

# Registration = Notification

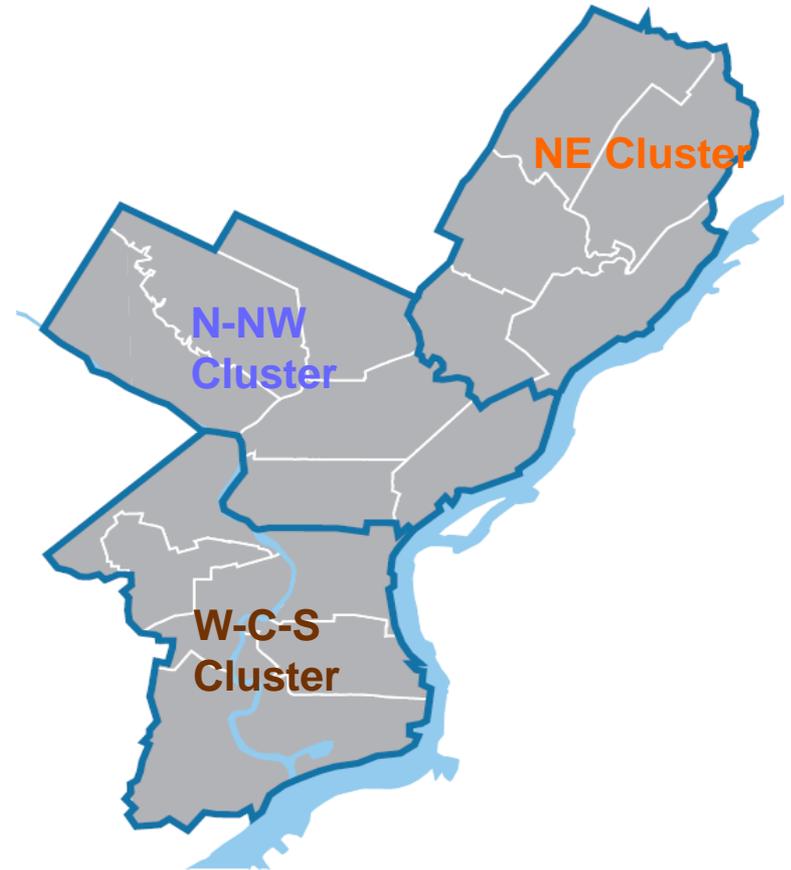
**Zoning Notification Registration is early notification of Zoning Board cases  
Zoning Notification Registration is needed for Civic Design Review (CDR)  
participation**

- **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



[www.Citizensplanninginstitute.org](http://www.Citizensplanninginstitute.org)  
Donna.Carney@phila.gov

# June RCO Workshops

## Agenda:

- 6:00pm-Welcome
- Recording Questions
- **Part 1:**  
Development & the Approvals Process
- **Part 2:**  
The Role of RCOs & Best Practices
- 7:15pm review questions



# Resources & Tools



- Workshop Handout (13 pg)
  - Additional handouts:
    - Zoning and Use Variances, Step-by-Step
    - Zoning Committee Policies and Procedures
    - The Building Blocks of Philadelphia
    - Philadelphia City Code (*zoning code, RCO excerpt*)
    - Planning Commission Regulations (*RCO excerpt*)
    - RCO Application Form & Rights and Responsibilities
- Zoning Reference Guide**

