program report, 1987
 Main Street on East Carson [various] awards, 1995, 01, 03, 07
 Mainstreets Pittsburgh Community Contracts, 2000-03
 Main Streets Pittsburgh Streetface Program Design Guidelines, 2007
 Main Street Planning: 2007 and future, 2004-07
 Main Street [Primarily business owner correspondence], 1986-87
 Main Street promotional materials, 1987
 Main Street 2009 quarterly meetings, 2009
 Main Street [Various] presentations, 2005, n.d.
 Main Street at Work/Revitalizing Downtown [4 VHS Tapes], 1984 [REMOVED]
 MSEC 3-year evaluations, 1986-87
 MS: NID information and LDC transition process, 2010
 MS: South Side, general operations, and "green" branding, 2003-05
 National Main Street Center national town meeting – Pittsburgh, 1990
 National Main Street Center Urban Demonstration Program, 1985-86
 National Main Street Conference, 1987-88
 Pittsburgh Planning Committee, 1999
 Promoting Downtown – New Opportunities on Main Street [conference] (part 1/2), 1988
 Promoting Downtown: New Opportunities on Main Street [conference] (Part 2/2), 1988
 SSLDC and Main Street Urban Demonstration 1985/86 annual budget proposal, 1985
 URA Main Street Contract, 2001-02
 Weed and Seed contract #44624, 2004

Subseries: Main Street program – Allentown

Allentown, 1999-2000
 Allentown Business District Baseline Inventory – CTAC, 2003
 Allentown Clinic Issues, 2001
 Allentown Main Street Task Force (Part 1/2), 2000-01
 Allentown Main Street Task Force (Part 2/2), 2000-01
 Allentown [Marketing materials], 2002-04
 Allentown Marketing RFP, 2002
 Allentown strategic planning, 2000-01
 Allentown streetface, 1990-00
 Allentown streetscape project, 1999
 Bell Atlantic, 1999
 700 Block E. Warrington used car lot, 2000
 Brosville Welsh Way, 2000
 Carol Epperson, 1999-00

DCED contract #C5954 – Allentown Clean Up, 2006
Eckerd – Warrington Avenue, 1997
Heyl's, 1999
History of Allentown, 1990
Main Streets: Allentown, 2003-05

Subseries: Main Street Program - Arlington

AART [materials], 1999-01
AART minutes and agendas, 2000
Arlington [Mainstreet application], 2000-01
Arlington Trash cans, 2000
Revised Arlington contracts, 2000-01

Subseries: Main Street program – Brookline

Brookline CDCP application, 1998-99
Brookline planning issues, 1999
Brookline N.P.I., 1999
Brookline streetface, 1999
South Pittsburgh Policies, n.d.

Subseries: Main Street program – Carrick

Carrick, 2000
East Agnew Street, 2000
Lawrenceville Urban Tree Planting project grant application, 1999
Street trees and parking, 2000

Subseries: Main Street Program – Hazelwood

Hazelwood, 2002
Hazelwood – Design, 2003-04
Hazelwood Mainstreet Task Force, 2003-04
Hazelwood – org. 2004-05
Hazelwood promotions, 2004
Hazelwood – Weed and Seed Contract #43828, 2003
Main Streets – General, 2004
Market studies – Allentown, Knoxville, South Side, 2003
PR Project – Hazelwood, 2003
Second and Tifton St., 2003-04
Weed and Seed contract #44495, 2003-04
Weed and Seed proposals, 2003-04

Subseries: Main Street Program – Knoxville/Mt. Oliver (MOAEDT)

Allentown/Mt. Oliver, 2001
Borough of Mt. Oliver Comprehensive Plan Study committee final report, 2004
DEVT: Knoxville/ Mt. Oliver Grocery Store, 2003
Knoxville Business District Baseline Inventory, 2003
Hilltop Flux, 2003
Mainstreet/Carrick/Mt. Oliver, n.d.
Mt. Oliver, 2001
Mt. Oliver, 2002-03

Mount Oliver Area Economic Development Team (MOAEDT), 2001-02
Mt. Oliver Strategic Planning, 1999-01
Upper Knoxville residential revitalization analysis, 2000 [OVERSIZE]

Subseries: Main Street program – Mt Washington

Mt. Washington, 2003-04
Mt. Washington [business district materials], 1999
Mt Washington - org., 2003-04
Mt Washington Strategy, 1997-99
Neighborhood Commercial District Market Analysis, 1996-98

Subseries: Market Analysis

1990 East Carson St. Consumer Survey, 1990
Economic Analysis of companies located outside of the E. Carson Business District, 1993
Market Study for proposed retail/apartment building 1500 block, 2004
1984 Merchant Survey, 1984-85
Merchant Survey and Analysis of the E. Carson Business District (Part 1/2), 1993
Merchant Survey and Analysis of the E. Carson Business District (Part 2/2), 1993
Market Analysis of the South Pittsburgh Area proposals, 1998

Subseries: Mayor's advisory committee for the South Side

Mayor's advisory committee for the South Side, 2007-08
Mayor's Advisory Committee, 2007-09
McDonald's Pedestrian safety, 1989

Subseries: Neighborhood Appearance

Beautify the South Side Proposal, c. 2005
Clean Up, 2007-08
Crime stats/complaints, 2006
Graffiti, 2006
Keep America Beautiful, 2008
Trash Bash, 2005-07

Neighborhood Business District Clean up, 1992-93

Subseries: Neighborhood Business District revitalization program (NBDR)

NBDR application, 1994
Neighborhood Business District revitalization program, 1994-95
Neighborhood Commercial District Revitalization, 1982

Sub-subseries: Old Re-Potential Deals

Gimbel's Warehouse project/Birmingham Towers, 1989
NBDR project, 1989
NBDR – promotion and marketing proposal, 1992
Ormsby House, n.d.
St. Michaels, 1989
Pittsburgh Neighborhood Business District Revitalization program (NBDR) proposal, 1992-93

Subseries: Neighborhood Improvement District (NID)

Neighborhood Improvement District Talking Points and timeline, 2009

NID, 2009
NID Proposals, 2011
NID proposal and presentation, 2011
NID Transition, 2010-11

Subseries: Old Birmingham

Old Birmingham bylaws and articles of incorporation, 1999
Old Birmingham Development, 1989, 92-95
Old Birmingham dissolution, 2012
Old Birmingham partnership agreement, 1987-88

PCRG Transportation Working Group, 2010

Subseries: Parking

McArdle Roadway, 1999-00
Parking Study, 2004-06
South Side Parking Task Force, 1984-87, 00-01

“Pittsburgh is Picking Up” [Event], 2002

Pittsburgh Shade Tree Commission Proposal, 2001-02, 06

PNC Bank’s Community Façade Program, n.d.

