



REGULATIONS OF THE CITY PLANNING COMMISSION

As Amended, January 28, 2014

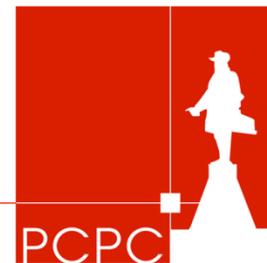
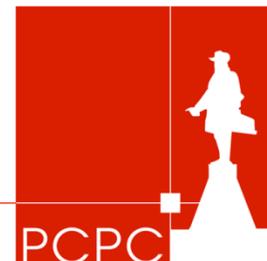


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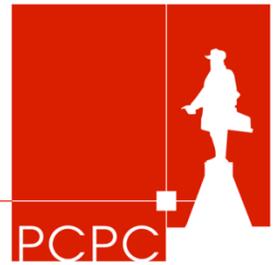
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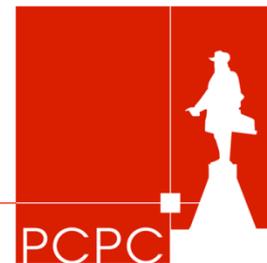
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1. DECLARATION OF AUTHORITY AND PURPOSE

1.1. Authority

The City Planning Commission is established by §§3-100 and 3-800 of the Philadelphia Home Rule Charter. The City Planning Commission has those powers set forth in Article IV, Chapter 6 of the Philadelphia Home Rule Charter and additional duties and responsibilities as provided in The Philadelphia Code.

1.2. Prior Regulations Superseded

All regulations heretofore adopted by the City Planning Commission are hereby superseded.

1.3. Purpose

No provision of this section shall add to or detract from a power, duty, or responsibility granted to the City Planning Commission by the Philadelphia Home Rule Charter or The Philadelphia Code. In the case of any conflict between the provisions of this Subsection 1.3 and other provisions of the Philadelphia Home Rule Charter or The Philadelphia Code, the provisions of the Philadelphia Home Rule Charter or The Philadelphia Code shall govern.

1.3.1. The City Planning Commission is responsible for guiding the orderly growth and development of the City of Philadelphia. The City Planning Commission's charter-mandated powers include the preparation of:

1.3.1.1 A Comprehensive Plan, also referred to as the Physical Development Plan of the City, and its modifications;

1.3.1.2 The Capital Program and Budget;

1.3.1.3 Proposed zoning ordinances and amendments;

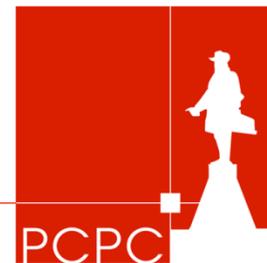
1.3.1.4 Regulations concerning the subdivision of land; and

1.3.1.5 Recommendations on legislation affecting zoning, the Comprehensive Plan, the capital program, plans of streets, land subdivision, or the purchase or sale of real estate.

1.3.2. The Philadelphia Code assigns certain duties and responsibilities to the City Planning Commission, including the following:

1.3.2.1 Reviewing and issuing prerequisite approvals or recommendations on certain zoning and building permit applications, pursuant to Title 14;

1.3.2.2 Approving minor amendments to master plans, pursuant to Title 14;



- 1.3.2.3 Making recommendations to the Zoning Board of Adjustment on variances and special exceptions, pursuant to Title 14;
 - 1.3.2.4 Maintaining a registry of community organizations, pursuant to Title 14;
 - 1.3.2.5 Preparing regulations concerning Civic Design Review, pursuant to Title 14;
 - 1.3.2.6 Reviewing nominations of new Neighborhood Conservation Overlay (/NCO) zoning districts, pursuant to Title 14; and
 - 1.3.2.7 Promulgating regulations for the implementation of §17-111 of The Philadelphia Code (Energy Efficiency and Environmental Design in Construction of Buildings) requiring every City contract for the design or construction of a large City public works project to meet minimum energy efficiency requirements, including requirements intended to ensure that a finished project will achieve a silver-level LEED rating.
- 1.3.3. In accordance with the Pennsylvania Urban Redevelopment Law (Act of May. 24, 1945, P.L. 991, No. 385, as amended), the City Planning Commission is responsible for designating blight certification areas, preparing redevelopment area plans, and issuing recommendations on urban renewal plans, redevelopment proposals, and redevelopment agreements prepared by the Philadelphia Redevelopment Authority.
- 1.3.4. In addition to the administrative and regulatory duties specified in subsections 1.3.1 through 1.3.3, above, the City Planning Commission fulfills an advocacy and support function to the City and the public on issues such as economic development, transportation, neighborhood planning, housing, and urban design.

2. DEFINITIONS

- 2.1 *Blight Certification Area.* An area in need of redevelopment due to the existence of blighted conditions as designated by the City Planning Commission in accordance with the procedures of the Pennsylvania Urban Redevelopment Law (Act of May. 24, 1945, P.L. 991, No. 385, as amended).
- 2.2 *Commission.* The City Planning Commission.
- 2.3 *CDR Committee.* The Civic Design Review Committee.
- 2.4 *Comprehensive Plan.* The Physical Development Plan of the City, as defined in §4-600 of The Philadelphia Home Rule Charter.
- 2.5 *Executive Director.* The Executive Director of the Commission, or his or her staff designee.