# Questions?



dreamstime.com

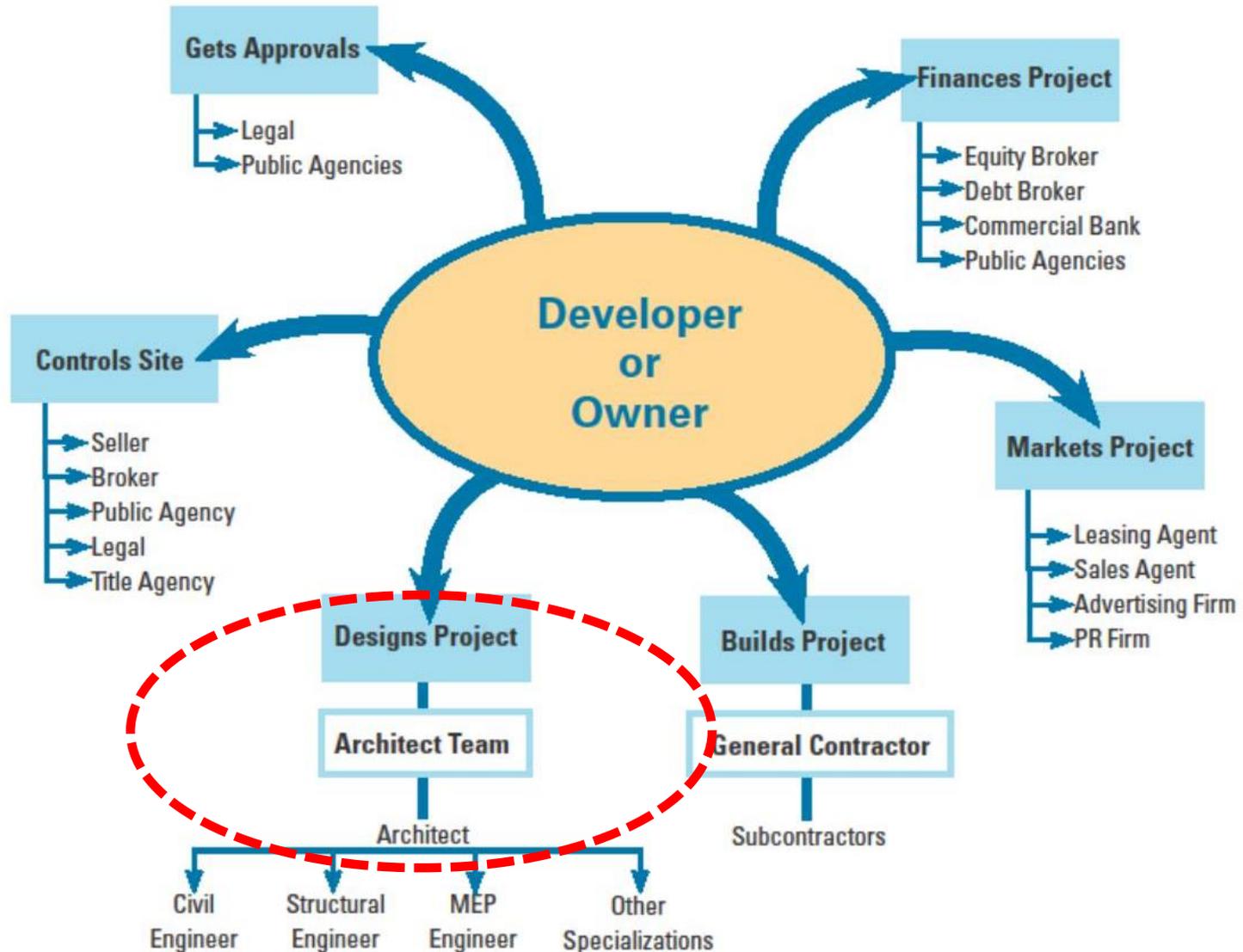
# What is Development?



- **New construction of a building on vacant land**
- **Rehabilitation of an existing building**
- **Changing the USE**



# Developer Team



# Development Process – Key Steps



- **Site control** – acquisition
- **Use/Zoning** – What can the site be used for?  
What can be built here?
- **Market** – is there a demand for the use?
- **Approvals** – can the use be approved and permitted?
- **Financing** – is there funding for the project?
- **Construction** – how will it be built? What will it cost?
- **Occupancy** – How will the building be owned & operated?

