Memorandum

Department of Planning and Development
Art Commission
CITY OF PHILADELPHIA

RE: Indego IKE Kiosks – Art Commission Staff Review Criteria

To: Commissioners of the Philadelphia Art Commission

From: Katherine Liss, Director, Philadelphia Art Commission

CC: Revolution, City of Philadelphia Office of Transportation and Infrastructure Systems (OTIS)

Date: Thursday, November 5, 2026

Summary

The Art Commission granted Final Approval for the design of the Indego IKE kiosks, to be deployed at Indego Stations, in February 2024. The Commission does not have purview over the Indego stations themselves, only the kiosks. Since that time, locations have been reviewed as administrative items at Art Commission meetings. The applicant team requested consideration of future proposals at staff level at the October 2026 meeting. Commissioners approved of this revision in process provided the criteria for staff review were articulated and shared by staff at an upcoming meeting. This memo serves to outline these criteria.

Action Requested: Approval of Review Criteria

Art Commission Staff Review Process

Art Commission staff will review proposals for new IKE kiosk locations received from the applicant team on a rolling basis. The typical process includes:

- The Indego/IKE team submits application materials to staff following preliminary review by OTIS and the Complete Streets right-of-way team
- Staff verify the application materials are complete
- Staff reviews each proposed location based on criteria outlined in following sections
- Staff request additional materials or revisions as needed
- Decision letters issued based on outcome of staff review
- Director's Report is prepared summarizing staff level approvals granted and shared for the record at a subsequent Art Commission meeting
- If agreement on revisions cannot be reached for a site requested by applicant, a presentation can be made for consideration by the full Commission

Indego IKE Kiosks – Reviews by Other Agencies

Art Commission staff notes that the proposed kiosks and bike share locations are additionally reviewed by several other city and external agencies based on separate but related review criteria.

- OTIS and Office of Complete Streets right-of-way (pre-review and final review)
- PECO review of power source availability
- Streets Department Review (surface activities and ADA compliance)
- Water Department Review (utility conflicts)

Conditions for Art Commission Staff Review

For a kiosk application to be reviewed at staff level, the following must be true:

- The proposed kiosk(s) must be the same size, style, and materials as kiosks previously approved by the Art Commission
- No procedural changes have been made regarding how community users can access and post information on the kiosks

Criteria for Art Commission Staff Review

Non-routine conditions relating to the below questions may require revisions to the kiosk proposal or review by the full Art Commission.

- Does the proposed kiosk
    - Obscure any existing signage or wayfinding on site?
    - Obstruct the view of a historic building, work of art, or other civic resources?
    - Create a potential hazard for users with vehicle traffic, pedestrians, or others?
    - Make sense in relationship to its immediate surroundings? Ie. Nearby transit shelters, building entrances, and public realm elements