- 2.6 *LEED*. The Leadership in Energy and Environmental Design rating system, established by the U.S. Green Building Council to encourage adoption of high performance building and development practice.
- 2.7 *LEED-NC*. The LEED rating system for new construction, as periodically updated by the U.S. Green Building Council, and for which the minimum program requirements, checklist, and rating system are described in LEED v3 as LEED for New Construction and Major Renovations.¹
- 2.8 *Life-cycle cost*. The total cost of a building or building project measured over the useful life or period of ownership of the building, including as appropriate such costs as: planning and design, financing, acquisition, construction, operation and maintenance, renewal and rehabilitation, and replacement and disposition.²
- 2.9 *Redevelopment Area Plan*. A plan prepared for a blight certification area by the City Planning Commission in accordance with the Pennsylvania Urban Redevelopment Law (Act of May. 24, 1945, P.L. 991, No. 385, as amended).
- 2.10 *RCO*. An abbreviation for a Registered Community Organization.
- 2.11 *Urban Renewal Plan*. Pursuant to the Pennsylvania Urban Redevelopment Law (Act of May. 24, 1945, P.L. 991, No. 385, as amended), a plan prepared by the Philadelphia Redevelopment Authority for all or part of a blight certification area that conforms to a Redevelopment Area Plan adopted by the City Planning Commission.
- 2.12 *Zoning Board*. The Philadelphia Zoning Board of Adjustment.
- 2.13 *Zoning Code*. Title 14 of The Philadelphia Code.

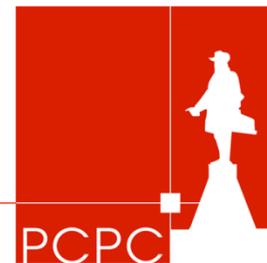
3. THE COMMISSION

3.1. Composition and Qualifications

The Commission consists of nine members. The composition and qualifications of the Commission are set forth in §3-800 of The Philadelphia Home Rule Charter.

3.2. Officers

The members of the Commission shall select from among themselves a chairman, a vice-chairman, a secretary, and such other officers as the Commission may determine.



3.3. Committees

- 3.3.1. The Commission may, by a majority of those present and voting, create such standing and ad hoc committees as it deems necessary for the conduct of the Commission's work.
- 3.3.2. Pursuant to The Zoning Code, the Mayor may establish a Civic Design Review Committee and the Commission shall act as the Civic Design Review Committee until such establishment.

3.4. Conflict of Interest

- 3.4.1. Members of the Commission and its Committees are subject to the City's ethics laws found at Chapter 20-600 of The Philadelphia Code and Article X of the Philadelphia Home Rule Charter, which include several restrictions on topics such as gifts, conflicts of interest, political activity, representations before the Commission or its Committees, and financial disclosure. These ethics laws are administered by the City Board of Ethics.
- 3.4.2. Any person or entity submitting physical development projects to the Commission for approval (hereinafter called "Developer") must, prior to any action by the Commission, submit a disclosure statement listing:³
 - 3.4.2.1 Address of the project;
 - 3.4.2.2 Name, address, telephone number, and email of the Developer;
 - 3.4.2.3 Name, address, and affiliation of each authorized Developer representative.

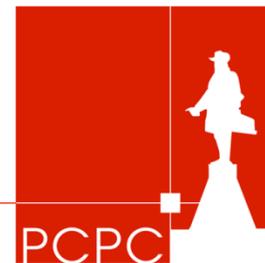
4. CONDUCT OF MEETINGS

4.1. Meetings

- 4.1.1. The Commission shall meet monthly or as required. Special meetings may be held, as needed, upon the call of the Chair or Vice-Chair.
- 4.1.2. The day, hour, and place of the regularly scheduled meetings of the Commission shall be posted on the Commission's website.
- 4.1.3. The Commission shall post notice of a special meeting at least 24 hours prior to the time of the special meeting.

4.2. Quorum

A quorum of the Commission shall consist of five members. A majority of the members present at the time of voting is required for Commission action. An abstention for any reason shall not affect the presence of a quorum.



4.3. Conduct of Business

- 4.3.1. The Chair shall recognize Commission members who wish to comment on an agenda item during or upon conclusion of the presentation of the agenda item at the discretion of the Chair.
- 4.3.2. After the Commission members have had an opportunity to comment, the Chair shall recognize the presenter and then other members of the public who wish to speak to the matter under consideration. The Chair may impose reasonable time limits on public comment to avoid repetitive discussion.
- 4.3.3. Any presenter of an item before the Commission shall submit presentation materials and any supplementary documentation, reports, and studies to the Commission at least seven calendar days in advance of the Commission meeting.

4.4. Agendas and Minutes

- 4.4.1. The Commission shall post agendas on the Commission’s website at least three days in advance of each meeting.
- 4.4.2. The Chair may add items to the meeting agenda at his or her discretion.
- 4.4.3. The Commission shall post written minutes of meetings on the Commission’s website.

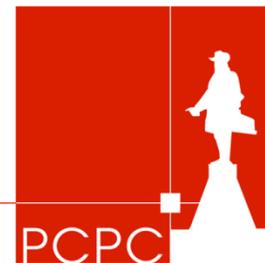
5. THE COMPREHENSIVE PLAN AND OTHER PLANS

5.1. Adoption of the Comprehensive Plan

Per the Philadelphia Home Rule Charter, the Commission shall prepare, adopt, and amend the Comprehensive Plan. The Commission shall review and adopt the Comprehensive Plan and its amendments following the procedures set forth in the Zoning Code.

5.2. Acceptance of Other Plans

- 5.2.1. A plan prepared by an organization other than the Commission or a public or quasi-public agency may be submitted to the Commission for acceptance if it meets the following criteria:
 - 5.2.1.1 The preparation of the plan must have been guided by a broad-based advisory committee. The committee membership must include a staff member of the Commission.
 - 5.2.1.2 The plan sponsor must have held at least two open, public meetings during the planning process.