# Plan vs. Zoning



- 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



## 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

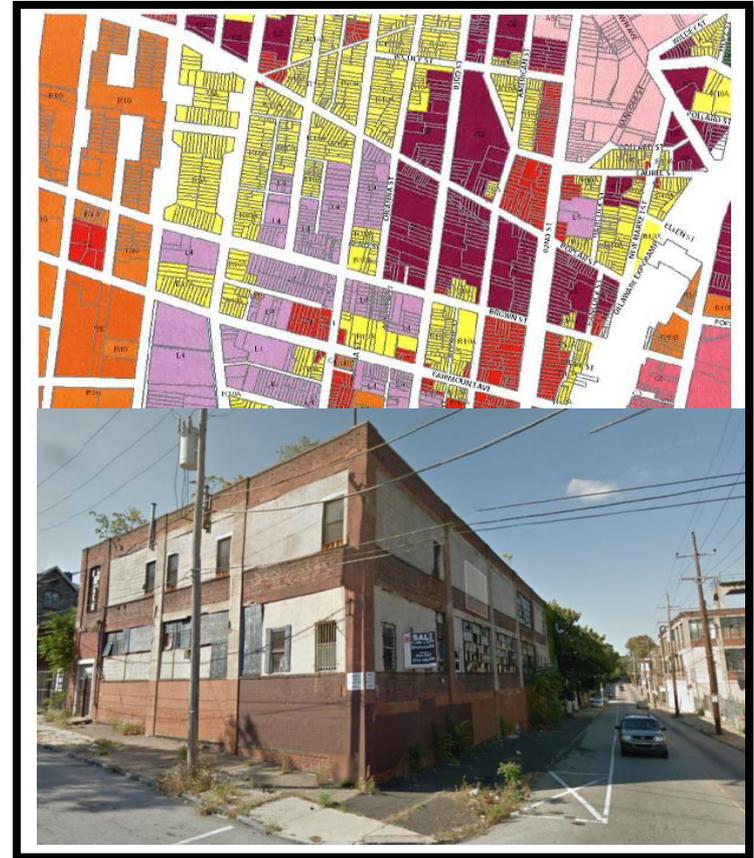
- Absentee landlords
- Littering
- Crime
- Vacancy
- Parking in the driveway and storing stuff in the garage

# Development Process - Zoning



## 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- 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



- **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



## Issues

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

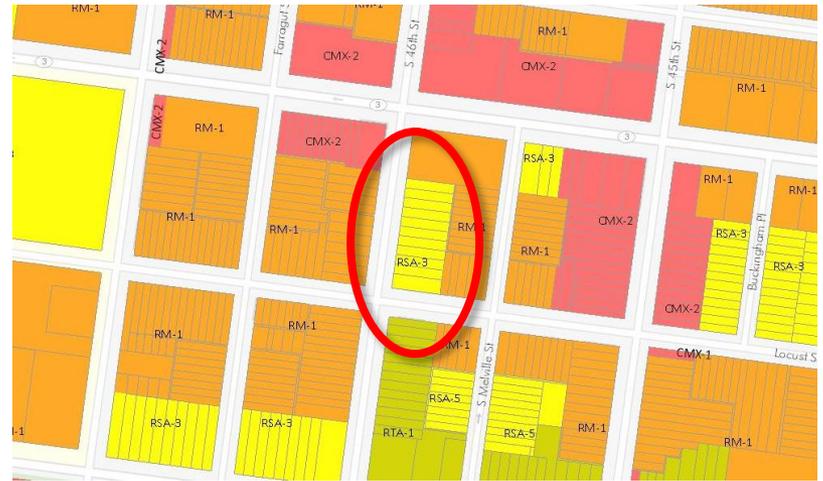


# Hardships – Dimensional Variance



## 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



**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-Makers

City Council

L&I

ZBA

PCPC-  
Planning

### Reviewers

Historical  
Com-  
mission

Art Com-  
mission

Streets  
Dept.

Water  
Dept.

# **Reviewer- Zoning related**



**Makes recommendations for zoning code and map**

**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**

# 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)**

<b>CODE REFERENCE</b>	<b>PROPOSED</b>			
TB. 14-701-1	<p data-bbox="369 919 1045 943"><b>THE PROPOSED ZONING IS REFUSED FOR THE FOLLOWING:</b></p> <table border="0"> <tr> <td data-bbox="369 1011 658 1039"><b>REAR YARD Min. Depth</b></td> <td data-bbox="942 953 1213 1053"><b>REQUIRED</b> <b>&gt; OF 9' OR 20% OF THE LOT DEPTH".</b></td> <td data-bbox="1244 953 1522 1053"><b>PROPOSED</b> <b>16'-3" - 16% OF THE LOT DEPTH</b></td> </tr> </table>	<b>REAR YARD Min. Depth</b>	<b>REQUIRED</b> <b>&gt; OF 9' OR 20% OF THE LOT DEPTH".</b>	<b>PROPOSED</b> <b>16'-3" - 16% OF THE LOT DEPTH</b>
<b>REAR YARD Min. Depth</b>	<b>REQUIRED</b> <b>&gt; OF 9' OR 20% OF THE LOT DEPTH".</b>	<b>PROPOSED</b> <b>16'-3" - 16% OF THE LOT DEPTH</b>		

