

Slide 1

PHILADELPHIA  
**citizens**  
PLANNING INSTITUTE

Registered Community Organizations RCOs  
Workshops  
June 3 & June 20

### Registration = Notification

Zoning Notification Registration is early notification of Zoning Board cases  
Zoning Notification Registration is needed for Civic Design Review (CDR) participation

- Registration is not needed to attend or submit testimony to Zoning Board
- Anyone may attend or testify at a Zoning Board hearing
- Registration is not needed to be a civic or neighborhood association in Philadelphia
- Registration does establish greater influence over Zoning Board decisions
- Registration is not notification of all development projects, just appeals to zoning refusals by L&I
- Zoning Board considers multiple factors in determining hardship

Good afternoon! *[slide to have up prior to start of meeting]*

*[this is a reminder of what “registration” means and that it’s not required in order to attend or testify at a ZBA hearing]*

Slide 2

### Introductions

- RCOs
- City Planning Commission Staff
- Other?

Map showing clusters: W-NR Cluster, W-C-S Cluster, NE Cluster

How many RCOs are represented? **Go around the room**

Clusters- Planning Division:

Staff present:  
**Donna Carney, Director of Citizens Planning Institute- PRESENTER**

Slide 3

### June RCO Workshops

**Agenda:**

- Welcome
- Recording Questions
- **Part 1:** Development & the Approvals Process
- **Part 2:** The Role of RCOs & Best Practices
- Resources

Photo of a workshop session

June= registration period for new RCO’s

In February, the Planning Commission had a series of open “clinic”-format workshops to address changes to RCO regulations effective in MARCH.

June 3- just concluded 1 RCO workshop session at PCPC similar to this one–this workshop is tailored to RCOs in the 8<sup>th</sup> district

Agenda- 2 parts

One 3-hour class in the CPI course addresses zoning code and RCOs- I’m boiling it all down to about 30 minutes...and adding some new material on best practices

Slide 4

**Resources & Tools**

- Presentation Slides
- Building Blocks- 1 page
- Quick Reference Guide
- Comparison of Zoning Committee protocols
- RCO Registration Clinic Handout
- RCO Fact Sheet – 1 page
- Who Are We? PCPC 1-page
- Volunteer Service Summary

First 2 handouts same as RCO clinics in February

Referring to those handouts in RED

You are also getting individual MAPS for your RCO- with contact info of overlapping RCOs. See large poster of all RCOs in the 8<sup>th</sup> District...the multiple maps show how the RCOs overlap.

**Also- Evaluation form- please fill this out to help us do this training better in the future**

unanswered questions- include your email address

Slide 5

**Questions?**



Next, we're going to write down your questions on flip chart at front of room- not answering them now--

We'll make sure we answer these as we go, or address them at the end.

If you still have a question that didn't get answered- be sure to write it on the evaluation form and we'll get back to you.

HOLD questions during presentation...case-specific questions- please ask staff afterwards

Slide 6

**Development Process** 1

*What is Development?*

- New construction of a building on vacant land
- Rehabilitation of a vacant building



The main reason you are all here is because you care about the quality of your neighborhood. You are interested in what changes may happen because of development in your community.

Becoming an **RCO simply means your organization receives early notification** of certain kinds of development projects.

So let's review what we mean by "development" in this context.

The most obvious example of development is new construction on a vacant piece of ground. It could be anything from a simple house to a skyscraper.

Rehabilitation of a vacant building could mean just making the building inhabitable- fixing

building code violations, or changing the use of an empty factory building into housing or offices.

Slide 7

**Development Process** 1

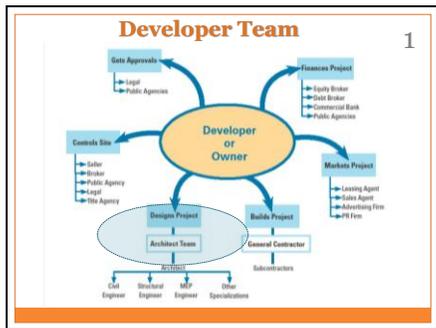
- Upgrading an existing use
- Changing the use of an existing occupied building



“Upgrading” an existing use might mean installing new mechanical or fire protection systems or other interior improvements.