Proposal for the management of the South Side using responsible hospitality practices, 2009

PA Transportation Enhancements program, 2003-04

Subseries: Scenic Byways

2004 Scenic Byways application, 2003-05
2005 Scenic Byways application, 2003-05
2005 Scenic Byways application, letters of support, 2005
2007 Scenic Byways application, 2007
Scenic Byways revised supplemental documents and drafts, 2004-07
Pittsburgh City Council Proclamation for Scenic Byways, 2004 [OVERSIZE]

Secret Shopper Program, 2004-05

Shop Mainstreets Pittsburgh, 2004-05

Southbank Industry Association, 1989

South Pittsburgh Commercial Revitalization Strategy and Action Plan, n.d.

Subseries: South Pittsburgh Economic Revitalization Team (SPERT)

Environmental scan of 12 SPERT neighborhoods, 1990
SPERT, 1998-99
SPERT CDO proposal, 1998
SPERT memorandum of understanding, 1999
SPERT minutes, 1995-97, 99
SPERT minutes and correspondence, 1997-00
SPERT organizational information, 1993-94
SPERT study Pittsburgh labor market, c. 1996

Subseries: South Side Business Alliance (SSBA)

2000 SSBA South Side Chamber newsletter, 2000
2001 SSBA South Side Chamber newsletter, 2001
SSBA, 1987, 95-98

SSBA, 1995-97
SSBA annual dinner, 1997, 99-02
SSBA board list, 1998
SSBA board meetings, 1994-96
SSBA board meetings, 1996-97
SSBA board retreat, 1998
SSBA Business Development Committee, 1995
SSBA Business Improvement District, 1997
SSBA Business Improvement District Steering Committee, 1998
SSBA by-laws, 1997
SSBA 1997 elections, 1997
SSBA Executive Committee minutes, 2001
SSBA [materials] (Part 1/2), 1999-01
SSBA [materials] (Part 2/2), 1999-01
SSBA membership, 1997
SSBA memorandum of understanding, 1998-99
SSBA merchant survey, 2001
SSBA original brochure, n.d.
SSBA-PGH Zoning Advisory Group, 1996
SSBA promotional materials, 2002
SSBA Strategic Plan, 1996-00
SSBA-South Side Chamber of Commerce Juried Art and Crafts Exhibition Sale, 2002
SSBA-Zoning Ordinance, 1996-97
South Side Chamber of Commerce in the news [copies], 1976-83
SSBA/South Side Chamber of Commerce of Pittsburgh corporate records, 1997
South Side Chamber of Commerce, 2009

Subseries: South Side Clean Up Campaign

Clean Up Campaign marketing/early research & PA Cleanways, 1990-00
Clean-up proposal DCED, 2000
Clean-up proposals, 2000-04
Clean-up reports and volunteers, 2001-02
DCED contract #D221921876 clean-up contract, 2004-05
DCED contract #C000005952 – Tough on Trash, 2004

South Side Commercial, Industrial and Institutional Sales, 1996
South Side Hospital support for East Carson street business district, 1992
South Side Responsible Hospitality Partnership, 2010
South Side Shuttle, 1999, 05-06
South Side Trash Bash, 2005
South 24th and Sarah Street [proposal for restaurant], 1997-98

Subseries: Top Shops Program

1994 Top Shops contract, 1994
1995 Top Shops, 1995

Proposal to provide technical assistance to merchants under 1994 Top Shops program, 1994
Top Shops eCommerce Initiative—Exceed Consulting, 2000
Top Shops promotions material, 2002
Top Shops proposals, 1994
Top Shops proposals and reports, 2002
Top Shops scope of services, 2001-02
Traffic Safety Committee Report for East Carson Street, 1989
“TreeVitalize Pittsburgh” project, 2009-11
UltraViolet Loop project, 2003

Subseries: Urban Design Plan

Urban design analysis Plan for South Twenty-First Street Corridor, 1989-90
Urban Design analysis plan for South Twenty-First Street Corridor, 1990-93
Urban design plan, 1987-88
Urban design plan—East Carson business district, 1987-88
Urban design plan—East Carson business district, second ed.,1988
Urban Design Plan South Twenty-first Street, 1994-95
USX Clean-up proposal, 1986-91
Zoning Hearing Board—Angel’s Nightclub, 2007

Subseries: Oversized Drawings

Allentown, 1993, 2003 (Folder 3, Vertical Map Case)
Birmingham Bridge site plans, 2008 (Folder 17, Vertical Map Case)
City of Pittsburgh DCP Maps [Majority – Aerial Views], 1962, 76, 84-85 (Folder, 23 Vertical Map Case)
City of Pittsburgh DCP Map Series 2 [South Side Sheets 3, 12-14], 1987 (Folder 24, Vertical Map Case)
City of Pittsburgh DCP Map Series 3 [South Side Sheets 3, 12-13, 29-35, 59-62], 1987 (Folder 25, Vertical Map Case)
City of Pittsburgh Dept. of City Planning City Facilities Map, 2008 (Map Tube 9)
City of Pittsburgh Dept. of City Planning Delinquent Parcels, n.d. (Map Tube 5)
City of Pittsburgh 5th and Forbes, n.d. (Map Tube 8)
City of Pittsburgh Undermined Areas, n.d. (Map Tube 4)
[East Carson City Designated Historic District 4 small drawings], c.1999 (Flat Map Case Drawer 1)
East Carson Pedestrian Safety Project funding/project team poster, n.d. (Folder 36, Vertical Map Case)
East Carson St. [long] blueprint, n.d. (Map Tube 15)
E. Carson St. Public Space Improvement, Draft Public Space Improvement Plan pt. 1, n.d. (Map Tube 8)
East Carson Street Survey and construction, n.d. (Map Tube 12)
East Carson St. Survey and Construction Route. 0837, n.d. (Folder 41, Vertical Map Case)
Final Plan 1, Main St. on E. Carson St., Urban Design Plan, n.d. (Map Tube 14)

Great American Main Street Award – National Trust for Historic Preservation, 1996 (Folder 47, Vertical Map Case)

Market Value Analysis Map, City of Pittsburgh Dept. of City Planning, n.d. (Map Tube 6)

Mount Oliver Boro. – Street Maps, n.d., 2000 (Folder 65, Vertical Map Case)

Proposed East Carson St. City Historic District [Poster], 1992 (Folder 76, Vertical Map Case)

Signage and Pavement marking plan [East Carson St.], 2010 (Folder 80, Vertical Map Case)

South Side Business Improvement District, 1987 (Folder 85, Vertical Map Case)

SSLDC Pedestrian and Student Safety Initiative, n.d. (Map Tube 14)

SSLDC pedestrian and student safety initiative drawings for construction of East Carson Street, 2010 (Folder 94, Vertical Map Case)

South Side 16th and 17th ward neighborhood business district revitalization program, 1994 (Folder 100, Vertical Map Case)