# 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**



# Example: 1224-40 Frankford Ave.



**Use:** Vacant building and lots

**Zoning:** ICMX and RM-1



# Example: 1224-40 Frankford Ave.



**Proposal:** 125-room hotel with restaurant



# Process: Initial Application



- 1) Applicant submits application to L+I**
- 2) L+I approves or issues a refusal or referral**
- 3) Applicant submits petition to appeal to ZBA**

# Refusal (example)



<b>NOTICE OF:</b> <input checked="" type="checkbox"/> REFUSAL <input type="checkbox"/> REFERRAL		CITY OF PHILADELPHIA <b>DEPARTMENT OF LICENSES &amp; INSPECTIONS</b> Municipal Services Building, Concourse Level 1401 John F. Kennedy Boulevard Philadelphia, PA 19102		DATE OF REFUSAL 2/19/2015	APPLICATION # 577490
ADDRESS/LOCATION <b>1224-40 FRANKFORD AVE</b>					
APPLICANT: RONALD J. PATTERSON, ESQUIRE FOR OWNERS			ADDRESS: 1835 MARKET ST, SUITE 1400 PHILADELPHIA, PA 19103		
APPLICATION FOR: RELOCATION OF LOT LINE TO CREATE ONE LOT FROM SEVEN (7) DEEDED / OPA LOTS. ERECTION OF AN ADDITION TO AN EXISTING ATTACHED STRUCTURE MAXIMUM HEIGHT NE 71 FT WITH CELLAR AND POOL & POOL DECK AND ROOF DECK ABOVE THE EXISTING STRUCTURE (ROOF DECK SET BACK AT LEAST FIVE FT FROM THE EXTREME FRONT BUILDING LINE). USES- ACCESSORY STORAGE FOR HOTEL, BUSINESS & PROFESSIONAL OFFICE AND SIT-DOWN RESTAURANT ON CELLAR; HOTEL LOBBY, BUSINESS & PROFESSIONAL OFFICE AND SITE DOWN RESTAURANT ON FIRST FLOOR; BUSINESS & PROFESSIONAL OFFICE ON SECOND FLOOR; HOTEL (VISITOR ACCOMMODATIONS) 125 ROOMS ON SECOND TO SIXTH FLOOR; BANQUET / EVENTS ROOM (ASSEMBLY & ENTERTAINMENT) ON FOURTH FLOOR; SIT-DOWN RESTAURANT WITH OCCUPANCY ON OUTDOOR ROOF DECK ON FIFTH FLOOR; HOTEL POOL AND POOL DECK ON SIXTH FLOOR. SIZE AND LOCATION AS SHOWN ON THE APPLICATION.					
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 <a href="http://WWW.PHILA.GOV">WWW.PHILA.GOV</a> )					
<b>CODE SECTION</b>					
TABLE 14 – 602-3		THE PROPOSED USE IS REFUSED FOR THE FOLLOWING: THE PROPOSED USE, HOTEL (VISITOR ACCOMMODATIONS) IS PROHIBITED IN THIS ZONING DISTRICT			
TABLE 14 – 701-2 & 14- 701-4		THE PROPOSED ZONING IS REFUSED FOR THE FOLLOWING:			
TABLE 14 – 701-2 & 14- 701-4		OPEN AREA REQUIRED ( FOR RM-1 DISTRICT)	<b>REQUIRED</b> 30%	<b>PROPOSED</b> NONE	
TABLE 14 – 701-2 & 14- 701-4		REAR YARD MINIMUM DEPTH	9FT	NONE	
TABLE 14 – 701-2 & 14- 701-4		REAR YARD MINIMUM AREA	144 SQ FT	NONE	
TABLE 14-802-3		OFF STREET PARKING SPACES	42 SPACES	NONE	
TABLE 14-802-4		PARKING FOR PERSONS WITH DISABILITIES	2 SPACE	NONE	
TABLE 14-806-1		OFF STREET LOADING SPACES	5 SPACES	2 SPACES	
TABLE 14-804-1		BICYCLE PARKING SPACE	8 SPACES	NONE	
TABLE 14 – 701-2 & 14- 701-4		MAXIMUM HEIGHT (RM-1 DISTRICT)	<b>ALLOWED</b> 38 FT	66 FT	
TABLE 14 – 701-2 & 14- 701-4		MAXIMUM HEIGHT (ICMX DISTRICT)	60 FT	71 FT	
TABLE 14 – 701-2 & 14- 701-4		FLOOR AREA RATIO (FAR)	500%	542%	
<b>REMARKS:</b> <b>FIVE (5) USE REFUSALS.</b> <b>SIX (6) ZONING REFUSALS.</b> <b>FEE FOR FILLING AN APPEAL - \$250.00</b>					
Cc: OWNER, RIVER CITY FLATS, LP 629 N 29 <sup>TH</sup> ST PHILADELPHIA, PA 19103		 PAULOSE ISSAC PLANS EXAMINATION ENGINEER		2/19/15 DATE	
Phone number 215 686 2563. email: Paulose.Issac@phila.Gov					
<b>NOTICE TO APPLICANT:</b> AN APPEAL FROM THIS DECISION MUST BE MADE TO THE ZONING BOARD OF ADJUSTMENT, MUNICIPAL SERVICES BUILDING, 11 <sup>TH</sup> FLOOR, 1401 JFK BOULEVARD, PHILADELPHIA, PA 19102, WITHIN THIRTY (30) DAYS OF DATE OF REFUSAL.					