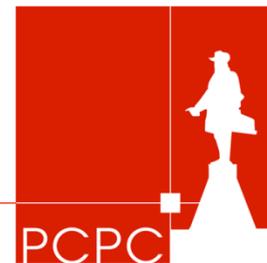


- 5.2.1.3 The plan sponsor must meet with individuals and groups who will be affected by the plan's recommendations, which may include but is not limited to property owners, institutions, businesses, neighborhood service and charitable organizations, and public agencies that operate and have an interest in the area for which the plan is being developed.
- 5.2.1.4 Consultants retained for preparation of the plan through the use of public funds must be selected through an open and fair competitive procedure.
- 5.2.2. The Commission shall consider the plan at a public meeting. The Commission shall accept the plan if it determines that the plan is consistent with the general goals and objectives of the adopted Comprehensive Plan. The Commission shall issue an Acceptance Letter to the preparer of the plan.
- 5.2.3. An accepted plan may be considered in the development of the Comprehensive Plan and other Commission policy.

6. RECOMMENDATIONS ON LEGISLATION⁴

6.1. Authority and Delegations to the Executive Director

- 6.1.1. The Executive Director is hereby authorized to provide, on behalf of the Commission, recommendations to City Council regarding legislation affecting zoning, the Comprehensive Plan, the capital program, land subdivision, plans of streets, or the purchase or sale of real estate, in order to fulfill the Commission's duties pursuant to §§2-307 and 4-604 of the Philadelphia Home Rule Charter, as follows:
 - 6.1.1.1 Bills authorizing encroachments into the right-of-way that affect the Comprehensive Plan, as provided in Subsection 6.2, below;
 - 6.1.1.2 Bills, described in subsections .1 through .5 below, with respect to which the Commission, during the term or terms of the Mayor then in office and within the previous three years, has provided an approval or made a recommendation which encompasses the substance of the bill, as determined by the Executive Director.
 - .1 Bills affecting plans of streets and other utility rights-of-way, where the Commission has previously provided an approval or made a recommendation encompassing the substance of the change in the plan of streets or other utility rights-of-way;
 - .2 Bills to authorize an activity contemplated in a finally approved plat;



- .3 Bills extending the time for conditions to be met in order to make a bill effective, when the Commission had previously provided an approval or made a recommendation in favor of the original bill;
- .4 Bills authorizing the sale or purchase of real property that is the result of, or is necessary to carry out, other activities for which the Commission has previously provided an approval or made a recommendation; and
- .5 Zoning bills, including map change bills, the regulation of uses, approvals pertaining to specialized districts, and zoning rule changes, that are substantially similar in content to a bill or other plan for which the Commission has previously provided an approval or made a recommendation.

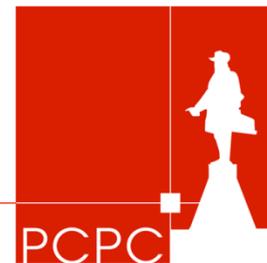
6.2. Encroachment Ordinances that Affect the Comprehensive Plan

- 6.2.1. Ordinances that approve the imposition of the following types of obstacles or obstructions in the right of way are deemed not to affect the Comprehensive Plan, for the purposes of the requirement of Commission review under §2-307 of the Philadelphia Home Rule Charter: awnings, marquees, balconies, bay windows, planters, benches, and underground conduits.
- 6.2.2. Ordinances that approve the imposition of the following types of obstacles or obstructions in the right of way are deemed to affect the Comprehensive Plan, for purposes of the requirement of Commission review under §2-307 of the Philadelphia Home Rule Charter: Significant obstacles or obstructions including pedestrian bridges, newsstands, semi-permanent kiosks, sidewalk cafes, ground level building additions, retaining and other walls and fences, statues, and aboveground utility vaults.

7. REVIEW OF SUBDIVISIONS

7.1. Authority and Delegations to the Executive Director

- 7.1.1. The Executive Director is hereby authorized to approve, on behalf of the Commission, the following types of subdivision plats in order to fulfill the Commission's duties pursuant to §4-603 of the Philadelphia Home Rule Charter:
 - 7.1.1.1 A reduction in the number of lots and minor changes in layout for approved Preliminary Plats. The location or width of a street shall not be considered a minor change;
 - 7.1.1.2 Final Plats that contain no changes from approved Preliminary Plats.



7.2. Submission Requirements

The subdivision procedures of the Zoning Code require a subdivider to provide a Property Data Map, Preliminary Plat, and Final Plat to the Commission. The maps and plats shall satisfy the minimum requirements of this Subsection 7.2.

7.2.1. Property Data Map

7.2.1.1 The Property Data Map shall be drawn at a scale of one inch equal to 100 feet or less.

7.2.1.2 The Property Data Map shall include the following information:

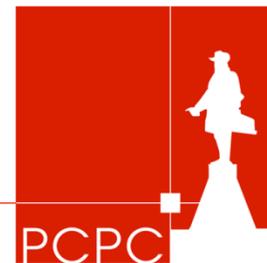
- .1 Name of the subdivider;
- .2 Name of the registered owner;
- .3 North point, and scale and date;
- .4 Name of licensed engineer, architect, surveyor, or other qualified person responsible for the map;
- .5 Tract boundaries with bearings and distances;
- .6 Topography, with elevations based on datum approved by the Department of Streets, and showing contours at vertical intervals of two feet;
- .7 Approximate location of water courses, tree masses, rock outcrops, existing buildings and actual location of sewers, inlets, water mains, easements, fire hydrants, railroads, existing or confirmed streets and their established grades; and
- .8 Adjacent streets.