South Side Parking Condition, South Side Parking Facilities, SSLDC Parking Plan, n.d. (Map Tube 19)

South Sider and South Side Park and Ride (HOP) promotions, 2001, n.d. (Folder 99, Vertical Map Case)

South Side Study Area 1-10, n.d. (Map Tube 11)

South Side Study Area 1-10, n.d. (Map Tube 15)

South Side study area 1-10, n.d. (Folder 101, Vertical Map Case)

Support historic preservation – East Carson Street local historic district designation poster, n.d. (Folder 108, Vertical Map Case)

South Side Improvement District poster, 2011 (Folder 91, Vertical Map Case)

Traffic control plan [East Carson Street], 2010 (Folder 113, Vertical Map Case)

Urban Design Plan, East Carson Street Business District, n.d. (Map Tube 2)

Urban Design Plan South 21st Street conceptual plan, 1991 (Folder 114, Vertical Map Case)

Urban Design Plan South 21st Street conceptual plan and sketches, n.d. (Folder 115, Vertical Map Case)

Urban Design Plan South 21st Street streetscape improvements plan, 1995 (Folder 116, Vertical Map Case)

Urban Design Plan South 21st Street streetscape improvements plan initial and future phases, 1995 (Folder 117, Vertical Map Case)

Urban Design Plan South 21st Street sketches, existing street and center island alternatives, and street edge alternatives and details, n.d. (Folder 118, Vertical Map Case)

Vacant Residential Units, City of Pittsburgh Department of City Planning, n.d. (Map Tube 11)

Subseries Photographic Materials

Allentown and Youth Hostel, 1999 (Binder 18)

BID assessments, 1999 (Binder 18)

Clean up benchmarking photos and South Side Community Night (Part 1/3), n.d. (Folder 22)
Clean up benchmarking photos and South Side Community Night (Part 2/3), n.d. (Folder 23)
Clean up benchmarking photos and South Side Community Night (Part 3/3), n.d. (Folder 24)
Enhancing Urban Streetscapes [slides] (Part 1/2), 1987 (Box 1)
Enhancing Urban Streetscapes [slides] (Part 2/2), 1987 (Box 2)
Hazelwood Task Force Mural, 2003 (Folder 25)
Main Street on E. Carson 1st Anniversary, 1995 (Binder 18)
Main Street on East Carson [newsprint], 1985-86 (Scrapbook 3)
Main Street Hometown events, n.d. (Binder 18)
Main Street narrated slide presentation [slide list], n.d. (Folder 26)
MSEC 10-year Anniversary [slides], 1995 (Binder 1)
Public Improvements on Main Street [slides] (Part 1/2), n.d. (Box 1)
Public Improvements on Main Street [slides] (Part 2/2), n.d. (Box 2)
South Side Clean Freak machine picture, n.d. (Folder 27)
Street clean up & office staff, 2000 (Binder 18)
Trash pick up near kiosk on a snowy South Side street, n.d. (Box 7)
Urban Design Analysis Plan for South 21st corridor, 1990-93 (Box 7)

Series 4: Community Planning/Elm St., 1983-2012

Subseries: Armstrong Park

Armstrong Park, 2010-11
Armstrong Park Photos [CDS], 2006
Armstrong Park Study, 2010
Background Information for Public Hearing – Bill no. 0435 prepared by the DCED grant – Beechview Park reporting, 2008
Greater Park Place Neighborhood Association, 2006
Beechview Commercial District/Broadway Ave Improvement Study and Master Plan, 2002, 05 [OVERSIZE]
Beechview State Park, 2004-05
Billy Buck Hill, 2003
Bingham/Muriel corridor CDCP grant info, 2002-03
Bingham Street Corridor Strategic Plan, 2002 [OVERSIZE]
Citizen Advisory Panel (SPRC/CAP), 1995-96
Community Construction Survey – Campos, 2002
Community Development Standards Resource materials (Part 1/3), 2004-06
Community Development Standards Resource materials (Part 2/3), 2004-06
Community Development Standards Resource materials (Part 3/3), 2004-06
DCED Proposal for Beechview Extreme Skateboard Park, 2005

Subseries: Deloitte's IMPACT day of service, 2010

Deloitte's IMPACT day of service, 2010
Spruce up the city steps, n.d.

Demonstration Grants – South Side Elm Street District, 2007
18th Street Corridor streetscape strategies, 2008 [OVERSIZE]

Subseries: Elm Street

Elm Street, 2004-07
Elm Street 2006 agendas/minutes, 2006
Elm Street 2007 agendas/minutes, 2007
Elm Street 2008 agendas/minutes, 2008
Elm Street 2009 agendas/minutes, 2009
Elm Street Neighborhoods Clean and Green Resource Binder (Part 1/3), n.d.
Elm Street Neighborhoods Clean and Green Resource Binder (Part 2/3), n.d.
Elm Street Neighborhoods Clean and Green Resource Binder (Part 3/3), n.d.
Elm Street Plan South Side Slopes, 2005
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Citizens' Gaming Panel (Part 2/3), 2005-06
Citizens' Gaming Panel (Part 3/3), 2005-06
Citizens' Gaming Panel/Design Committee, 2005
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Gaming: Forest City Negotiations, 2005-06
Gaming: Payday lenders, 2006
Gaming: Proposal review, 2005-06

Sub-subseries: Harrah's Station Square Casino

Economic Impact of a Category 2 Slot Machine facility at Harrah's Station Square Casino, 2005
Harrah's Station Square Casino, 2005-06
Harrah's Station Square Casino concept plan, 2006 [OVERSIZE]
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Harrah's Station Square Casino transportation analysis (Part 2/4), 2006
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Isle of Capri Casinos, Inc., 2005-06

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Sub-series: Palisades Park

Palisades Park planning studies (Part 1/3), 2002

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Palisades Park planning studies (Part 3/3), 2002

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District (Part 1/4), 2002

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District (Part 4/4), 2002

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Subseries: Rudy Bruner Award

Rudy Bruner Award, 2005

Rudy Bruner Award, 2006-07

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and draft, 1999

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Subseries: South Side Park/Greenspace planning

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Greenspaces PHLIF, 2001

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South Side Park Greenspace planning proposals (Part 2/2), 2003, 08

South Side Park Greenspace RFP, 2008

YMCA of Pittsburgh, 2005

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Sub-subseries: Neville Ice Arena

Ice Rink, 1990-91

Ice Rink RFP, 1987

Neville Arena RFP, 2003, 07-08

Neville Arena RFP, 2005-08

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investment fund, 1989-91

Neville Ice Rink Class of '81 and background, 2006-08

Neville Ice Rink Correspondence, 1988-90

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South Side Slopes Neighborhood Association, 2006-09

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LTV, 1991-92
LTV, 2007
LTV, 2008
LTV, 2009
LTV, 2010 [OVERSIZE]
LTV, 2011 [OVERSIZE]
LTV articles, 1994

