

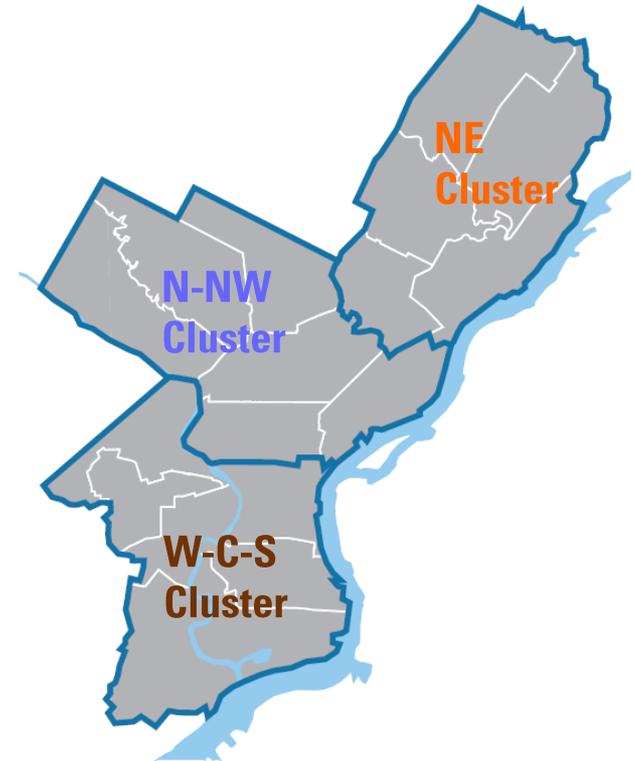
# Registration = Notification

**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**

# Introductions

- RCOs
- City Planning  
Commission Staff
- Other?