Changing the use of an existing occupied building might mean converting the entire building or part of a building to a different use...such as turning the ground floor of a house into a small business.

Slide 8



A developer (or “applicant”) is anyone is trying to improve an existing building or build something new on a piece of land. A developer can be an individual wanting to make an alteration to her house, a non-profit, or a for-profit organization and will interact with many other parties to get the project done.

This diagram shows the numerous parties potentially involved in a development “team” for a larger project.

*[read phases]*

The “Designs Project” phase is highlighted, because this is when the physical project is planned and the community may have the opportunity to provide comment.

Slide 9

**Development Process – Key Steps** 1

- **Site control** – acquisition
- **Use/Zoning** – what can the site be used for?
- **Market** – is there a demand for the use?
- **Approvals** – can the use be approved and permitted? How extensive will the process be?
- **Financing** – is there funding for the project? Will there be enough return?
- **Construction** – how will the development be built? What will it cost?
- **Occupancy** – Will the building be sold or rented? How will it be operated?

BEFORE the building can be designed, or new use proposed for an existing building, the developer first has to do some research to answer the first question in red, then factor in the answers to the second group of questions in red....

Understanding the **zoning** on the site is an important first step- so let’s review what zoning is.

Slide 10

**Plan vs. Zoning** 1

- A **Plan** is a vision of what a community wants itself to be.
  - We want to be able to walk to park space
  - We want to be able to shop in our neighborhood
  - We want our streets to be safe for pedestrians
- **Zoning** is a tool that helps to achieve the goals of a plan by regulating:
  - **Use:** residential, commercial, mixed-use, institutional, park
  - **Dimensional:** bulk, height, set-back, open area,
  - **Other:** Signs, parking, special protections



Everyone understands what a good plan can do. We've seen many examples of how a unified community vision can attract the right kind of development and protects quality of life characteristics like being able to walk to stores and parks.

- Zoning is an important tool because it's a social "contract". These are regulations that reflect our agreements about impacts to the parts of the city we share. While we value the rights of property owners, Zoning attempts to balance those rights with our social contract of living and working together in cities.
- The main ways zoning does this is through regulating the USE of a building or piece of land, and through DIMENSIONAL controls- such as how tall can the building be, how much open space should be on the lot, how far back from the lot lines should the building be...
- Other controls include signs, parking, outdoor lighting, fencing, trees...
- 

Slide 11

**What Zoning Cannot Regulate** 1

**Buildings**

- How they are constructed (*Building Code*)
- How energy efficient they are (*Building Code*)
- How they deal with storm water (*Water Department*)
- Building materials (*Historical Commission*)

**Behavior**

- Absentee landlords
- Littering
- Crime
- Vacancy
- Parking in the driveway and storing stuff in the garage

Some people get confused about what zoning regulates...here are some of the common misperceptions about what zoning covers

Many times, neighbors of development can become concerned about what they think looks like unsafe or shoddy construction—this is a BUILDING code issue and if something looks dangerous, you should call "311" so a building inspector can come out.

**Development Process - Zoning** 1

**Issues**

- What can site be used for?  
Residential, commercial, office, warehouse facility, etc.
- What is the zoning on the site?



Now, we're going to walk quickly through a sample project and we're going to say \_\_\_\_\_ (name of someone in the audience) is our developer. She's looking at this site in the bottom photo- which is a vacant industrial building. She lives in the neighborhood and wants to build loft apartments for the neighborhood.

You might not see the potential for this sad building, but she sees opportunity! And a need for housing in an area which doesn't have any industrial uses anymore.

She has a strong idea for what the site SHOULD be used for- the next question \_\_\_\_\_ is going to ask is "what do the **existing zoning regulations** allow on this site?"

**What Can I Build There?** 1

- 1- Find base and overlay districts: [www.phila.gov/Map-Zoning map](http://www.phila.gov/Map-Zoning-map)
- 2- Is proposed use permitted? **USE TABLES** (Zoning Code: Chapter 600)
- 3- Review the **DIMENSIONAL TABLES** (Chapter 700) to see allowed lot area, lot width, open area, building height, setbacks, floor area, etc. related to the use district.
- 4- Find **other development regulations** that may apply:
  - Form & Design
  - Outdoor Lighting Standards
  - Open Space & Natural Resources
  - Fencing & Wall Standards
  - Landscaping & Tree Standards
- 5- **Chapter 800**- vehicle and bicycle parking; off-street loading
- 6- **Chapter 900**- sign requirements.
- 7- **Other applicable?** Historic property?- (Chapter 1000)

She's going to research the Zoning Code for the requirements that may apply to her project.