LTV articles, 1996
 LTV community meetings #1, 1994
 LTV community survey, 1992, 94
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 LTV Garage V South Side Works [drawings], 2004 [OVERSIZE]
 LTV master planning RFP, 1994
 LTV outparcels, 1993-94
 LTV PowerPoint presentations [CDs], n.d.
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 Planning Forum: South Side Works, 1992-95
 Planning Forum: South Side Works, 1994
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Subseries: 21st Street Urban Design
 South 21st Street Urban Design Study Community Input questionnaire, 1990
 21st Street, 1993-94
 Underpass proposal, 2002
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Subseries: Working Group on Community Development (WGOCD)
 Working Group on Community Development (WGOCD), 1991-93
 Working Group on Community Development, 1994
 Working Group on Community Development (WGOCD) transportation forum
 (Part 1/2), 1993-94
 Working Group on Community Development (WGOCD) transportation forum
 (Part 2/2), 1993-94
 Youth Day of Caring, 1999
 YouthWorks, 1996-99
Subseries: Oversized Drawings
 Allegheny County Department of Public Works Rehabilitation of Glenwood
 Bridge, 2001 (Flat Map Case Drawer 1)
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 2003 (Folder 27, Vertical Map Case)
 18th Street Gateway, 2008 (Folder 45, Vertical Map Case)
 18th St. Gateway and Monastery St. Park, 2007-08 (Folder 43, Vertical Map Case)
 Exhibit A. Sign Ordinances LTV South Side Works, 2000 (Map Tube 13)
 Ironworks Plaza 901-917 Bingham St., 1993, 1998 (Folder 56, Vertical Map Case)
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 South Side Works Office Building, n.d. (Flat Map Case Drawer 4)
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 South Side Works construction, 2002 (Binder 19)
 South Side Works construction – the Lofts, n.d. (Binder 19)
 South Side Works – (former) IBEW building, n.d. (Box 7)
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Series 5: Design and Development, 1983-2012

Subseries: American Disabilities Act (ADA)

ADA, 2000
 ADA Audit Registration Program, 2000
 ADA [Drawings], 2000
 ADA Toolkit, 2000-01
 Audit resources access South Side, 2001

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Subseries: Beneficial Building/Foto Hut

1505 Architects Contract, 2005

Beneficial Building, n.d.

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DEVT: Beneficial/anchor building, 2000, 05

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Photo hut developer proposals (Part 2/4), 2003-05

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Foto hut parking/zoning, 2005

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Foto hut site development, 2003

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Part I historic tax credits, 2004-05

PHA/Foto hut mixed use project, 2003-04

Shared parking analysis, 2004-05

Streetface application/URA, 2004

Subseries: Birmingham Mural, 1981, n.d.

Birmingham mural, 1981

Birmingham mural plaque, n.d.

Birmingham Square architecture (Part 1/2), 1989

Birmingham Square architecture (Part 2/2), 1989

Birmingham towers, 1989-90

Subseries: Cool Space Locator (CSL)

CSL advisory board, 2003-04

CSL advisory board (Part 1/2), 2003-05

CSL advisory board (Part 2/2), 2003-05

Cool Space funds transfer, 2002-02

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Subseries: Design Committee

1983, 1988 Design Committee, 1983, 88
1991-92 Design Committee, 1991-92
1993 Design Committee, 1993
1994 Design Committee, 1994
1995 Design Committee, 1995
1999 Design Committee, April-Dec., 1999
1999 Design Committee - Criteria for historic designation, 1999
1999 Design Committee – Historic district nomination, 1999-00
1999 Design Committee – History of New SSLDC offices, 1999
1999 Design Committee – HRC violation list, 1999
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1999 Design Committee – Sidewalk Specs, 1999
1999 Design Committee – URA funded projects, 1999
1999 Design Committee – URA Streetface program, 1999
2000 Design Committee – Jan.-July, 2000
2000 Design Committee – Aug.-Dec., 2000
2000 Design Committee – Home Renovation Clinic, 1999
2001 Design Committee, 2001-04
2001 Design Committee Jan-May, 2001
2001 June-Oct, 2001
2001 Design Committee Dec., 2001
2001 Design Committee – ADA, 2001-02
2001 Design Committee – Clean up research and reports, 2001
2001 Design Committee – Sign grant program, 2001
2001 Design Committee – Southshore phase III, 2001
2002 Design Committee January, March-Sept, 2002
2002 Design Committee, Oct, 2002
Design Committee, Nov-Dec, 2002
2002 Design Committee, Stop Sign (17th and Wharton), 2001-02
2003 Design Committee Feb., 2003
2003 Design Committee March – May, 2003
2003 Design Committee June-Oct, 2003
2003 Design Committee, Nov-Dec, 2003
2003 Design Committee Streetface and Sign Grant, 2003
2004-07 Design Committee, 2004-07
2004 Design Committee Jan-Aug, 2004
2004 Design Committee Sept-Nov, 2004
2004 Design Committee Dec. 2004
2005 Design Committee Jan-Feb, 2005
2005 Design Committee March-Aug, 2005
2005 Design Committee Sept-Dec, 2005
2005 Design Committee River Park Commons, 2005

2006 Design Committee, 2005-06
2007 Design Committee, 2007
2008 Design Committee, 2008
2009 Design Committee, 2009
2010-2012 Design Committee (Part 1/4), 2010-12
2010-2012 Design Committee (Part 2/4), 2010-12
2010-2012 Design Committee (Part 3/4), 2010-12
2010-2012 Design Committee (part 4/4), 2010-12 [OVERSIZE]

Sub-subseries: Design Awards

Commonwealth Design Awards 2006
1992 Design Awards, 1992
1994 Design Awards, 1994
1998 Design award winner – transformation category [certificate],
1998 [OVERSIZE]

Sub-subseries: Design Guidelines

Demolition Review Guidelines, 2006
Design Committee Guidelines and Policies, 2008
Design Guidelines, 1985, 90, n.d.
Design Standards, 2005
Former Police Station at Sarah St., 2008
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Enclave at St. Mathew's, n.d.