7.2.2. Preliminary Plat

7.2.2.1 The Preliminary Plat shall be recorded on the Property Data Map in sketch form.

7.2.2.2 The Preliminary Plat shall include the following information:

- .1 Proposed street layout, street names, lot lines, and lot identification numbers. Lots shall show approximate dimensions and areas when required by the Executive Director; streets shall indicate proposed cartway and right-of-way widths, approximate radii of curvature and approximate grades;
- .2 Sites dedicated or reserved for purposes other than residential; and



- .3 Proposed sewerage, drainage, including the method for the control of on-site stormwater runoff, and water supply.
- 7.2.2.3 When required by the Executive Director, the subdivider shall submit data on subsoil conditions.
- 7.2.3. Final Plat
 - 7.2.3.1 The Final Plat shall be printed on reproducible material, such as mylar, and drawn at a scale of one inch equal to 100 feet or less.
 - 7.2.3.2 The Final Plat shall include the following information:
 - .1 Name of subdivider and the owner in whose name the plat is to be recorded;
 - .2 Title;
 - .3 North point, scale and date;
 - .4 Name and seal of licensed professional engineer or surveyor;
 - .5 Primary control points, approved by the Department of Streets, or ties to such control points to which all pertinent engineering data shall be referred;
 - .6 Boundaries, with distances, bearings, and location of monuments. Such dimensions shall be in feet and hundredths of a foot;
 - .7 Street lines, street names, lot names, and lot identification numbers, easements, and other land divisions and their purpose;
 - .8 Radii, lengths of curves, and tangent bearings for all streets;
 - .9 Right-of-way and cartway widths for all streets;
 - .10 When required by the Department of Streets, street profiles, details of culverts or other necessary data;
 - .11 Building lines or street setback lines;
 - .12 Calculated area of all lots where area approximation is within 5% of the minimum area requirements;
 - .13 Location and boundaries of all non-dedicated ways or easements, and of drainage ways;
 - .14 Location and outline place of all existing structures to remain;
 - .15 Location of all watercourses;



- .16 The location, depth, and size of sewers, stormwater drains, waterlines, location of wells and cesspools or septic tanks;
- .17 Proof of legal or equitable interest in the property in question, such as a fully-signed deed, agreement of sale, lease or other similar instrument. All deeds must show a copy of the stamp affixed by the Department of Records as evidence of its recording;
- .18 Statement dedicating streets, rights-of-way or other areas for public use as may be required by the City; and
- .19 Such other certificates, affidavits, or endorsements as the Executive Director may require for the enforcement of this Chapter.

8. REVIEW OF MASTER PLANS

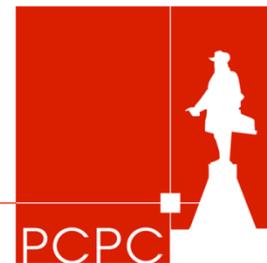
8.1. Authority and Delegations to the Executive Director

The Executive Director is hereby authorized to approve, on behalf of the Commission, minor amendments to master plans in order to fulfill the Commission’s duties pursuant to the Zoning Code.

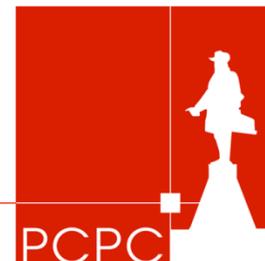
8.2. Submission Requirements

All master plans required by the Zoning Code to establish a new Master Plan District shall include the following:

- 8.2.1. A Statement of Existing Conditions that describes the existing context of the proposed Master Plan District and its surrounding areas. The Statement of Existing Conditions may include, but is not limited to:
 - 8.2.1.1 Local, state or national historic designations.
 - 8.2.1.2 A description of surrounding land use and density patterns.
 - 8.2.1.3 A description of the natural environment, including topographic conditions and any floodplains, wetlands, or other sensitive habitats present in the area.
 - 8.2.1.4 A description of existing parking and traffic conditions.
- 8.2.2. Statement of Impacts of Proposed New Conditions that describes the potential impacts of the Master Plan District on the elements presented in the Statement of Existing Conditions. The Statement of Impacts of Proposed New Conditions should indicate any proposed mitigation measures.



- 8.2.3. Site Plan with the following information recorded on the Site Plan:
 - 8.2.3.1 Extent, boundaries and area of the proposed district;
 - 8.2.3.2 If there are multiple land owners within the proposed district area, the existing ownership of land;
 - 8.2.3.3 Proposed changes to the existing confirmed street layout within or surrounding the boundaries of the district;
 - 8.2.3.4 Total proposed maximum gross floor area;
 - 8.2.3.5 Total area and type of open space;
 - 8.2.3.6 Setback lines from watercourses;
 - 8.2.3.7 Occupied area, gross floor area and height of each structure, existing and proposed, within the district;
 - 8.2.3.8 Use of each structure, existing and proposed, within the district;
 - 8.2.3.9 Size and location of all parking areas;
 - 8.2.3.10 Size and location of all driveways leading thereto;
 - 8.2.3.11 Size and location of all other private driveways or streets intended to be used by automobiles;
 - 8.2.3.12 Size and location of all off-street loading; and
 - 8.2.3.13 Size and location of any signage.
- 8.2.4. Complete Streets Handbook Checklist.
- 8.2.5. The Executive Director may request additional materials as he or she deems necessary to guarantee that the proposed Master Plan is substantially consistent with the stated purposes of the district.
- 8.2.6. For Special Purpose Institutional (SP-INS) districts, the Site Plan required by Subsection 8.2.3, above, shall additionally indicate the area(s) to be designated commercial and a specified list of uses within each commercial area.
- 8.2.7. For Special Purpose Sports Stadium (SP-STA) Districts, the Master Plan submission shall additionally include a parking and circulation plan showing the size, capacity and use of all buildings and structures proposed and existing on the lot.
- 8.2.8. For Special Purpose Entertainment (SP-ENT) districts, the Master Plan submission shall additionally include the following:
 - 8.2.8.1 A landscape plan.
 - 8.2.8.2 A transportation management plan that details:
 - .1 Internal circulation systems,