# June RCO Workshops

## Agenda:

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



# 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?



dreamstime.com

# Development Process

1

## *What is Development?*

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



# Development Process

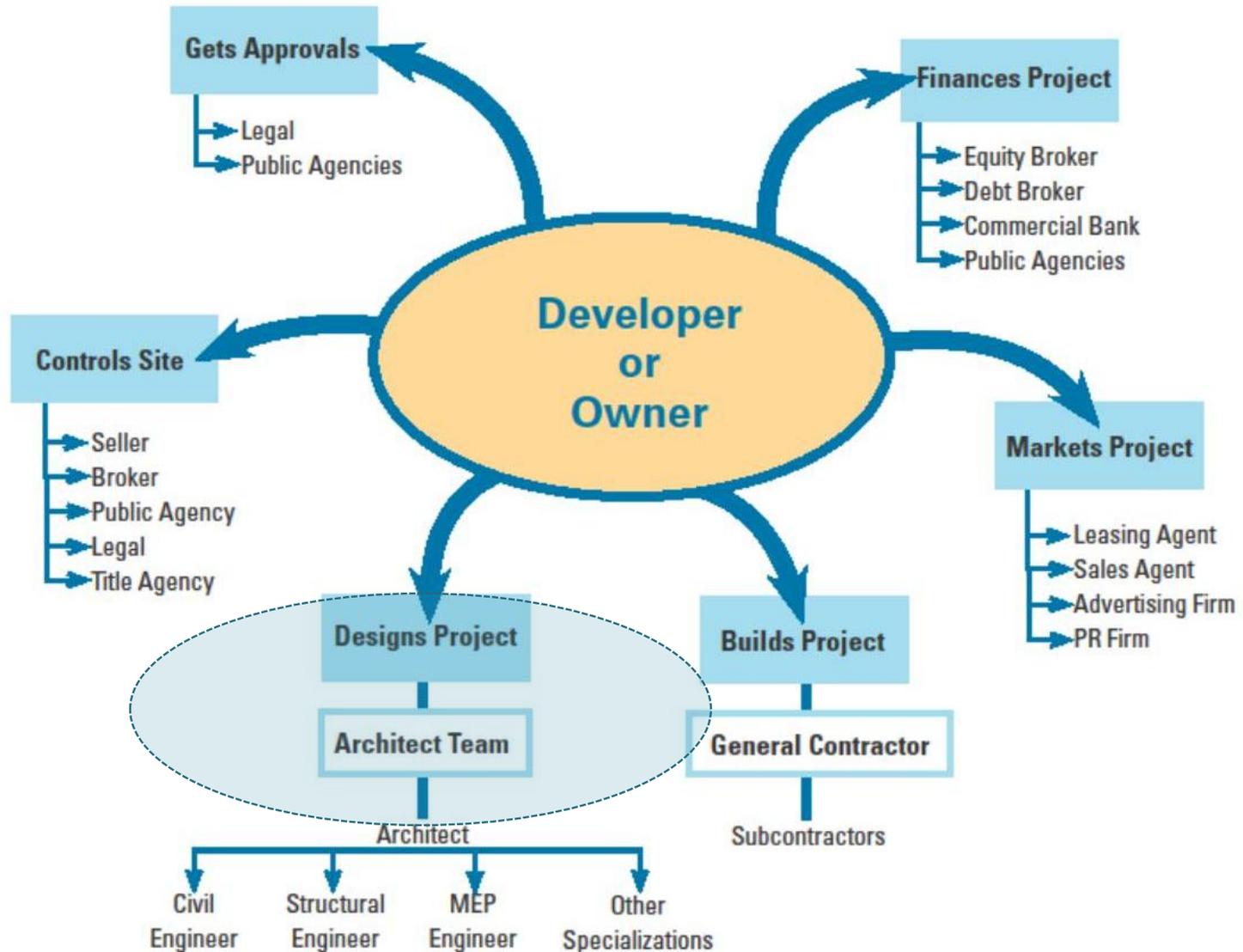
1

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



# Developer Team

1



# 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?

# 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



# 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

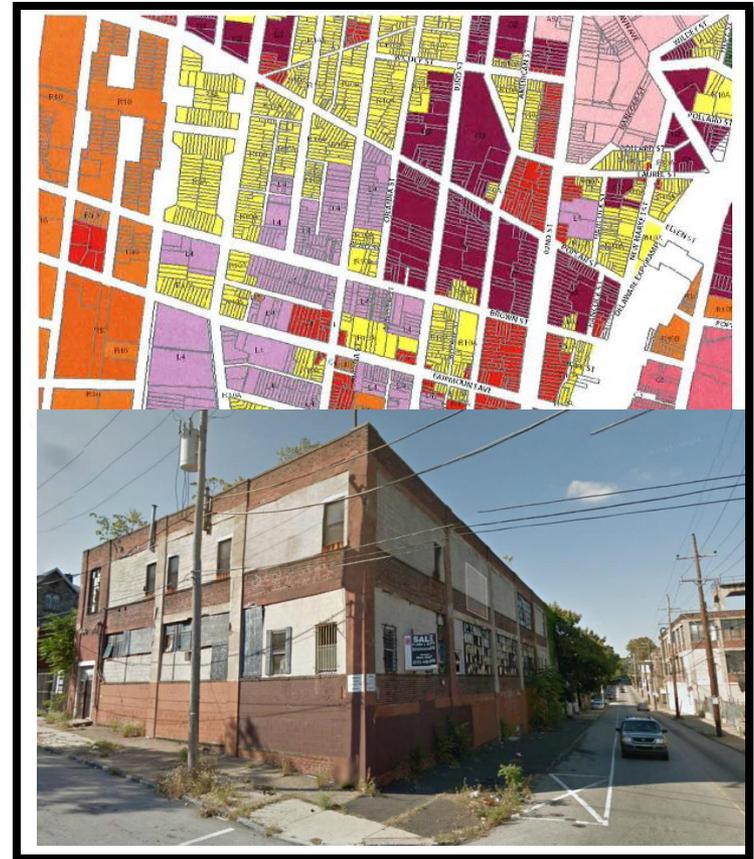
- Absentee landlords
- Littering
- Crime
- Vacancy
- Parking in the driveway and storing stuff in the garage