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Subseries: Historic Review Commission (HRC)

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HRC, 1993
HRC, 1995-96
HRC approvals, 1996
URA, 1995-96

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Ihmsen building, 1987

Ihmsen building lease/partnership, 1987-88

Ihmsen building open house invite, 1988 [OVERSIZE]

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Parking, 1985-92
Parking, 2000, 2003
Parking 2004 – 2003, 2004
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South Side Parking Analysis, 2003-04
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Meter Parking,” 2000
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Pittsburgh Community Design center [information handouts], n.d.
Project/13th and Sarah Jail (Part 1/2), 2009
Project/13th and Sarah Jail (Part 2/2), 2009
Rehabilitation projects [articles], 1974-88

Subseries: Sidewalk Improvement Matching Grant Program

1502 East Carson St., 1999
Sidewalk grants, 2008
Sidewalk grants, 2009

Subseries: Sign grant program

Letters to zoning administrator design approval, 1991-92
Sign grants, 1994-96
Sign grant, 1995-97
Sign grants, 1996-97
Sign grants, 2006-07
Sign grants, 2008
Sign grant guidelines and applications, 1985
Sign grant inquiries, 1992
Sign grant program info, 1990-96

Sub-subseries: Individual recipients

Abe Bernstein clothing, 1992
Adam's Eve, 1990-92
ALDI Food Market, 2010
Allegheny Foundation, 1989, 91
Always a Monday Café, 1992
23 Bedford Square South, 2000
Beneficial building, 2008
900 Bingham St., 2005
Breathe Yoga Studio, 2004
Café Giovanni, 1994
Cambodi-can Kitchen, n.d.
Carson City Saloon, 2006
Carson Street Chop House, 1997
Carson St. Deli, 1994, 08
Casey's Draft House, 1992
City Theatre, 1991-92
Club Café, 1999-00
Curry Travel, 1991
Dave Zytnick Uniform Co., 1990-91
DTD Auto Parts, 1998
1107 East Carson St., 1994
1107 East Carson St., 1998-99
1309 East Carson St., 1994

1410 East Carson St., 1998
1417 East Carson St., 1994
1601-03, 1605 East Carson St., 1991
1703 East Carson St., 1998
1805 East Carson St., 1993
1811 East Caron St., 1991-94
1922 East Carson St., 1994
2000 East Carson St., 2006
2005 East Carson St. (12-F-136), 2000
2006 East Carson St. (12-K-17), 1998, 06
2201 East Carson St., 1992
2000 East Carson St (12-K-15), 2000
2220 East Carson St, 1993-94
2301-17 East Carson St, 1991
2302 East Carson St, 1994
2303 East Carson St, 1991
2306 East Carson St, 1991
2313 East Carson St, 1992-93
2314 East Carson St, 1992-93
2336 East Carson St, 1993
2424-26 East Carson St, 1991
East Coast Tanning, 1992
E. House, 1994-95
Eljay's Used Books, 1997
Ethnic ARTZ, 2002
Fat City, 1991-92
Fine Fabrics, 1991-92
Intermission Lounge, 1992
Friends of the South Side Library, 1992
Gallery G Glass, 1998, 00
Gmter Funeral Home, 1990-91
Halo Café, 2005
Jack's Bar, 1991-92
Jupe Boutique, 2006
Kiosk Sign Grant, 1998
Margaritaville, 1992
Market House, 2005
2000 Mary St (UPMC), 1999
My Place on Carson, 1991-92
Nick's Imports, 2000
Northwood Reality, 1993
Pittsburgh Consignment Center, 1994
17th Street Café, 1992
Philip Pelusi Hair Salon, 1996-98

Rebecca – A Gallery of Wearable Art, 1990-91
1607 Roland St., 1991
2105 Sarah St, 1998
2800 Sarah St, 2000
Sharon Marie's Boutique, 1993
Shine on Emporium, 1993
75 South 17th St, 1992
Self Storage Sign, 2000
Shelly St. Cupka sign [CD], n.d.
Sigmund's nut house, 1994
Siegel Eye Care, 1998
South Side Body Bazaar, 1998
South Side Market House, 1994
52 S. 10th St, 1994
68 South 12th Street, 1992
74 South Twelfth St, 2005 [OVERSIZE]
57 S. 13th St (3-H-155), 2000
30 S. 14th St, 1991
50 South 15th St, 1992
95 S. 16th Street, 1991-92
119 ½ South 18th St., n.d.
United American Savings Bank, 1991-92
Vivian Kaufman, 1992

2007 Sprout Fund Mural Application and petition, 2007

Sprout Public Art, 2005

Sprout Public Art, 2008

South Side Mural, 2004

South Vo. Tech, 2006-08

Subseries: Streetface program

CDCP Streetface Grant, 1998-99

DPW Requested Streetscape Improvements, 2006

Duquesne University Seminar, 2005

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Historic District and Streetface Information, 2003

Lighting Project, 2003-05

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Street Implementation award, 1990

Streetface Program Design Guidelines, 2007

Streetface program information, 1994-95, 2005-07

Streetface received applications, 2005

Streetface sidewalk grant applications, 2002

Streetface working group, 2005-07

Streetscape, 2004-06

Summary Report of the 1300 Block of East Carson St Façade Study, 1995

Sub-subseries: Individual Recipients

ALDI Food market, 2010
901-917 Bingham St., 1992
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Blatent Image, 1992
Dolata's Poultry, 1996
Double Wide Grill, n.d.
1828 E. Carson – Piper's Pub, 2007
807 East Carson St., 1992
809 East Carson St., 1991
1005 E. Carson St., 2004 [OVERSIZE]
1011 E. Carson St., 2006
1017 E. Carson St., 2005-07
1100 East Carson St., 1991
1105 East Carson St., n.d.
1113-1115 E. Carson St., 1998
1205, 1207, 1209, 1211, 1213 Carson St and 12 Bedford Square,
2002
1212 Carson St. Mezzanine Plan, 2004 [OVERSIZE]
1214 East Carson St., 1990-92
1219 East Carson St.,
1224 East Carson St., 1998
1301 East Carson St., 2011
1305 East Carson St., 1994
1306 East Carson St. proposed facade renovation, 2000
[OVERSIZE]
1311 East Carson St., 1995
1318 East Carson St., 1992
1312 East Carson St., 1994
1320 East Carson St., 1995
1322 East Carson St., 1995
1400-1402 East Carson St., 1990
1401 East Carson St., 1993
1401 East Carson St., 2005-06
1406 East Carson St., 2006
1417 East Carson St., 1994
1500 East Carson St., 1991
1506 East Carson St., 1992
1602 East Carson St., 1994
1700 East Carson St., 1992
1705 East Carson St., 1992
1717 East Carson St., 1994

1718 East Carson St., 1991
1734 East Carson St., 1992
1739 East Carson St., 1992
1805 East Carson St., 2006
1823 East Carson St., 1992
1831 East Carson St., 1995
1908 East Carson St., 1992
2001 East Carson St., 1995
2002 East Carson St., 2003, 05
2010 East Carson St. (12-K-18), n.d.
2017 East Carson St., 1991
2025 East Carson St., 1992, 99
2026 East Carson St., n.d.
2130 East Carson St. (12-K-42), n.d.
2134 East Carson St., 1993
2222 East Carson St., 1995, 01
2304 ½ East Carson St., 2006
2312 East Carson St., 2007
2318 East Carson St. – (12-L-233) - \$960 [photo], 1999
2320 East Carson St., 1995, 1999
2325 East Carson St., (12-6-9) - \$1760 [photo], n.d.
2420 East Carson St. (12-M-11) - \$960, n.d.
2429 East Carson St. (12-M-8) - \$800, n.d.
2500-2504 East Carson St. (12-M-16), 1999
2506 East Carson St. (12-M-19), 1999
2514 East Carson St. (12-M-26), 1999
2516 East Carson St., 1995
2522 East Carson St., 1999, 06
2600 East Carson St., 1991, 99
Locker Room 2006
Rite Aid Building, 1994
2105 Sarah St., 1996
74 South 20th St., 1995

South Side High School, n.d.