- .2 External access points,
- .3 Pedestrian flows, including to and from parking facilities,
- .4 Estimates of levels of service on sidewalks and internal roads, and
- .5 A traffic and parking study prepared by a licensed traffic engineer, assessing the impacts of new traffic generated by the proposal on roadway and intersection capacity, public transit and other bus operations, and pedestrian and bicycle circulation and safety.

8.2.8.3 A parking management plan describing the proposed policy on and resources for parking for patrons, employees and managers, and anticipated traffic and parking management resources.

8.2.8.4 Any recommendations on intersection improvements, new roadway construction, or widening of existing roadways, if required, and any traffic buffers to protect residential areas, including the manner of funding such improvements by the developer.

8.3. Submission Requirements for Amendments to Master Plans

8.3.1. For minor amendments, as defined by the Zoning Code, the proposed changes shall be indicated on a copy of the adopted site plan for the master plan district. Upon Commission approval of the minor amendment, the site plan with the approved changes shall become the adopted site plan for the Master Plan District.

8.3.2. For major amendments, as defined by the Zoning Code, the amendment shall be accompanied by a revised site plan. Except for Master Plan Districts established as of August 21, 2012, the major amendment shall also be accompanied by a revised Statement of Impacts of Proposed New Conditions.

9. REVIEW OF ZONING AND BUILDING PERMIT APPLICATIONS

9.1. Authority and Delegations to the Executive Director

9.1.1. The Executive Director is hereby authorized to provide, on behalf of the Commission, prerequisite approvals and recommendations on zoning permits and building permits in order to fulfill the Commission's duties pursuant to the Zoning Code.

9.1.2. The Executive Director is hereby authorized, on behalf of the Commission, to review and make recommendations on all cases heard before the Zoning Board of Adjustment regarding variances and special exceptions to fulfill the Commission's duties pursuant to the Zoning Code.



9.2. Submission Requirements

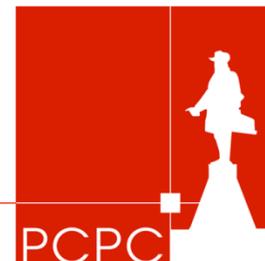
Site plans for the development activities provided in Subsection 9.1.1 of these Regulations, above, shall satisfy the requirements of this Subsection 9.2.

9.2.1. At a minimum, site plans shall include the following:

- 9.2.1.1 Title block, including the name of the registered property owner and property address.
- 9.2.1.2 North point, scale and date. The Site Plan shall be drawn at a scale of one inch equal to 100 feet or less.
- 9.2.1.3 Legal descriptions of lot, right-of-way, or easement boundaries shall be in Philadelphia District Standard.
- 9.2.1.4 Dedicated and non-dedicated rights-of-way, easements, alleys, and driveways on or bounding the property. Include cartway widths, sidewalk widths, street names, and the location of the nearest fire hydrant.
- 9.2.1.5 Lot identifications and their purposes.
- 9.2.1.6 Building setback lines and distances to other buildings on the lot.
- 9.2.1.7 Building dimensions and number of stories.
- 9.2.1.8 Nearest intersection.
- 9.2.1.9 Location and dimensions of all existing or proposed driveways, curb cuts, and off-street parking lots, with distances from lot lines.

9.2.2. The Executive Director may require any of the following additional information to be provided on site plans, where necessary for the Commission to make a determination as required by the Zoning Code:

- 9.2.2.1 Seal of a registered architect, engineer, or land surveyor in accordance with Pennsylvania Engineer, Land Surveyor, and Geologist Registration Law.
- 9.2.2.2 Radii, lengths of curves, and tangent bearings for all streets.
- 9.2.2.3 Existing and proposed elevation contours.
- 9.2.2.4 Final elevation converted to City Datum.
- 9.2.2.5 Yard drains with top elevation in City Datum.
- 9.2.2.6 Lowest floor elevation in City Datum.
- 9.2.2.7 Topography at minimum two foot intervals.
- 9.2.2.8 Stormwater management plans.
- 9.2.2.9 Geotechnical data.



9.2.2.10 Building elevations.

9.2.2.11 Written descriptions or samples of building materials.

9.3. Additional Submission Requirements for Sky Plane

Zoning permit applicants who select to demonstrate the CMX-4 and CMX-5 Bulk and Massing Controls of the Zoning Code using the sky plane option rather than the alternative open area, building width, building spacing, and building height standards shall submit the materials provided in this Subsection.

9.3.1. For the purposes of this Subsection 9.3, the following definitions apply (see also Figure 1).

9.3.1.1 Regulated street: a street subject to the sky plane standards of the Zoning Code.

9.3.1.2 Regulated lot line: a lot line that is contiguous to a regulated street.

9.3.1.3 Regulated height interval: The heights above sidewalk level for which Table 14-701-5 of the Zoning Code restricts the blockage of sky plane.

