

# REGULATIONS OF THE CITY PLANNING COMMISSION

As Amended on March 19, 2013

(Excerpt pertaining to RCOs)



## 12. REGISTERED COMMUNITY ORGANIZATIONS

### 12.1. Registry

12.1.1. Pursuant to the Zoning Code, the Commission shall maintain a registry of community organizations. This duty shall be delegated to the Executive Director.

12.1.2. The Executive Director shall post the registry on the Commission's website, which shall indicate the RCO's status as an Issue-Based or a Local RCO, provide a street address or email address for each RCO, and for Local RCOs, indicate the RCO's boundaries.

### 12.2. Qualifying Criteria

12.2.1. **Local RCOs.** A local RCO must meet the minimum criteria established by §14-303(12)(a)(.2)(.a) of the Zoning Code. In addition, each local RCO is encouraged to satisfy the following criteria:

12.2.1.1 The organization's meetings should be scheduled on a regular basis, such as monthly.

12.2.1.2 The organization's meetings should be publicly announced through mediums such as flyers, newsletters, newspaper notice, electronic or social media.

12.2.1.3 The organization should have an executive committee, board, officers, or other leadership chosen through elections.

12.2.1.4 The organization should have written rules, such as bylaws or articles of incorporation, that establish the purpose and operation of the organization. The statement of purpose should involve land use, or a specific aspect thereof, such as zoning or development.

12.2.1.5 A majority of the organization's membership should consist of residents, property owners, business owners or operators, or tenants from the organization's registered geographic area of concern.

12.2.2. **Issue-Based RCOs.** A issue-based RCO must meet the minimum criteria established by §14-303(12)(a)(.2)(.b) of the Zoning Code.

12.2.3. **Conflict of Interest.** Any Local RCO submitting a project for zoning approval or employed in a professional capacity in reference to the project shall not serve as a Local RCO for that project.

### 12.3. Registration

12.3.1. Qualifying organizations shall register with the Commission.

12.3.2. The Commission shall accept new registrations between June 1st and June 30th and December 1st and December 31st of each year.

12.3.3. Organizations shall renew their registrations every three years, from the first day in June after the last date of registration. The Commission shall accept renewals between June 1st and June 30th of each year. An organization that allows its RCO status to lapse may re-register as a new organization during a subsequent new registration period.

12.3.4. New registration and registration renewal submissions must include a complete registration form and all supplemental information required in order to be considered complete. At a minimum, the registration submissions must provide all of the following:

12.3.4.1 As required by the Zoning Code, the name of a contact person, the name of a person designated to participate in the Civic Design Review process, if applicable, the boundaries of its geographic area of concern, and a street address or email address at which the organization may be contacted.

12.3.4.2 The statement of purpose for the organization.

12.3.4.3 A schedule of the organization's meetings.

12.3.5. An RCO may submit a written request to the Executive Director to make corrections to their registered contact information at any time.

### 12.4. Meetings with Registered Community Organizations Required by the Zoning Code

12.4.1. Applicants shall submit notice to the RCOs within the time limit established by §14-303(12)(c)(.1) of the Zoning Code. Applicants and RCOs shall submit notice to the community within the time limit and in accordance with the procedures established by §§14-303(12)(c)(.1) and 14-303(12)(d)(.1)(.a)(.i) of the Zoning Code.

12.4.2. As required by §14-303(12)(d)(.1)(.a)(.ii) of the Zoning Code, RCO meetings with zoning permit applications must be open to the general public. With respect to Civic Design Review cases, if there is more than one local RCO whose boundaries include the project site and one of these local RCOs has requested a separate meeting with the

zoning permit applicant, then the Commission shall confer with the District Councilmember to determine whether to grant such request.

12.4.3. Local RCOs and zoning permit applicants shall submit documentation of neighborhood meetings to the Zoning Board or Civic Design Review Committee, as appropriate, within the time limit established by the Zoning Code. The documentation shall include all of the following, unless there is a failure to meet in which case the documentation shall demonstrate, as required by the Zoning Code, a good faith effort to review the application at the next regularly-scheduled meeting of the Local RCO or to establish an alternative meeting date that is within 30 days of the zoning permit or appeal filing date, as applicable.

12.4.3.1 The name, address, and phone number of the Local RCO.

12.4.3.2 The applicant's name and address of the application site.

12.4.3.3 The case number, date, and time of the Zoning Board hearing or the Civic Design Review meeting.

12.4.3.4 For applications requiring Zoning Board approval, provide a brief summary of the meeting, including major points made by the public, and indicate if there is any support or opposition for the proposed project.

12.4.3.5 For applications requiring a review by the Civic Design Review Committee, provide a narrative of the discussion, including any design issues and agreements resulting from the meeting.