**Base** district- does everybody know where to find the zoning map?  
Her property is in the base district of ICMX- what does that stand for?

Go to those CHAPTERS in the code to find: Use, dimensional tables, other regulations that may apply

also go to the **Quick Reference Guide** (handout)- cliff notes version of the code— **ICMX**- second page from the end [NOT a substitute for the code- but just as it says, it's a quick reference to find allowed uses and basic dimensional information for each base district]

Slide 14

**Zoning Issues** 1

- Is the project “by right”?
- Are variances needed?
  - *Special Exception?*
- Does the scale of project require CDR?
  - *(Civic Design Review)*
- Impacts on Cost?

Our developer did her research and now she knows more about how the zoning requirements will affect her project.

She knows her project is not “by right”---what does this mean?

Because the USE she wants- loft apartments- does not comply with the current base zoning district of industrial commercial mixed-use and will require her to get a VARIANCE- but she thinks her project will be supported by the community.

Variance means the project doesn't comply with either USE or DIMENSIONAL requirements in the zoning code and she'll have to prove “hardship” to get her zoning permit.

We'll talk about special exception and CDR in a bit...

“Impacts on cost” means the review process is going to potentially add more TIME to her process, which adds to project cost...

Slide 15

**Hardships – Use Variance** 1

**Issues**

- Zoned Industrial  
Former factory, Industrial district is obsolete
- Applicant is proposing to convert to loft apartments




We found that the USE \_\_\_\_\_ wants to develop for this existing building is NOT ALLOWED by right in this base district- ICMX- industrial commercial mixed-use..

You can see from the zoning map above which shows an enlarged view of her lot and surrounding lots, that her property is surrounded by what uses (at least zoned what uses)?

Slide 16

**Hardships – Dimensional Variance** 1

**Issues**

- Zoned Residential  
Existing homes do not adhere to required side yard setbacks
- Applicant is proposing to build home that matches existing homes




The second kind of variance is DIMENSIONAL- caused by some existing condition that causes a hardship for making an addition, or building something new...

Remember a variance is NOT “changing the zoning”—it's getting “RELIEF” from the code regulations because of certain unique circumstances of your lot or project.

**Special Exception** 1

CMX-2 base district

**Proposed use:**  
Take-out restaurant

Questions:

- 1: What will the applicant need to prove?
- 2: What would objectors need to prove?



Another way the project may need a special review for approval is in the case of “special exception”.

**A Special Exception** is a permitted use that requires the developer to prove that the proposed use won’t create more of a negative impact than could be normally expected of that use. Someone who objects to that use has to prove that it will have a negative impact.

The “**Use**” tables in the code shows whether the proposed use requires a “special exception” in that base district.

**Quick Reference Guide-** look at CMX-2 (red)—left column lists “special exception” uses...near bottom of “special exception uses”- find take-out restaurant

So a special exception means the developer has to get “permission” for that use..it’s not prohibited or allowed by right.

**Civic Design Review**

For Large Projects that would have a big impact on a neighborhood. What is the impact at the pedestrian level?

- Contributes to walkability
- Contributes to street activity
- Open space appropriate and reinforces public enjoyment-amenities
- Allows adequate light and air
- Design protects surrounding neighborhood



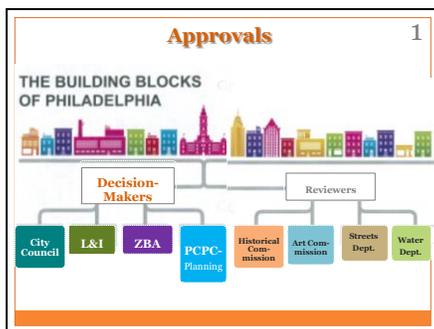
Another way a special review process could kick in is through **Civic Design Review**. This process is required for projects of a certain SIZE. It convenes the developer, the community and the public to review **large projects** (likely to have a significant impact on a neighborhood) and their relationship to the “**public realm**”.