9.3.1.4 Plotting plane: A vertical plane passing through a regulated lot line.

9.3.1.5 View line: A line beginning at a top corner of a wall facing a regulated street and ending at the point of intersection between the regulated street centerline and a vertical plane perpendicular to the regulated lot line which passes through the beginning corner. There will be multiple view lines (one per top corner).

9.3.1.6 Building plot point: The point of intersection between a view line and the plotting plane. There will be multiple building plot points (one per view line).

9.3.2. Applicants shall provide the submission materials listed below in subsections 9.3.2.1 through 9.3.2.4 for each regulated street. All submission materials shall be certified and sealed by a licensed architect. Applicants shall submit one certified copy each to the Department of Licenses & Inspections and the Commission.

9.3.2.1 Plan view diagram that includes the following (see also Figure 2):

- .1 North point and scale.
- .2 Lot lines, street lines, and building lines.
- .3 Lot dimensions in feet.
- .4 Street names.
- .5 Indicate each regulated street.

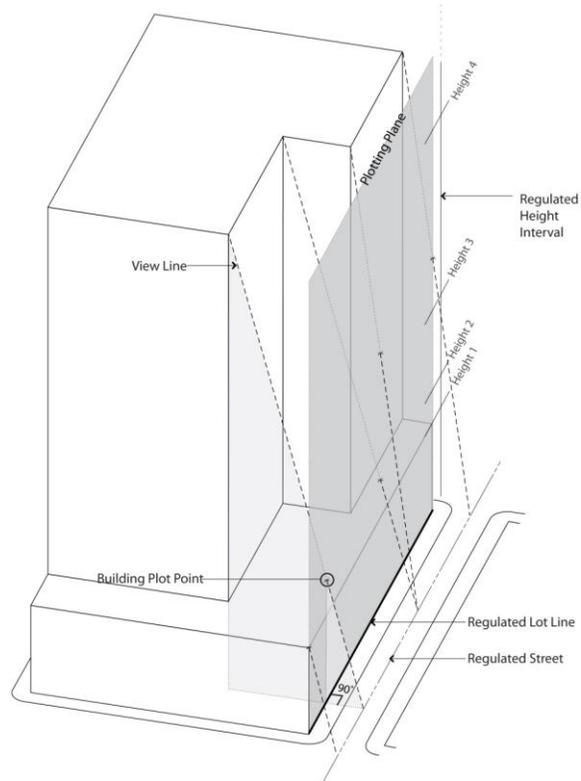


Figure 1: Terms

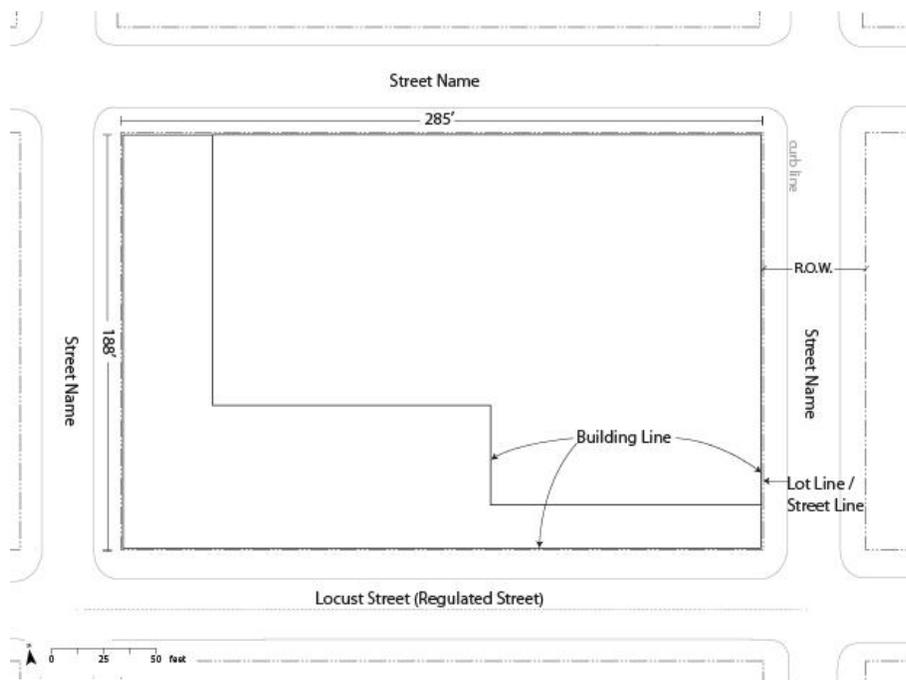


Figure 2: Sample Plan View Diagram

- 9.3.2.2 For each regulated street, a profile diagram that includes the following (see also Figure 3):
- .1 Cross-section of the building, lot, and regulated street, with measurements in feet for maximum building height and lot depth.
 - .2 A vertical line extending from the regulated lot line to represent the edge of the plotting plane.
 - .3 A view line for each top corner of a regulated street-facing wall.
 - .4 A building plot point for each view line. Each building plot point shall be labeled with:
 - (.1) The horizontal distance, in feet, between the left endpoint of the regulated lot line (as viewed from the street), and the point of intersection between a vertical line extending down from the building plot point to the regulated lot line; followed by
 - (.2) Its height above the sidewalk, in feet.