# Development Process - Zoning 1



## Issues

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



# What Can I Build There?

1



- 1-** Find base and overlay districts: [www.phila.gov/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
  - Open Space & Natural Resources
  - Landscaping & Tree Standards
  - Outdoor Lighting Standards
  - Fencing & Wall Standards
- 5-** **Chapter 800-** vehicle and bicycle parking; off-street loading
- 6-** **Chapter 900-** sign requirements.
- 7-** **Other applicable?** Historic property?- (Chapter 1000)

# 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?**

# Hardships – Use Variance

1



## Issues

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



# 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



# 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?



# Civic Design Review

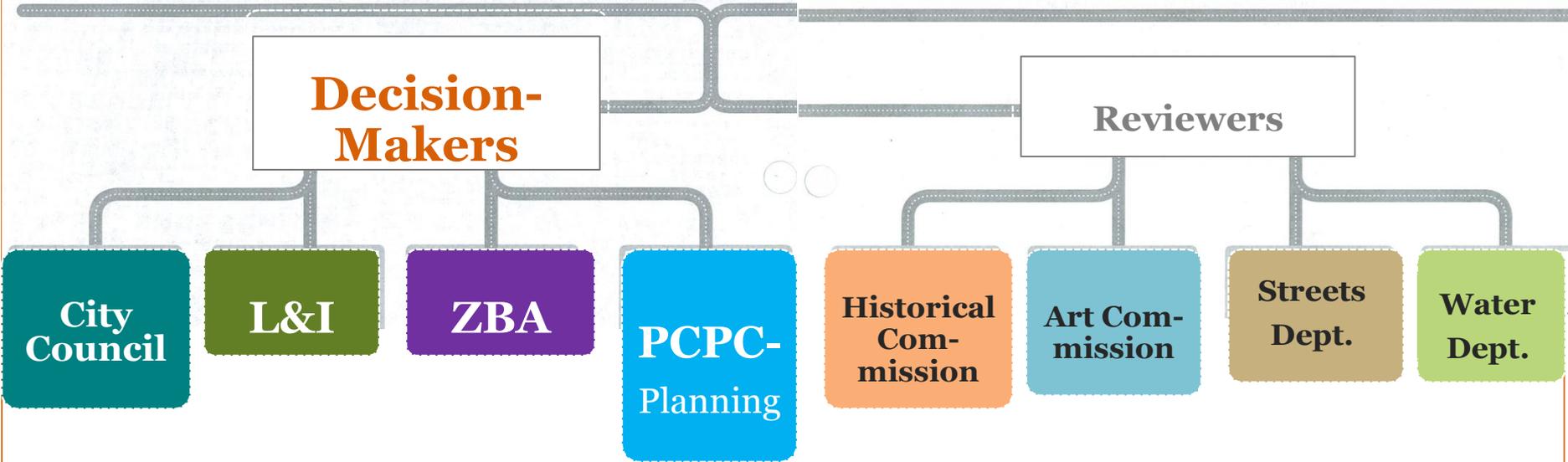
**For Large Projects that would have a big impact on a neighborhood. What is the impact at the pedestrian level?**

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



# Approvals

## THE BUILDING BLOCKS OF PHILADELPHIA



# Decision-Maker *(Zoning related)*

**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**

## APPLICATION FOR ZONING / USE REGISTRATION PERMIT

*(For office use only)*

APPLICATION # \_\_\_\_\_

ZONING CLASSIFICATION \_\_\_\_\_

PREVIOUS APPLICATION NO. \_\_\_\_\_

*(Applicant completes all information below. Print clearly and provide full details)*

LOCATION OF PROPERTY (LEGAL ADDRESS)



**CITY OF PHILADELPHIA**  
**DEPARTMENT OF LICENSES AND INSPECTIONS**  
 MUNICIPAL SERVICES BUILDING – CONCOURSE  
 1401 JOHN F. KENNEDY BOULEVARD  
 PHILADELPHIA, PA 19102

*For more information visit us at [www.phila.gov](http://www.phila.gov)*

PROPERTY OWNER'S NAME

\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

PROPERTY OWNER'S ADDRESS:

\_\_\_\_\_

LICENSE # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

APPLICANT:

FIRM/COMPANY: \_\_\_\_\_

\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

LICENSE # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

RELATIONSHIP TO OWNER:      TENANT/LESSEE      ATTORNEY      DESIGN PROFESSIONAL      CONTRACTOR      EXPEDITOR

### TABULATION OF USES

FLOOR/SPACE #	CURRENT USE OF BUILDING/SPACE	Last Previous Use	Date Last Used

FLOOR/SPACE #	PROPOSED USE OF BUILDING/SPACE

### STORIES AND HEIGHTS FROM GROUND TO ROOF

HEIGHT	EXISTING BUILDING			PROPOSED ADDITION / ALTERATION / NEW CONSTRUCTION		
	FRONT	SIDE	REAR	FRONT	SIDE	REAR
IN FEET						
IN STORIES						

BRIEF DESCRIPTION OF WORK/CHANGE

\_\_\_\_\_

**NOTICE OF:**

REFUSAL  
 REFERRAL

CITY OF PHILADELPHIA  
DEPARTMENT OF LICENSES & INSPECTIONS  
Municipal Services Building, Concourse Level  
1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102

DATE OF REFUSAL  
21 MARCH 2013

APPLICATION #  
452053

ZONING DISTRICT(S)  
RSA-5

ADDRESS/LOCATION  
1950 BRIDGE STREET, PHILADELPHIA, PA 19124

APPLICANT  
ANTHONY SINGLETON & JOSEPHINE  
JOHNSON

ADDRESS  
1950 BRIDGE STREET, PHILADELPHIA, PA 19124

APPLICATION FOR:

LEGALIZE THE ERECTION OF AN ADDITION TO AN EXISTING ATTACHED SINGLE FAMILY DWELLING. SIZE AND LOCATION AS SHOWN ON SUBMITTED PLAN.

PERMIT FOR THE ABOVE LOCATION CANNOT BE ISSUED BECAUSE IT IS NOT IN COMPLIANCE WITH THE FOLLOWING PROVISIONS OF THE PHILADELPHIA CODE. (CODES CAN BE ACCESSED ON LINE AT WWW.PHILA.GOV)

CODE  
REFERENC  
E

PROPOSED

TB. 14-  
701-1

THE PROPOSED ZONING IS REFUSED FOR THE FOLLOWING:

	REQUIRED	PROPOSED
REAR YARD Min. Depth	> OF 9' OR 20% OF THE LOT DEPTH".	16'-3" - 16% OF THE LOT DEPTH

# Decision-Maker



**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**

**Zoning  
Board of  
Adjustment**



# **Reviewer- Zoning related**



**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**

**PCPC  
Planning  
Commission**

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

Type of Application	Code Section	Notice Required §14-303(13) N = Newspaper S = Sign W = Web	Neighborhood Notice and Meeting Required? §14-303(12) Y = Yes	Recommendation, Decision, and Appeal Authority R = Recommendation P = Prerequisite approval D = Decision A = Appeal				
				L&I	Zoning Board	Civic Design Review Committee	Commission	Council
Zoning Permits	§14-303(6)			D	A			
Special Exception Approval	§14-303(7)	S	Y		D		R	
Zoning Variance	§14-303(8)	S	Y		D		R	
Zoning Amendment								
Map Amendment	§14-304(3)	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	



# 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



# 14-303(13) Neighborhood Notice

(table 14-302-1)

Type of Application	Code Section	Notice Required §14-303(13) N = Newspaper S = Sign W = Web	 Neighborhood Notice and Meeting Required? §14-303(12) Y = Yes	Recommendation, Decision, and Appeal Authority				
				L&I	Zoning Board	Civic Design Review Committee	Commission	Council
Zoning Permits	§14-303(6)			D	A			
Special Exception Approval	§14-303(7)	S	Y		D		R	
Zoning Variance	§14-303(8)	S	Y		D		R	
Zoning Amendment								
Map Amendment	§14-304(3)	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	

# 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**

# Neighborhood Notice & Meetings



<i>ZBA Appeal File Date</i>	Applicant Notifies RCOs and Affected Property Owners	Neighborhood Meetings held and documented
-----------------------------	--	---

*\*Number of days reflects maximum notification windows of time*



“Affected Properties”=  
within 200’ radius of applicant’s property;  
On the same blockface;  
On the blockface across the street.