# 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



## 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)



## Recommendation, Decision, and Appeal Authority

- R = Recommendation
- P = Prerequisite approval
- D = Decision
- A = Appeal

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**

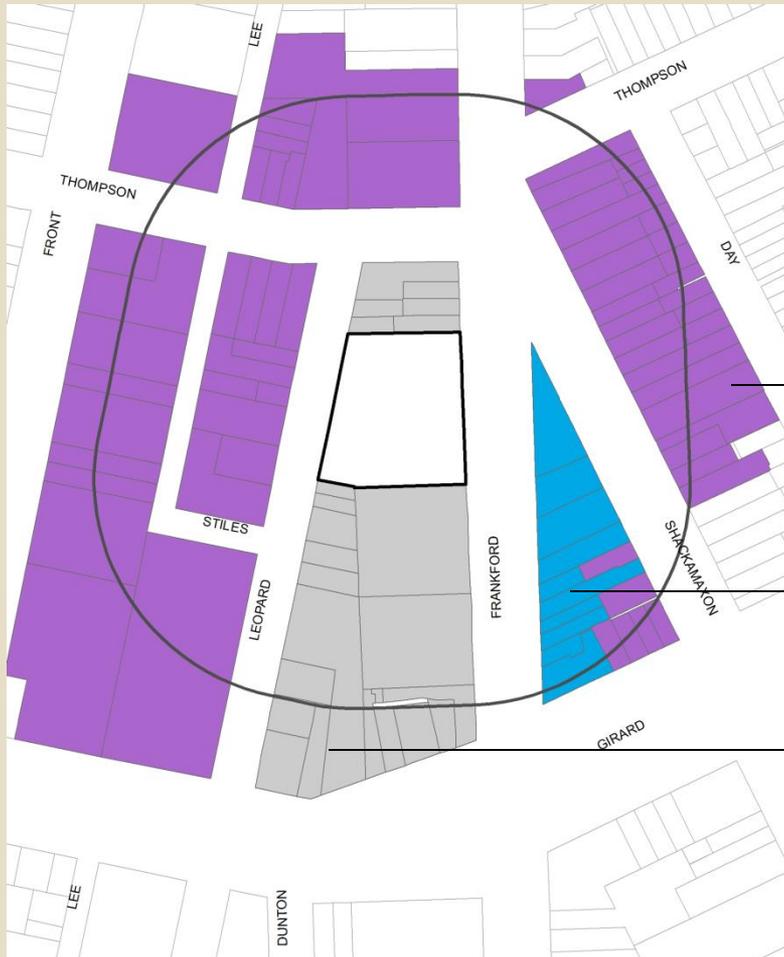
# Process: Notification by PCPC



- 4) L+I sends appeal info to PCPC; PCPC contacts the office of the District Councilperson**
  
- 5) *Within 7 days of appeal,* PCPC sends information to applicant and Registered Community Organizations (RCOs)**



# Affected Addresses (example)



Within 200 ft.