Subseries: Oversized Drawings

Addition to and remodeling of FatHeads, n.d. (Folder 2, Vertical Map Case)
Alterations to 2322 Carson St., n.d. (Map Tube 11)
Babe Lapaglia property, 2002 (Folder 7, Vertical Map Case)
Beneficial Building renovation poster, n.d. (Folder 14, Vertical Map case)
Birmingham wall mural, n.d. (Folder 18, Vertical Map Case)
Brandt Dist. Co. Office Building Floor Plans, n.d. (Map Tube 19)
Carson St. Corridor Existing Land Use – Floor 1 – South Side Streetscape [with notes overlaying sheet], 2003 (Folder 34, Vertical Map Case)
Draft Façade Improvement Plan, n.d. (Map Tube 12)

1505 East Carson St. [Computer-Generated Courtyard Concept Drawings], n.d. (Folder 32, Vertical Map Case)

1505-1507 East Carson St., 2006 (Folder 30, Vertical Map Case)

1505-1507 East Carson St. DD submission, n.d. (Folder 33, Vertical Map Case)

[1505-07 East Carson St.] Floor plans [2 sheets], 2005 (Flat Map Case Drawer 1)

1505-1507 East Carson St. Preliminary [floor plans], 2004 (Folder 37, Vertical Map Case)

1701 East Carson St. Color Scheme Submittal n.d. (Folder 31, Vertical Map Case)

East Carson St. Public Space Improvement Character elevation and typical framework [between 17th and 18th Streets], 2002 (Folder 38, Vertical Map Case)

East Carson St. Public Space Improvement – detailed survey (15th St. to 18th St.), 2002 (Folder 39, Vertical Map Case)

East Carson St. Public Space Improvement Utility location – options 1 and 2, 2002 (Folder 40, Vertical Map Case)

[1505-07 East Carson St.] Street façade, n.d. (Flat Map Case Drawer 1)

1801-1803 East Carson St. New two story building, n.d. (Folder 35, Vertical Map Case)

Enlarged Parking Lot Plan from 21st to 22nd Streets, n.d. (Flat Map Case Drawer 5)

Façade renovations to 1209-1211 East Carson St., n.d. (Flat Map Case Drawer 5)

Holiday Inn Express [drawings packet], 2001 (Flat Map Case Drawer 5)

Lighting plan [East Carson Street], 2010 (Folder 59, Vertical Map Case)

Macintosh factory [2 drawings], 2001 (Flat Map Case Drawer 5)

Main Street on East Carson, 1988 (Folder 61, Vertical Map Case)

Main Street on East Carson – proposed streetscape improvements, 1988 (Folder 62, Vertical Map Case)

[Maul Building and Bridge Lighting], 2004 (Folder 63, Vertical Map Case)

McDonald's Plans, East Carson St., n.d. (Folder 64, Vertical Map Case)

Parking Lots at 18th Street and Sidney Street, 2002 (Folder 71, Vertical Map Case)

[Parking Lots – 9th Street, 10th Street, and Bingham Street], n.d. (Folder 72, Vertical Map Case)

Parking Study Area – South Side Streetscape, 2003 (Folder 73, Vertical Map Case)

Potential Parking Supply additions – South Side Parking Analysis [Overlay Callouts], 2004 (Folder 73, Vertical Map Case)

PFT Building Corporation Plan, 1995 (Flat Map Case Drawer 5)

PNC Bank South Side 1736 East Carson Street, 1999 (Folder 74, Vertical Map Case)

Proposed Alterations – 1300 Block E. Carson St., North Facing Elevation, n.d. (Map Tube 14)

Proposed Parking Master Plan RBA/Norfolk Southern, Joint Venture, n.d. (Flat Map Case Drawer 5)

Renovations to existing storefront Phillips Heating and AC, 2002 (Folder 78, Vertical Map Case)

Schematic Design Plan [Drawings 1-4] (Map Tube 18)

16th and 17th Ward Main St. Streetface boundary, 2003 (Folder 81, Vertical Map Case)
 Soffer Office Building, 2000 (Folder 82, Vertical Map Case)
 South Side Hospital – parking plan, 1984 (Folder 89, Vertical Map Case)
 [South Side Wall Mural sketch], n.d. (Folder 103, Vertical Map Case)
 74 South Twelfth Street, 2002 (Folder 106, Vertical Map Case)
 [Streetscape sections AA-EE], n.d. (Folder 107, Vertical Map Case)
 Survey of property [in J M Mc Glurg plan of lots], 2000 (Folder 109, Vertical Map Case)
 10th Street Bridge business park [parking drawing], 2005 (Folder 110, Vertical Map Case)
 13th and Sarah Street parking lots, n.d. (Folder 111, Vertical Map Case)
 Tiki Lounge storefront commercial renovation, 2002 (Folder 112, Vertical Map Case)
 [Unidentified] East Carson building exterior and parking lot, 2007 (Flat Map Case Drawer 5)
 Young's Tavern [renovation drawings], 2001 (Flat Map Case Drawer 5)

Subseries Photographic Materials

Beneficial Building grant from PA Housing Finance Agency, n.d. (Binder 20)
 Beneficial Building remodeling, 2005 (Binder 21)
 600 block through 1200 block of E. Carson [slides], 1989 (Binder 8)
 2000-2600 Block of E. Carson St. [slides], 1985-90 (Binder 2)
 2100-2200-2300 blocks of E. Carson, 1991 (Box 6)
 Carson retirement residence, n.d. (Box 6)
 Carson St. 900-2300 blocks [slides], 1987-90 (Binder 7)
 Design Awards Project, 1999 (Binder 20)
 Detail and Design – various buildings, n.d. (Binder 22)
 Design [slides], 1990 (Binder 5)
 E. Carson buildings (blocks 1300-1900) [slides], 1982-88, bulk 1985 (Binder 6)
 1831 E. Carson St., n.d. (Binder 21)
 East Carson St. buildings [arranged by block], n.d. (Box 6)
 E. Carson St. views (blocks 600-2600), n.d. (Binder 23)
 Elevation of wall [East Carson Street between 17th and 8th Streets], 2003 (Folder 44, Vertical Map Case)
 Foto Hut [slides], 1976 (Box 4)
 Gatti – Carson Street 1505-1507 elevation, section, floor plans [posters], 2004 (Folder 46, Vertical Map Case)
 Mackintosh Hemphill, n.d. (Binder 22)
 Main Street on E. Carson Goals [slides], 1989 (Binder 7)
 Main Street Out of the City Projects [slides], 1985-89 (Binder 7)
 Main Street Out of the State Projects [slides], 1985-87 (Binder 7)
 Misc E. Carson St. buildings [slides], 1995-96 (Binder 3)
 19th to 20th Streets [slides], 1969, n.d. (Binder 2)
 Pan-Icarian Brotherhood of American Chaptericaros [slides], n.d. (Binder 3)