**What aspects of this project will the Civic Design Review Committee look at?**

The committee can review and comment on a project’s impact on **public realm**; namely – streets, sidewalks, parks, and open space. The recommendations are **ADVISORY** only. The developer can make changes or not.

Recommendations might ask that more glass or windows be added at the street level, so pedestrians aren’t walking along a blank wall, or reducing the number of curb cuts to parking or loading docks that might make it more hazardous for pedestrians.

That committee meets here monthly—2-3 cases per month- mostly center city or University City. The members are appointed by the Mayor and represent different professions in the development world, like architects, LA, developer, and a representative of the affected RCO---we’ll talk more about that in the second part of the presentation.



**Back to \_\_\_\_\_, trying to get her zoning approval...**

There is a description of all the decision-makers and reviewing bodies in the Zoning review process in the **Zoning Administrative Manual or ZAM**- “*The Building Blocks Of Philadelphia*” which you have in your handout (hold up)....for the “reviewers”, you can read below each agency to see what they review. (on [phila.gov/cityplanning](http://phila.gov/cityplanning) website)

We’re going to look at THREE of the DECISION-maker entities to be clear about their roles...

Slide 20

**Decision-Maker (Zoning related)** 1

Front door to any development project:

- Issues zoning permits
- Reviews plans

Also

- issues ALL other permits and licenses
- Does inspections for code compliance.
- Manages "clean & seal" program & demolition of dangerous buildings

**L&I**  
**Dept of Licenses & Inspections**

**L&I** is the front door to any development or construction project in the city. It stands for "Department of Licenses & Inspections". This agency issues all the permits and licenses for any activity in the city. L&I enforces public safety and growth within the City of Philadelphia.

Our developer \_\_\_\_\_ needs to be sure she can build what she wants- so she files the zoning application with L&I to get a zoning permit (building permit is next)....

Slide 21

She has filled out this Zoning permit and attached a site plan, floor plan and other basic drawings to show the proposed uses and dimensions on the site, as well as building height.

How long does it take to get a permit? If it's a simple project, like a deck addition, it could take a day. If a project requires a variance, more than a month, and if it's a large project requiring variances and Civic Design Review- up to 7 months.

Slide 22

This form is from a different project, but this is what \_\_\_\_\_ will receive back from L&I.

Just as she thought, she needs to get a "variance" approval for her project. The form is checked as a "**REFUSAL**" which is confusing, but just means the application doesn't comply with the code as it is. And she can see WHY, with the code section(s) referred to.

This is also part of the documents she's going to submit to you- RCO...

At the bottom of this form, she sees that she can "**appeal**" this decision to the next decision-maker- the **ZBA**, within 30 days.... OR she can make changes to her project so it is "by-right"

### Decision-Maker 1

Independent agency of L&I appointed by the Mayor:

- Grants dimensional and use variances
- Grants special exception approvals
- Hears *appeals* of zoning decisions made by L&I




**ZBA is the Zoning Board of Adjustment**—which is an independent agency of L&I. These 5 members are appointed by the Mayor and they hold public hearings around the corner on this floor. They have the authority to overturn the decisions issued by L&I.

**Has anyone gone before the ZBA?**

Going before the ZBA also kicks in public notification requirements...but before we get into that, let's finish up with the reviewing agencies...

### Reviewer- Zoning related 1

Review & Signature for many plans seeking permits through L&I:

- New construction
- Revisions to lot lines

Maintains RCO registration process

Reviews appeals to ZBA & makes recommendations

Guides Civic Design Review process



**Planning Commission** review and signature is a prerequisite for many plans seeking permits through L&I. That means that L&I may REFER an applicant to the Planning Commission before they will issue a permit.

On the **Zoning Application**- it's listed along with other reviewing agencies-- water, streets, park commission, art commission- which you saw on the "Building Blocks" slide.

PCPC also receives a list of all **appeals** from the ZBA, sits in the ZBA meeting and makes recommendations to the Board.

It also maintains the RCO registration process..

We'll go into that process in the second part of the presentation....