On opposite block face

On same block

# Process: Notification by Applicant



- 6) *Within 10 days of notice, applicant contacts affected RCOs***
- 7) *Coordinating RCO sets meeting in cooperation with other affected RCOs .  
Date must be within 45 days of appeal\****
- 8) *Within 10 days of notice, applicant distributes written notice to affected addresses***

# Process: RCO Meeting



- 9) **RCO meeting is held**
- 10) **RCO sends meeting summary to City Council, City Planning Commission, and ZBA/CDR**

# Meeting Summary Letter (example)



*Our mission is to serve our families and neighbors by promoting community activities, civic involvement, education, and safety by fostering the smart growth of our unique and diverse riverfront neighborhood.*



March 28<sup>th</sup>, 2015

Honorable Julia Chapman  
Chair, Zoning Board of Adjustment  
Municipal Services Building, Room 1130  
1401 JFK Blvd  
Philadelphia, PA 19102

Re: Calendar No. 24716 (1224 Frankford Ave)

Dear Chair Chapman and Board Members:

I am writing you on behalf of the Fishtown Neighbors Association supporting the project at the above address. On February 17th, 2015 the FNA hosted a well-publicized meeting for the developer to introduce plans to the community proposing the creation of a hotel with 125 rooms, restaurant, jazz bar, banquet hall, and rooftop restaurant.

The local neighbors (within 500') voted '57' yes and '9' no; the community voted '82' yes and '7' no. The total vote was '139' yes to '16' no, supporting the project.

The project was described as a 125 room boutique hotel with a restaurant, jazz bar, banquet hall, and rooftop restaurant. The program also contains a shared office space, and rooftop pool club. The loading dock for the hotel will be located on Leopard St and will only be used for loading between 9am and 4pm (see proviso). The parking for the hotel will be done through a valet on Frankford Ave and the cars will be held at 1320-48 North Front St (see proviso). The trash area for the hotel will be enclosed in the loading area.

The existing building on the site will be preserved and expanded by one bay to the East designed to match the existing façade. The existing mural on the building will be preserved and visible inside of the new hotel structure.

**The neighbors were receptive and supportive of:**

- The reuse of a long vacant building
- There was praise for the included valet parking and remote parking lot.
- Businesses on Frankford Ave would be impacted for the positive with the influx of people to the building's functions.
- Proposed security cameras on the site.
- New streetscape lighting to the parking area
- The pool not being used for the hotel guests

**The neighbors were concerned with and opposed to:**

- The proposed remote parking lot is not believed to be sufficient to hold all of the cars that come to the hotel and the restaurants inside.
- The reduction of natural light and views on Leopard and Frankford Ave
- Increase in noise on the street from the hotel and the rooftop pool.

*Our mission is to serve our families and neighbors by promoting community activities, civic involvement, education, and safety by fostering the smart growth of our unique and diverse riverfront neighborhood.*



Requested Provisos:

- 1) The lot at 1320-48 North Front is used for valet parking for this project and its variance is approved by the ZBA (Appeal number 24363)
- 2) Use of the loading dock on Leopard St restricted to 9am-4pm

On behalf of the neighbors of Fishtown, we would ask you to grant the requested variances. Thank you for considering our input.

Sincerely,

Matt Karp, Chair, FNA Zoning Committee

Cc: Ronald Patterson, Applicant  
Roland Kassis, Owner  
Jeffery Young, Councilman Clarke's office  
Michaela Allwine, NKCDC

# Process: ZBA/CDR Hearing



## 11) ZBA Hearing: Possible Outcomes

- Approval
- Approval with Provisos
- Continued
- Decision Held
- Denial/Dismissal

# New Regulations: Highlights



## Qualifying Criteria

- Provides additional guidance on Statement of Purpose
- Requires that organizations describe how they determine their membership and that they not discriminate on the basis of any protected class
- Provides clarification on leadership selection requirement

# New Regulations: Highlights



## Registration

- **States RCOs that falsify information may have registration suspended or revoked**
- **Adds appeals process**

# New Regulations: Highlights



## Meeting Requirements

- Clarifies that neighborhood notification of meeting must occur *prior* to meeting
- Clarifies that meetings must take place within 45-days of the appeal *unless* the applicant *either* fails to provide neighborhood notice *or* volunteers to meet at a later date.