Possible residential building – Mary St. between 22nd and 23rd, n.d. (Box 6)
Storefronts, n.d. (Binder 22)
South Side buildings [negatives], n.d. (Folder 28)
South Side houses, 2005 (Binder 21)
SSLDC office buildings and a housing development, 2006 (Box 6)
South Side [slides], 1969, 90 (Binder 5)
South Side vacant businesses and buildings, 1999 (Binder 21)
St. John the Baptist Church and 10th to 12th Streets [slides], 1985 (Binder 2)
Various South Side store and house fronts, n.d. (Binder 20)

Series 6: Planning Forum, 1986-2011

Subseries: Neighborhood Plans

1986, 1989, 1990 South Side Neighborhood Plans, 1986, 1989, 1990
1992 South Side Neighborhood Plan, drafts, and notes, 1991-93
1995 South Side Neighborhood Plan, drafts, and notes (Part 1/2), 1994-95
1995 South Side Neighborhood Plan, drafts, and notes (Part 2/2), 1994-95
1996 South Side Neighborhood Plan, drafts, and notes, 1996
1998 South Side Neighborhood Plan, 1998
2000 South Side Neighborhood Plan, drafts, and notes, 2000
2000 South Side Neighborhood Plan – Riverfront Plan Update, 1999
2004 South Side Neighborhood Plan, 2004
2007 South Side Neighborhood Plan, 2007
2007 South Side Neighborhood Plan PPND organizational retreat, 2007
2007 South Side Neighborhood Plan town meetings, 2007
2007 South Side Neighborhood Plan Update, business survey, 2007
2007 South Side Neighborhood Plan update committee review/changes, 2007-08
2007 South Side Neighborhood plan survey, 2007

Subseries: Planning Forum

Planning Forum (Part 1/4), 1985-90
Planning Forum (Part 2/4), 1985-90
Planning Forum (Part 3/4), 1985-90
Planning Forum (Part 3/4), 1985-90
Planning Forum, 1990-91
Planning Forum, 1993-94
Planning Forum, 1995-96
Planning Forum, 1998
Planning Forum, 2003-05
Planning Forum, 2007
Planning Forum, 2008
Planning Forum and UPMC closing (Part 1/2), 2009
Planning Forum and UPMC closing (Part 2/2), 2009
Planning Forum, 2010

Subseries: PCLB

PLCB Club, 2008-11

PCLB Code, 2010

Subseries: Strategic Plans

1989 SSLDC Strategic Plan, 1988-89
1990 SSLDC Strategic planning and three year critical issues plan, 1989-90
1992 SSLDC Strategic Plan, 1991
1993 SSLDC Strategic Plan, 1992
1994 SSLDC Strategic Plan, 1993
1995 SSLDC Strategic Plan, 1994-95
1996 SSLDC Strategic Plan, drafts, and notes, 1995
1997-2000 SSLDC Strategic Plan, drafts, and notes, 1996-97
1998-99 SSLDC Strategic Plan, 1988-2003
2000 SSLDC Strategic Plan notes, 2000
2002 SSLDC Strategic Plan notes, 2002
2003-06 SSLDC Strategic Plan, 2002-03
2007 SSLDC Strategic planning IDA panel, 2007
2007 SSLDC strategic planning retreat, 2007

Subseries: UPMC Steering Committee

CDCP South 21st St design, 2010
Planning Forum/UPMC/21st St., 2010-11
UPMC Minutes, 2009
UPMC Minutes, 2010-11

Subseries: Oversized Drawings

South Side Locational Map, SS Neighborhood Plan, Neighborhood Assessment of the LTV Site, 1-8, Jan, 1992 (Map Tube 20)
South Side Neighborhood Plan – Neighborhood Assessment of the LTV site, 1991-92 (Folder 96, Vertical Map Case)

Series 7: General SSLDC, 1980-2012

Subseries: Board, 1980-2012

1980 Executive Board, 1980
1982-1990 Monthly Board Minutes (Part 1/2), 1982-91
1982-1990 Monthly Board Minutes (Part 2/2), 1982-91
1984 Board, 1984 [OVERSIZE]
1987 Board, 1987
1988 Board, 1988-89
1989 Board (Part 1/2), 1988-89
1989 Board (Part 2/2), 1988-89
1989-96 Board minutes, c. 1989-96 [Cassette Tapes]
1990 Board, 1990
1990 Board and Staff Correspondence, 1990
1990 Executive Board, 1990
1992 Board, 1992
1992 Board Retreat, 1992
1992 Executive Committee, 1992

1993 Annual Community Meeting, 1993
1993 Board (Part 1/3), 1993
1993 Board (Part 2/3), 1993
1993 Board (Part 3/3), 1993
1993 Board and Staff Correspondence, 1993
1993 Executive Board, 1993
1994 Board (Part 1/3), 1994
1994 Board (Part 2/3), 1994
1994 Board (Part 3/3), 1994
1994 Board and Staff Correspondence, 1994
1995 Board (Part 1/3), 1995
1995 Board (Part 2/3), 1995
1995 Board (Part 3/3), 1995
1995 Board Retreat, 1995-96
1995 Executive Committee, 1995
1996 Board (Part 1/2), 1995-96
1996 Board Correspondence, 1996
1996 Board Retreat, 1996
1996 Executive Committee, 1996
1997 Board (Part 1/2), 1997
1997 Board (Part 2/2), 1997
1997 Board Retreat, 1997
1997 Executive Committee, 1997
1997 Staff Meetings, 1996-97
1998 Board, 1998
1998 Board Retreat, 1998
1998 Executive Committee, 1998
1999 Board, 1999
2000 Board (Part 1/2), 2000
2000 Board (Part 2/2), 2000
2002 Board, 2002
2003 Board, 2003
2003 Executive Committee, 2003
2004 Board (Part 1/2), 2003-04
2004 Board (Part 2/2) 2003-04
2004 Executive Committee, 2004
2005 Board (Part 1/2), 2005
2005 Board (Part 2/2), 2005
2005 Board Retreat, 2005
2005 Executive Committee, 2005
2006 Board (Part 1/2), 2006
2006 Board (Part 2/2), 2006
Board Information, 2006
2006 Board and Staff development committee, 2006