# Stand and stretch



# Role of RCOs



**Collaborative**

**Cooperative**



**Competitive**



**Combative**

Effective community organizations work together to improve quality of life.

# Registered Community Organizations

## Qualifying Criteria:

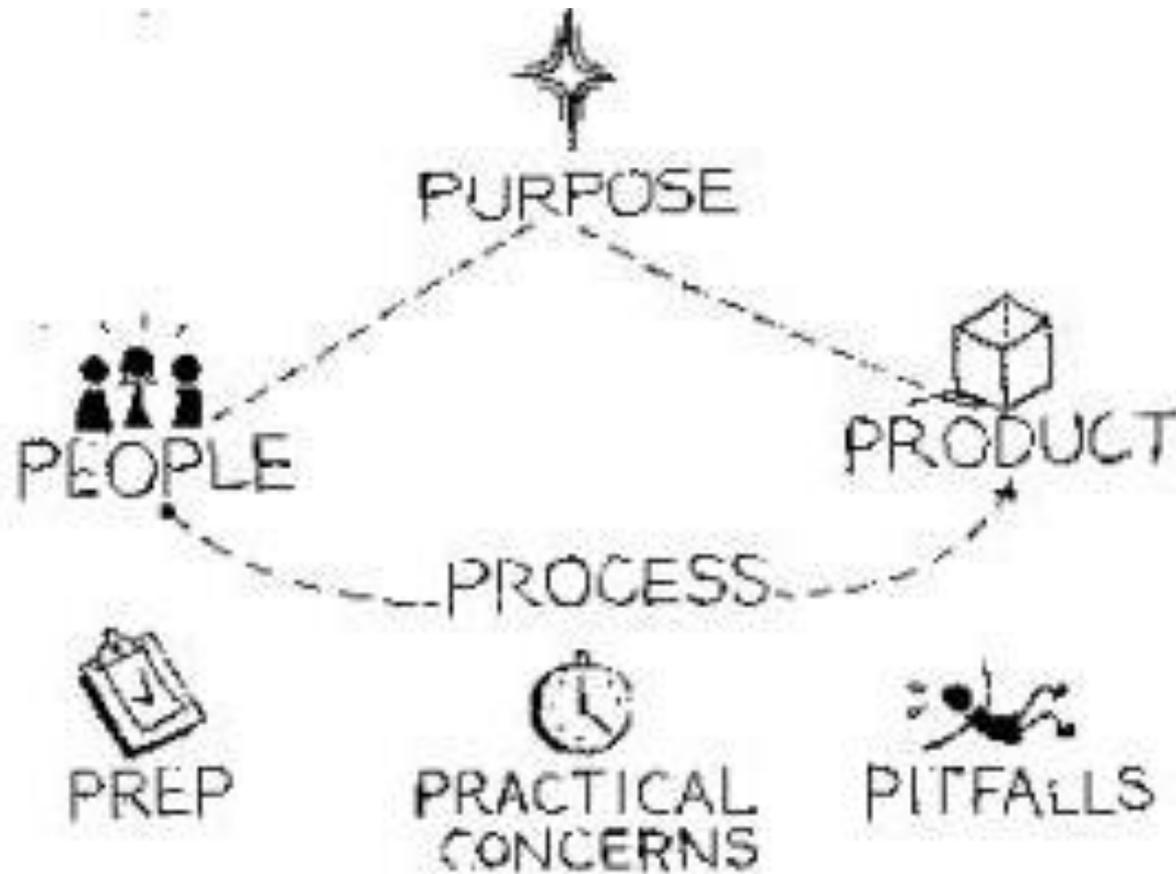
- An adopted statement of purpose
- Geographic area with no more than 20,000 parcels and boundaries set forth in the organization's governing rules
- Regular meetings that are publicly-announced (hard copy or electronically) and open to the public
- Open meetings held on a regularly scheduled basis
-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

# Registered Community Organizations

## Responsibilities:

1. Alert membership of ZBA hearing cases and Civic Design Review cases.
2. Agree to meet with applicants within 45 days.
3. If selected as a “Coordinating” RCO, schedule and host public meeting with applicant.
4. Document the meeting & send written meeting summary to applicable parties.
5. Representative sits on CDR committee for projects within boundaries.