# **New Regulations: Highlights**



## **Meeting Requirements**

**Clarifies that the meeting summary must be on the form provided by the Commission**

**Changes the deadline for submitting the meeting summary form**

- **Current = within 7 days of the meeting**
- **Proposed = at least 2 days prior to hearing**

**Meeting summary must also be sent to applicant**

# **New Regulations: Highlights**



## **RCO Standards of Conduct:**

**Clarifies that RCOs cannot make the scheduling of meetings or submission of meeting summary letters contingent on other requirements, such as:**

- **Financial contributions**
- **Attending additional meetings**
- **Providing meeting space**
- **Anything else not specified in the Code or regulations**

# New Regulations: Highlights



## RCO Standards of Conduct:

**Consolidates obligations of Coordinating RCOs already specified or implied elsewhere in regulations and Code, including:**

- **Responding to applicants**
- **Coordinating meetings with other RCOs whose registered boundaries include the applicant's property**
- **Publicizing meetings**
- **Holding meetings within 45 days of an appeal (notwithstanding the exceptions noted above)**
- **Submitting the Meeting Summary Form and a written statement in a timely manner to all required parties**

# New Regulations: Highlights



## RCO Standards of Conduct:

**States that RCOs cannot discriminate against applicants or other participants on the basis of any class protected under the Philadelphia Fair Practices Ordinance.**

# Stand and stretch



# Role of RCOs



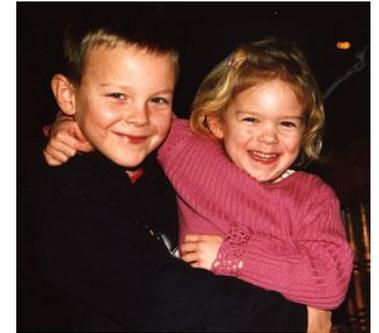
**Combative**



**Competitive**



**Cooperative**



**Collaborative**

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



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



- 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?



- ✓ 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



## 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 sign-in for speakers and time limits
  - Never let go of the microphone
  - How will we handle off-topic remarks?

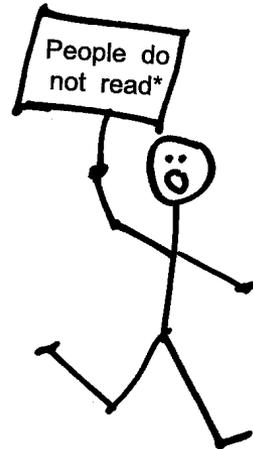


# 6-Prep



- 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



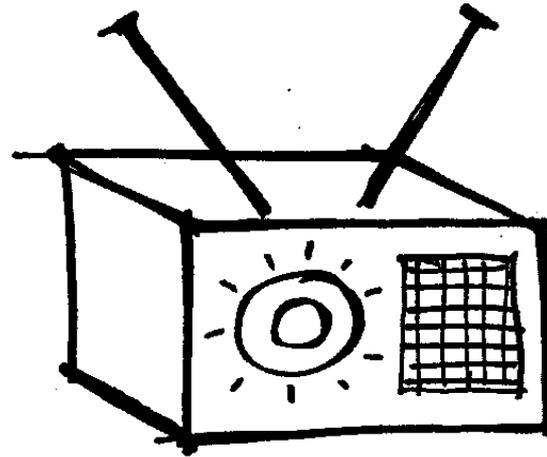
- What are the logistics? and
- **Who's responsible?**
  - Where is the meeting?
  - When is the meeting?
  - **How will people find out about it?**
  - Who's bringing the food?