2006 Executive Committee, 2006
 2007 Board, 2007
 2007 Board and Staff Development Committee, 2007
 2007 Executive Committee, 2007
 2008 Board, 2008
 2008 Board restructuring, 2008 [OVERSIZE]
 2008 Board and Staff Development Committee, 2008
 2008 Executive Committee, 2008
 2008 Staff Meetings, 2007-08
 2009 Board, 2009
 2009 Executive Committee, 2009-10
 2009 Staff Meetings, 2009
 2010 Board, 2010
 2010 Board and Staff Development Committee, 2009-10
 2010 Executive Committee, 2009-10
 2011 Board, 2011-12
 2011 Board and Staff Development, 2010-11
 2011 Executive Committee, 2011
 2011 Retirement Reunion, 2011
 2012 Board, 2012
 SSLDC Board Bios, 2008-11
 SSLDC Board Conflict of Interest Statements, 2003-09
 SSLDC Personnel and Board Members, 1987-89
 SSLDC Board Transition, 2007-08
 Board working group, 2002-05
 Board working group, 2007-08
 DKI Organizational assessment, 2005-07
 1992 South Side Chamber of Commerce (Part 1/2), 1992
 1992 South Side Chamber of Commerce administration manual, 1993-94
 Chamber of Commerce Nominations, 1990-92
 Community Council – Intergroup Relations, 1986-89
 Pittsburgh History and Landmarks Foundation Award of Merit to the SSLDC, n.d.
 [OVERSIZED—FREESTANDING]
 Pittsburgh Renewed: Community-based economic development [booklet], 1989
 Political Districts, 2004, 07
 South Side City of Pittsburgh DCP series 3 south side enlarged map poster [OVERSIZE—
 FREESTANDING]
 SSLDC 2012 Dissolution [of SSLDC] strategy, 2010-11
 SSLDC 2012 Server on CD, 2012
 SSLDC Annual Reports 1986-2008
 SSLDC Articles of incorporation, c. 1980-90, 08
 SSLDC Business Plans, 2007-08
 SSLDC Bylaw Revisions, 1990-06
 SSLDC Corporation Record, c. 1976, 82

SSLDC Evaluation [end of year], 1994
SSLDC Evaluation plan, 2000
SSLDC General Correspondence, 1992-97
SSLDC Good Standing Certificates, 1994, 2003-04
SSLDC IRS Award Letter, 1986, 2003
SSLDC Newsletter, 1991-92, 04-08, 12
SSLDC Operating Manual, 1992
SSLDC [Organization] Certification, 2003-10
SSLDC Organizational Info, n.d.

Subseries Photographic Materials

SSLDC staff misc. pictures, 1991 (Binder 24)

Series 8: Miscellaneous Photographic Materials, 1990, n.d.

Misc. [slides], 1990 (Binder 5)
Separated negatives (mostly unidentified), n.d. (Box 6)
Slide carousel
Slide pre-viewer
Unidentified photo CDs, 2000 (Folder 29)
Unidentified and separated negatives, n.d. (Box 7)
Various slides, n.d. (Box 3)
Various slides, n.d. (Box 4)

Colophon

Acronyms Guide

ACCBO	Advisory Council for Community-based Organizations
ADA	American Disabilities Act
BID	Business Improvement District
CDBG	Community Development Block Grant
CTAC	Community Technical Assistance Center
DCED	Pennsylvania Department of Community and Economic Development
HRC	Historic Review Commission
LTV	Ling-Temco-Vought Steel Mill
NAP/CSP	Neighborhood Assistance Program/Comprehensive Services Program
NBDR	Neighborhood Business District Revitalization Program
NDV	Neighborhood Development Ventures, Inc.
NPP	Neighborhood Partnership Program
PCRG	Pittsburgh Community Reinvestment Group
PennDOT	Pennsylvania Department of Transportation
PHLF	Pittsburgh History and Landmarks Foundation
PPND	Pittsburgh Partnership for Neighborhood Development
PSI	Public Space Improvements

SACA	South Side Antiques, Arts, and Crafts Association
SPERT	South Pittsburgh Economic Revitalization Team
SSBA	South Side Business Alliance
SSNA	South Side Slopes Neighborhood Association
URA	Urban Redevelopment Authority

Collection Preservation Considerations

The archivist arranged the collection according to MPLP methodology (please see the “MPLP Explanation” section) and thus subjected the collection to preservation compromises that could be improved upon in the future. The most important preservation concern is the digital media contained within the collection: copies of SSLDC’s server exist on several CDs, but these materials have a limited lifespan of two to five years.¹¹ Additionally, the file formats contained on these CDs will eventually become obsolete. Thus, these files need to be reformatted every several years for the entirety of the collection’s lifespan. The National Archives recommends checking optical media every two years.¹²

In addition to digital records, the collection contains newsprint. Newsprint’s groundwood pulp makeup makes it a highly acidic material that rapidly deteriorates and causes acid migration in adjacent materials. Folders containing newsprint are marked with a lowercase “n” on the folders’ upper-left-hand corners. If funds and time permit in the future, this newsprint should be physically separated from adjacent papers. As newsprint’s legibility rapidly worsens with age and use, essential clippings should be copied or scanned to retain informational value.

Lastly, slides contained in plastic sleeves within the collection were not rehoused due to their acceptable present condition. However, in the future, these slides should be monitored and their sleeves may need to be replaced with archival-grade substitutes.

MPLP and Arrangement Explanation

The archivist processed this collection using more product, less process (MPLP) methodology. Thus, the archivist arranged the collection to the extent of the limited resources allocated to this project by the SSLDC (in terms of time, manpower, and budget). Physically, most materials were rehoused in acid-free and lignin-free folders. More invasive preservation actions such as newsprint separation, tear repair, metal removal, and further levels of rehousing were selectively performed according to the condition of the material. Materials originally located in overstuffed basement boxes exhibited the worst preservation threats to the collection due to water damage, mold, debris, animal droppings, and rust. Subsequently, these materials received the most preservation attention.

Unlike the physical arrangement of the collection, the archivist decided to give intellectual arrangement widespread attention in the processing process, despite a strict time allotment for such a large project. Because CLP librarians will administer the collection with little background

¹¹ “Frequently Asked Questions (FAQs) about Optical Storage Media: Storing Temporary Records on CDs and DVDs,” National Archives, <http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html> (accessed October 2, 2012)

¹² “Frequently Asked Questions (FAQs) about Optical Storage Media: Storing Temporary Records on CDs and DVDs.”

in archives administration or the SSLDC's history, the archivist decided that a folder-level description would provide for the broadest and easiest access. Additionally, because some oversized items are physically stored apart from the rest of the collection, the archivist decided to give them item-level description to best link them intellectually to series.