# The 7Ps Framework- Meeting Planning<sup>2</sup>



from "Game storming- a playbook for innovators, rulebreakers and changemakers", Gray, Brown & Macanuso

# 1-Purpose



- 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?

# 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.



# 3-People



- 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?



# Community Assets- where are they?

2



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

from "Building Communities from the Inside Out", Asset-Based Community Development Institute p. 6

# 4-Process



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



# Meeting Tools

## Agenda

### Welcome

### Introductions/Announcements

### Case #1:

- Applicant presentation
- Discussion
- Consensus or voting?

### Record Decision:

- Support, oppose, no opinion, other?
- Actions- who is doing what?

*Rinse and repeat for each case..*

**Announce next steps & thank everyone!**

## Minutes/Documentation

- Use Agenda template to fill in and record Action Items and Who's Responsible.
- If reporting on non-consensus issues, make sure to assign who/group is associated with each stand.
- Template for documenting meeting in handout

# 5-Pitfalls



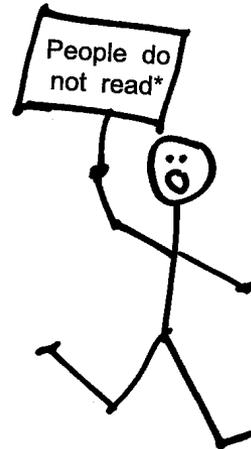
- What are some potential risks in this meeting and how will we address them?
  - Could be as simple as ground rules, like time limits for each speaker or
  - how will we handle off-topic remarks?





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

**No one R E A D S!\***



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

Graphic Credit: Lisa Whited

# 7-Practical Concerns



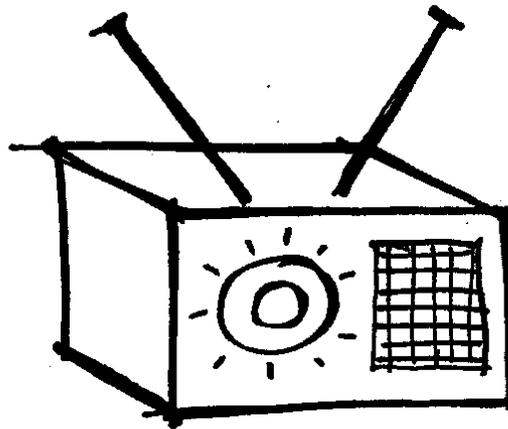
- What are the logistics? and
- **Who's responsible?**
  - Where is the meeting?
  - When is the meeting?
  - **How will people find out about it?**
  - Who's bringing the food?



# Attracting & Keeping Volunteers



**Station WIIFM\***



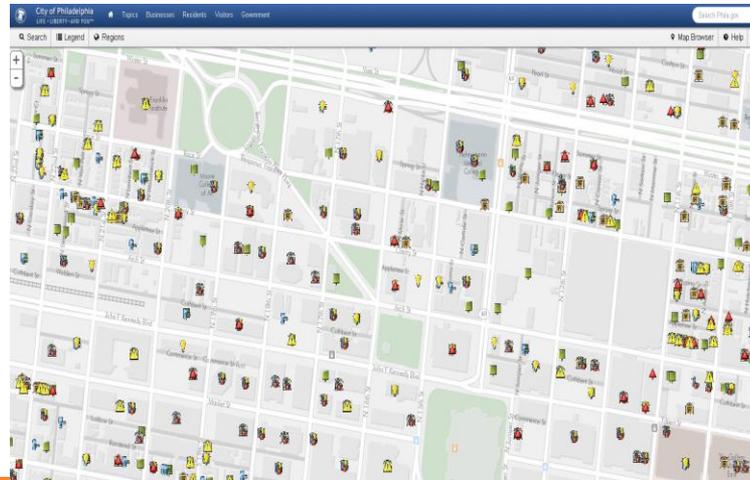
**\*What's in it for me?**

Graphic Credit: Lisa Whited

# Resources & Tools- ZBA Appeals

45

- [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