14-303(13): Public Notice  
(Table 14-302-1) 1

Type of Application	Code Section	Neighborhood Notice Required? (14-303(13))	Neighborhood Meeting Required? (14-303(12))	Recommendation, Decision, and Appeal Authority				
				L&I	Zoning Board	Civic Design Review Committee	Commission	Board of
Zoning Permits	14-303(6)	S	Y	D	A			
Special Exception Approval	14-303(7)	S	Y	D			R	
Zoning Variance	14-303(8)	S	Y	D			R	
Zoning Amendment	14-304(1)	N					R	D
Map Amendment	14-304(2)	N					R	D
Text Amendment	14-304(3)	N					R	D
Master Plan Amendments								
Minor Amendments	14-304(4)	W						D
Major Amendments	14-304(4)	N					R	D
Civic Design Review	14-304(5)	W	Y			R		
Lot Adjustments	14-304(6)			D			P	
Subdivisions	14-304(7)						D	

Back to our example--\_\_\_\_\_decides to **"file an appeal"**- meaning that she fills out an "application for appeal" and will receive a "notice of appeal" with the date and time of the ZBA hearing meeting she's been assigned to.

BECAUSE \_\_\_\_\_is looking for a decision from ZBA (Zoning Board in chart), she has to provide **TWO kinds of public notice**. The first type of notice is to the general public—first column....

This is a diagram that is in the zoning code.

Notice that the **type** of notice relates to the agency making a **decision**: the far right

columns- in yellow- show the kinds of authority each agency has...  
 So where you see a “D”- **meaning decision**—look to the “notice required” column to see what kind is required:

- See that “Sign” notice is required for ZBA Hearings- special exception and variances.  
 Also note that for decisions by L&I—**NO NOTICE is required. So if something is being built “by-right” no notice is given.**  
 Good developers work with and inform the community anyway- because it’s in their interest to get their support- it helps protect their investment.

Does everybody see how to read those notice types? [GO THROUGH THE VARIANCE ROW]

Slide 26

14-303(13): Public Notice 1

- Sign Notice for ZBA Hearings
  - ZBA may require multiple signs on large or interior lots
  - Must be posted 21 or more days in advance of ZBA hearing
  - Must post again for any hearing continued for 7 days or more



**For Public notice-**\_\_\_\_\_receives at least 2 signs, since she has a corner lot.  
Must be posted 21 or more days in advance of ZBA hearing

Slide 27

14-303(13) Neighborhood Notice (table 14-302-1) 1

Type of Application	Code Section	Notice Required §14-303(13)		Neighborhood Notice and Meeting Required? §14-303(12)	Recommendation, Decision, and Appeal Authority							
		N = Newspaper	S = Sign		W = Web	Y = Yes	Neighborhood	Zoning Board	Civic Design Review Committee	Commission	Council	
Zoning Permits	§14-303(6)											
Special Exception Approval	§14-303(7)	S	Y			D					R	
Zoning Variance	§14-303(8)	S	Y			D					R	
Zoning Amendment												
Map Amendments	§14-304(3)	N									R	D
Text Amendments	§14-304(3)	N									R	D
Minor Plan Amendments	§14-304(4)	W									D	
Major Amendments	§14-304(4)	N									R	D
Civic Design Review	§14-304(5)	W	Y								R	P
Lot Adjustments	§14-304(6)					D					P	
Subdivisions	§14-304(7)										D	

Same “notice” chart-  
 The FOURTH column represents a new mechanism for informing and engaging the public—**neighborhood notice & meeting- and that’s where you all come in.**

In this column you see a “Yes” in **THREE CASES: special exception, variance and CDR**

Slide 28

1

**Neighborhood Notice & Meetings**

Formalizes the role of community organizations in the development process (RCO’s);  
 Creates a standard for **notice and meetings**;  
 Applicable when application requires either:

- Zoning Board approval (variance/special exception) or
- Civic Design Review

Under the old zoning code, some neighborhood groups met with developers and some did not. There was confusion about who was representing the neighborhood and there were no standards for weighing this input.  
 The new zoning code addresses this by formalizing the role of community organizations in the development process

**Creates a standard for two things:**

- 1--Notice for community groups IN ADDITION to the public notice we just reviewed
- 2--Meetings between community groups and developers

Applicable when application requires either:  
 1--Zoning Board (ZBA) approval (variance or special exception) or

2--Civic Design Review

The clock is now ticking for \_\_\_\_\_. She has filed her appeal to L&I.