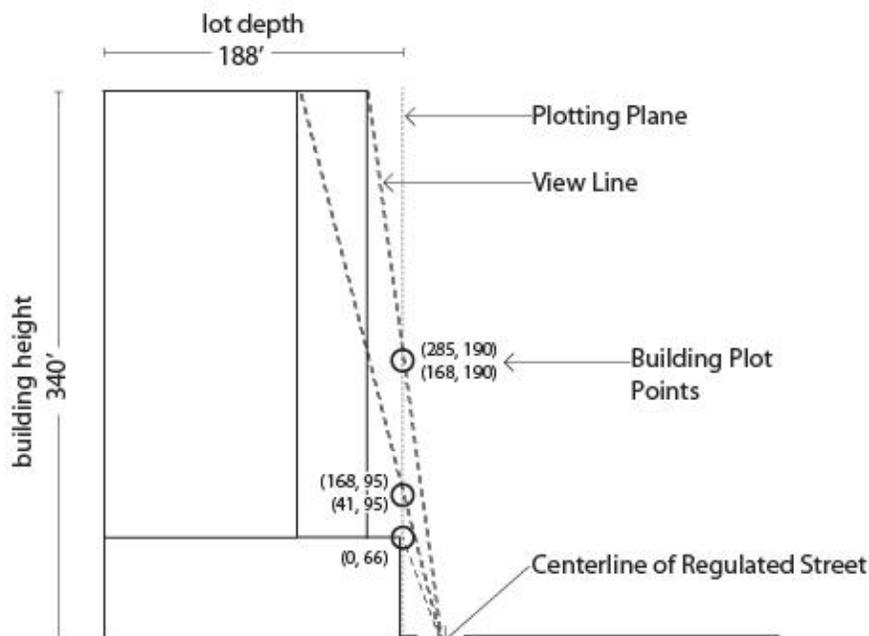


Figure 3: Sample Profile Diagram



- 9.3.2.3 For each regulated street, a plotting plane diagram that includes the following:
- .1 A scaled plotting chart showing the lot width in feet along the x-axis and the building height in feet along the y axis.
 - .2 Horizontal lines representing the regulated height intervals. Indicate the allowed blockage of sky plane at each interval.
 - .3 Each building plot point charted with:
 - (.1) The horizontal distance, in feet, between the left endpoint of the regulated lot line (as viewed from the street), and the point of intersection between a vertical line extending down from the building plot point to the regulated lot line on the x-axis; and
 - (.2) Its height above the sidewalk, in feet, on the y-axis.
 - .4 Projected building mass: The building mass projected onto the plotting plane is drawn on the plotting plane diagram by connecting the building plot points with horizontal and vertical lines.
 - .5 The proposed building’s blockage of sky plane at each height interval, calculated as the area of the projected building mass divided by the plotting chart area times 100.

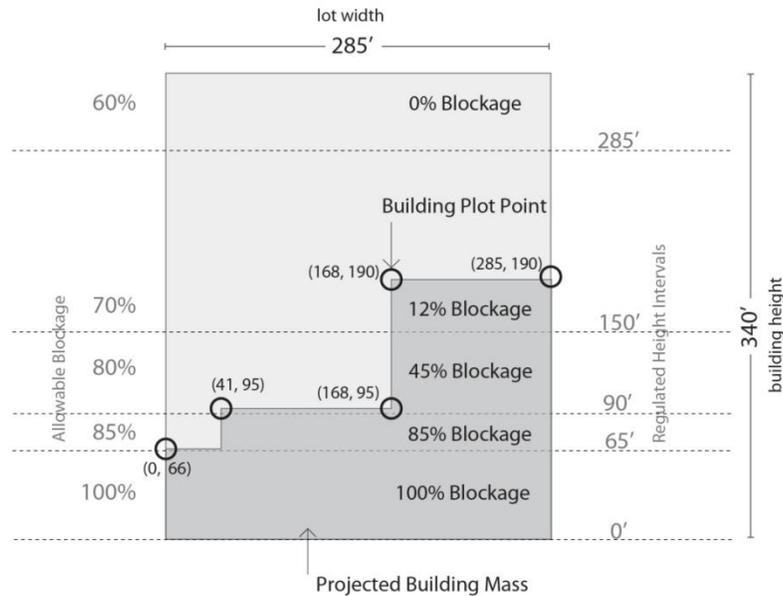
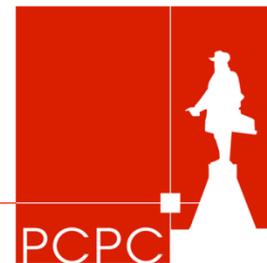


Figure 4: Sample Plotting Plane Diagram



9.3.2.4 As required by the Commission, a computer-generated model of the building in an acceptable file format.

9.4. Additional Submission Requirements for Landscape Plans

9.4.1. On-site landscape and trees required by the Zoning Code shall be indicated on a landscape plan, which shall include all of the following:

9.4.1.1 North point, scale and date. The landscape plan shall be drawn at a scale of one inch equal to 100 feet or less.

9.4.1.2 Required landscape areas and planting schedule. Indicate the:

- .1 Dimensions of the landscape area;
- .2 Species of plant, and fence, or wall materials installed in the landscape area; and
- .3 All trees and their caliper size.

9.4.1.3 Sight triangles and heights of any plants located in the sight triangle.

9.4.1.4 Existing trees to be removed and their caliper size.

9.4.1.5 Existing trees to be preserved and their caliper size.

9.4.1.6 Calculation of tree preservation credits in accordance with the Zoning Code.

If	The Caliper of Preserved Tree is	Then	The Total Diameter Breast Height Credited Is
	Over 12 in. DBH		12 in.
	8 - 12 in DBH		8 in.
	5 – 8 in. DBH		5 in.

9.4.1.7 Statement from a certified arborist if any trees to be preserved or removed may be exempt in accordance with the Zoning Code.