# Attracting & Keeping Volunteers



**Station WIIFM\***



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

Graphic Credit: Lisa Whited

# Finding ZBA Appeals

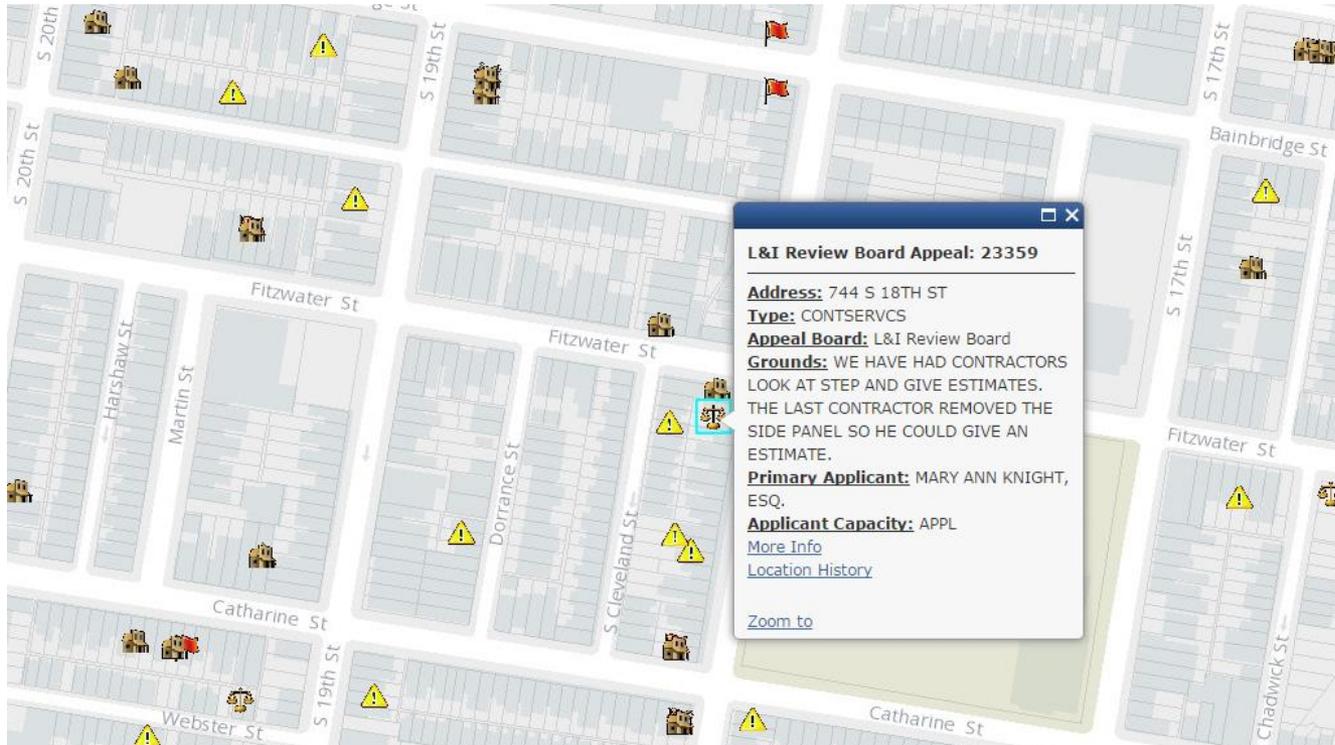
- [www.phila.gov/li/zoning-appeals](http://www.phila.gov/li/zoning-appeals)
- “Zoning appeals” (bottom rt)- filter under “region” to show council districts or planning districts
- Click on appeal# to find detailed info about case

The screenshot shows the City of Philadelphia website's Zoning Appeals page. The browser address bar displays the URL: [www.phila.gov/li/zoning-appeals/#filter/2016-3-17/2016-9-17](http://www.phila.gov/li/zoning-appeals/#filter/2016-3-17/2016-9-17). The page header includes the City of Philadelphia logo and navigation links for Topics, Business, Residents, Visitors, and Government. The breadcrumb trail reads: Phila > L & I > Zoning Appeals. The main heading is "Zoning Appeals". On the left, there are filters for "Region" (set to "All regions") and "Date" (set to 3/17/2016 to 9/17/2016). A message box states: "There are 316 appeals from 3/17/2016 to 9/17/2016". Below this is a table of appeals with columns for Date, Time (EST), Address, and Appeal #. The "Appeal #" column is circled in orange.

Date	Time (EST)	Address	Appeal #
3/22/2016	9:30 AM	6906 CASTOR AVE	26239
3/22/2016	9:30 AM	2615 E ALLEGHENY AVE	26832
3/22/2016	9:30 AM	2618 N 18TH ST	26873
3/22/2016	9:30 AM	2311 PENNSYLVANIA AVE	26304
3/22/2016	9:30 AM	1605 W ROCKLAND ST	26189
3/22/2016	9:30 AM	522 BRINTON ST	26284
3/22/2016	9:30 AM	1909 MONUMENT ST	26875

# Finding ZBA Appeals

- **www.phila.gov/map** scroll down to “Violations” map
- Scale of justice symbol = “appeals”



# Resources & Tools



- RCO Registration and Operations handout
- Zoning and Use Variances, Step-by-Step
- Zoning Committee Policies and Procedures
- “The Building Blocks of Philadelphia”
- Philadelphia City Code (relevant sections)
- Planning Commission Regulations (relevant sections)
- RCO Application Form and Rights & Responsibilities