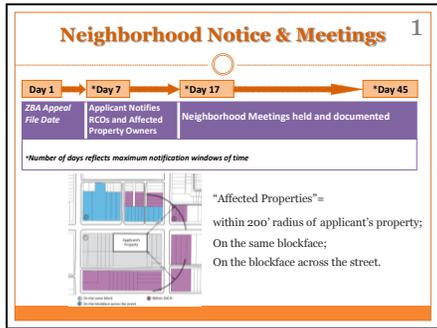
Within 7 days, she will receive notification information by email from the PCPC. This includes contact information for affected RCOs (whose boundaries include the proposed project); a list of affected properties (addresses) and contact information for the District Councilmember whose district includes the property.

By Day 17, \_\_\_\_\_ must have provided written notification to affected RCOs, affected property occupants, District Council office and ZBA (letter template in handout- p. 9 and 10).

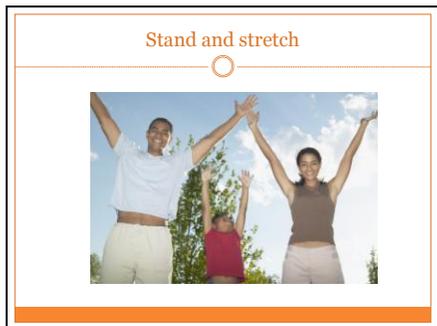
Before Day 45, a public neighborhood meeting must be held and documented by the coordinating RCO.

ZBA hears \_\_\_\_\_'s case AFTER the public meeting has been held,  
 OR receive documentation of a “good faith effort” to hold a meeting  
 OR receives notification from the Coordinating RCO that they decided NOT to hold a meeting for this case.

Slide 29



Slide 30



Break!

Slide 31

**Role of RCOs** 2



Effective community organizations work together to improve quality of life.

We talked about the responsibilities of the developer/applicant in notifying the affected RCOs and the affected properties around their project.

In this shorter part of the presentation, I'm going to talk about the criteria for becoming an RCO and the responsibilities of being an RCO, to help you decide if your organization wants to take on these responsibilities, or remind you of these responsibilities, if you are a member of an RCO.

We'll end with some meeting tips and best practices

Slide 32

**Registered Community Organizations** 2

**Qualifying Criteria:**

- An adopted statement of purpose
- Geographic area with no more than 20,000 parcels and boundaries set forth in the organization's governing rules
- Regular meetings that are publicly-announced (hard copy or electronically) and open to the public
- Open meetings held on a regularly scheduled basis
- Leadership chosen by membership-at-large through elections
- Status valid for 2 years.

Application asks for supporting documents for all the criteria here. [refer to "handout" p. 3 and hard copies of application which is online]

These requirements help to ensure that the RCO is more representative of the community, and not a small special-interest group or a few neighbors with an ax to grind.

Community organizations can be involved with many different kinds of issues, such as clean-up campaigns, community gardens, youth programs, and so on.

**RCO designation is ONLY** for those organizations that are concerned with the **PHYSICAL DEVELOPMENT** of the community so they can receive early notification of zoning cases.

cityplanning website- map of RCOs and contact names.

<b>Registered Community Organizations</b>	2
<b>Responsibilities</b>	
<ol style="list-style-type: none"><li>1. Alert membership of ZBA hearing cases and Civic Design Review cases.</li><li>2. Agree to meet with applicants within 45 days.</li><li>3. If selected as a "Coordinating" RCO, schedule and host public meeting with applicant.</li><li>4. Document the meeting &amp; send written meeting summary to applicable parties.</li><li>5. Representative sits on CDR committee for projects within boundaries.</li></ol>	

There are responsibilities that come with being accepted as an RCO.

Most civic groups are volunteer-based, so you need to carefully consider how your organization can comply with these responsibilities.

*Go through each...*

1. Contact person and alternate—who is this? Reliable?

2. Clock ticking- why predictable monthly meetings are important

3. If a neighborhood has more than one civic association– that’s okay, but a “Coordinating” RCO will be selected to coordinate ONE public meeting for all RCOs with the developer. COUNCIL office decides who will be the coordinating RCO.

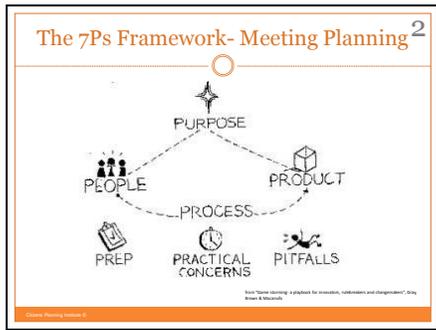
If no RCO – district council office serves as the RCO

4. Someone with writing skills and will be responsible and prompt

5. Good speaker. Someone from community with design or economic development skills

You’ve got the commitment, the right people, the passion,

Now how do you make sure you have a good community meeting that people want to come to and feel that there’s a positive outcome?



Anybody ever been in a “bad” meeting? What made it so?

Running a good meeting is not something we’re born with, and it doesn’t even take special abilities, but if you have never been IN a good meeting, you don’t know what it looks like.

I’ve had many people tell me that they have trouble getting people to come to their meetings.

If you want a good meeting, you have to PLAN for it.

Level of pre-planning depends on the kind of meeting and how unique it is- but I’m going to give you a checklist of sorts for PLANNING the meeting with your developer to talk about her proposed project.

7Ps framework is a good guide for PLANNING any meeting

**1-Purpose** 2

- Why are we having this meeting?  
What’s the desired outcome?
  - To accomplish “X” that can only be done in a group: discuss issues that need multiple perspectives or make decisions.
  - Don’t have a meeting if you don’t need **DISCUSSION** to reach a **DECISION**.

**got purpose?**

## PURPOSE

If the only thing that happens in a meeting is transmitting information, you’ve wasted everyone’s time.

Clearly, in this case, you need a live meeting so that opinions can be formed by hearing everyone’s perspective.

**2-Product** 2

- What will we produce out of the meeting?
  - If your meetings seem to be “all talk and no follow-through”, consider how a product might change things.

## PRODUCT

If people are looking at their phones or snoring, it’s a pretty good indication they’re not engaged.

If you’re not producing SOMETHING, then again, ask what the goal of the meeting is?

In this case, your organization’s statement of purpose should also include a structure for how you will handle meetings with developers. Most RCOs have a committee structure- such as a **Zoning Committee**, with assigned responsibilities. In this case— documenting the meeting and decision about support of the project.

Slide 37

**3-People** 2

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- Who needs to be there and what roles will they play?
  - What questions we're answering with this meeting?
  - Who are the right people to answer the questions?



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## PEOPLE

Again, roles need to be clear about who in your organization is responsible for what.

It's also about GETTING people to your meeting. If you're a Coordinating RCO, you need to build relationships with other RCOs with overlapping boundaries and work together to hold a successful meeting.

It's also about getting good community representation to your meeting and in your membership.

Slide 38

**Community Assets- where are they?** 2

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- ✓ Local Institutions
- ✓ Businesses
- ✓ Churches
- ✓ Youth
- ✓ Schools
- ✓ Block clubs
- ✓ Professional Associations
- ✓ Libraries

From "Building Communities from the Inside Out", Ashraf-Rahel Community Development Institute, Inc.

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Find talents in every corner— people WANT to contribute- ask them!

Recruit people who have skills in areas you need, such as managing information, website and social media, professional expertise in design, development, real estate, financing, etc.

Slide 39

**4-Process** 2

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- What kind of agenda do we need?
  - Process depends on what kind of decision-making needs to happen.

**WARNING**

**NO**

**AGENDA**

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## PROCESS

One of the MOST important things you do— thinking about HOW you need to accomplish the purpose of the meeting is the AGENDA---I have a friend who says, if there's no agenda, walk out!

If you refer to the **Zoning Committee comparison handout**- you can see how a few different zoning committees make decisions. Does the Zoning Committee decide on the position – as representatives of the community? Does the membership vote?

Slide 40

2

### Meeting Tools

<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>Welcome</li> <li>Introductions/Announcements</li> <li><b>Case #1:</b> <ul style="list-style-type: none"> <li>Applicant presentation</li> <li>Discussion</li> <li>Consensus or voting?</li> </ul> </li> <li><b>Record Decision:</b> <ul style="list-style-type: none"> <li>Support, oppose, no opinion, other?</li> <li>Actions- who is doing what?</li> </ul> </li> </ul> <p><i>Rinse and repeat for each case...</i></p> <p><b>Announce next steps &amp; thank everyone!</b></p>	<p><b>Minutes/Documentation</b></p> <ul style="list-style-type: none"> <li>Use Agenda template to fill in and record Action Items and Who's Responsible.</li> <li>If reporting on non-consensus issues, make sure to assign who/group is associated with each stand.</li> <li>Template for documenting meeting in handout</li> </ul>
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This is an abbreviated outline of an agenda – should be in your organization’s governing rules....Agendas and minutes need to meet the needs of each individual organization and purpose of the meeting.

**Handout: comparison of zoning committees**— see the row on how they make decisions--Some are made by the Committee itself- weighing attendee opinions, other use ballots so attendees can vote...

**Back side of this handout-** outline of questions to consider in evaluating each development project proposal- what are the issues RELEVANT to ZONING?

For decisions of **zoning committee-** the letter template in the “clinic handout”- p. 7-8-shows who the letter documenting the meeting will be sent to—ZBA, applicant, PCPC, contact person of other RCOs. Many RCOs post the meeting results- votes or findings- on their website so membership can also see it.

Slide 41

2

### 5-Pitfalls

- What are some potential risks in this meeting and how will we address them?
  - Could be as simple as ground rules, like time limits for each speaker or
  - how will we handle off-topic remarks?



### PITFALLS

Think ahead of time how difficult issues will be handled

If a particularly contentious project, you may want a neutral party to help facilitate

Slide 42

2

### 6-Prep

- What would be useful to do in advance?
  - Is there material that should be sent in advance to participants?

**No one READS!**



\*Unless it has to do with something that directly affects them.

### PREP

Advance material should only be sent if people know there will be CONSEQUENCES if they are not prepared.

In this case, Zoning Committee rules should list what materials should be submitted prior to the meeting- so they can be reviewed in advance by the Committee—and a deadline for submitting in order to get on the agenda. See “submission requirements” on the **Zoning committee comparison handout.**

Slide 43

7-Practical Concerns 2

- What are the logistics? and
- Who's responsible?
  - Where is the meeting?
  - When is the meeting?
  - How will people find out about it?
  - Who's bringing the food?

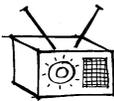


And last, Practical Concerns  
Don't EVER hear yourself say, but I thought YOU were doing that?!

Slide 44

Attracting & Keeping Volunteers 2

Station WIIFM\*



\*What's in it for me?

Radio Station WIIFM?

Many of you are members of volunteer-based organizations. Most civic groups are.

If you want people to come to meetings and participate, you need to be respectful of EVERYONE's Time. **Start meetings on time and end them on time.**

**Get their information and make sure they feel heard.**

If you want volunteers to serve on a committee- make sure their responsibilities are clear.

Have them sign a pledge or commitment letter—must have SKIN IN THE GAME

And the other side of that is recognizing the efforts of volunteers- what is meaningful to people in your group?

Otherwise, you'll have people who just show up to complain.

Examples? How do you recognize volunteers? Reward?

See Volunteer handout....

New on L&I website—zoning appeals information—go to link here and look at bottom right corner. A list comes up- then go to the "region" tab at the top left corner to filter by Council District.

"Violations" map—all L&I violations are—including "appeals"- symbol is a scale of justice

Slide 45

Resources & Tools- ZBA Appeals 2

- [www.phila.gov/li/Pages/default.aspx](http://www.phila.gov/li/Pages/default.aspx)
- Zoning appeals list- filter under "region" to show council districts
- Click on appeal# to find detailed info about case
- [www.phila.gov/map](http://www.phila.gov/map) scroll down to "Violations" map



Resources & Tools

- Presentation Slides
- Building Blocks- 1 page
- Quick Reference Guide
- Comparison of Zoning Committee protocols
- RCO Registration Clinic Handout
- RCO Fact Sheet – 1 page
- Who Are We? PCPC 1-page
- Volunteer Service Summary

Questions?- see staff

**Evaluation form- help us do this training better in the future**

unanswered questions- include your email address