9.4.2. Street trees required by the Zoning Code shall be indicated on a site plan, which shall include all of the following:

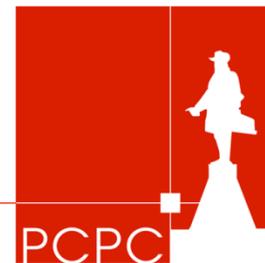
9.4.2.1 Spacing between street trees; and

9.4.2.2 Tree species.

9.5. Additional Submission Requirements for Building Permit Applications in /NCO Districts

At a minimum, an application must include:

9.5.1. A complete Department of Licenses and Inspections Building Permit application form;



- 9.5.2. A narrative describing the proposed work, which may be in the form of a cover letter;
- 9.5.3. Color photographs of existing building elevations to the right and left of the structure or lot at the street-facing elevation and at the rear yard;
- 9.5.4. Six (6) sets of building elevations. Drawings must include notes that describe all existing and proposed building materials. Elevations should be no larger than 11 x 17 and must be drawn to scale;
- 9.5.5. One site plan, one roof plan, and one set of floor plans. Plans should be no larger than 11 x 17 and must be drawn to scale;
- 9.5.6. Applications for demolition must include plans for the post-demolition use; and
- 9.5.7. Any additional information the Commission may request in order to process the application. A materials board displaying all proposed exterior materials for proposed walls, bay windows, door and window frame extrusions, and non-transparent glass may be requested.

10. CIVIC DESIGN REVIEW

10.1. Authority

The Civic Design Review Committee is authorized by the Zoning Code to review zoning permit applications for any development that meets the criteria established therein.

10.2. Civic Design Review Committee

Except where the Commission is acting as the CDR Committee, pursuant to the Zoning Code:

- 10.2.1. The CDR Committee consists of seven members, as set forth by the Zoning Code.
- 10.2.2. A quorum of the CDR Committee shall consist of four members. A majority of the members present at the time of voting is required to issue a CDR Committee recommendation.
- 10.2.3. The CDR Committee shall meet monthly, or as required. Pursuant to the Zoning Code, the CDR Committee shall post web notice of its meetings at least 15 days prior to each meeting.
- 10.2.4. The CDR Committee shall be guided by the Zoning Code and Section 10.6 of these Regulations when reviewing developments required to undergo civic design review as provided in The Zoning Code.



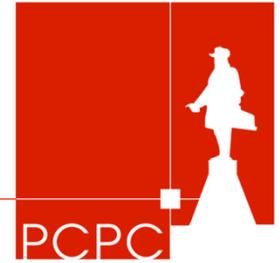
10.3 Recommended Qualifications for CDR Committee Members

The Executive Director may recommend candidates to the Mayor for appointment to the CDR Committee as follows:

- 10.3.1 Each member recommended to serve in the seat designated for an architect or landscape architect should be a certified professional registered in the Commonwealth of Pennsylvania.
- 10.3.2 Each member recommended to serve in the seat designated for an urban design professional or developer should be recognized by peers to possess extensive knowledge of their practice area.
- 10.3.3 The member recommended to serve in the civic association review seat should have (1) experience in architecture, planning, urban design, or development, and (2) experience reviewing development plans on behalf of a community organization. Persons satisfying this criterion may include, but are not limited to, persons who serve or have served on a zoning, land use, or similar committee of a community organization.
- 10.3.4 The Local RCO whose registered boundaries include the Civic Design Review project will select a representative to serve on the CDR Committee.
 - 10.3.4.1 At least one week before the date of the scheduled Civic Design Review meeting for the project, the Local RCO(s) shall nominate a representative to the Executive Director.
 - 10.3.4.2 If there is more than one Local RCO whose boundaries include the project site, the Local RCOs may select up to two representatives.
 - 10.3.4.3 If the Executive Director receives more nominations than there are available Local RCO representative seats, the Executive Director shall select the representative(s) from among the nominees.

10.4. Procedure

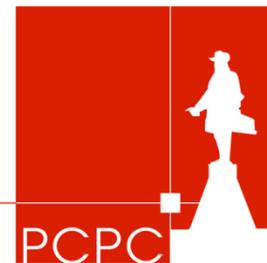
- 10.4.1. The Executive Director shall review the application and determine its completeness pursuant to the submission requirements delineated in subsection 10.5, below. The Executive Director shall forward the completed application to the CDR Committee.
- 10.4.2. The CDR Committee shall keep a summary of its recommendations made at each meeting and shall forward its recommendations to the Executive Director.
- 10.4.3. The Executive Director shall post the recommendations of the CDR Committee on the Commission's website, as required by the Zoning Code.



10.5. Submission Requirements

10.5.1. Applicants must submit a digital .PDF file and 10 bound color copies of the following in 11" x 17" format, except items in subsections 10.5.1.5 through 10.5.1.13 shall not apply to applicants of new master plan districts:

- 10.5.1.1 A site survey indicating the current conditions of the proposed development site conducted by a licensed surveyor or engineer. A plan illustrating the current conditions of the proposed development site. Refer to Section 8.2.3 of these regulations for the information to be included on the site plan.
- 10.5.1.2 Complete Streets Handbook Checklist.
- 10.5.1.3 Photographs of the proposed building site and immediate area and aerial photographs in plan and oblique views.
- 10.5.1.4 Site plan, drawn to a scale where all elements of the streetscape are discernible and the relationship of outside spaces to inside spaces can be understood. The site plan must include all existing street elements such as utility poles, traffic signs, handicapped ramps, fire hydrants, street lights, bollards, benches, bicycle racks, and other street furniture.
- 10.5.1.5 Ground floor plan, drawn to a scale where the relationship of outside spaces to inside spaces can be understood. The ground floor plan must show all building entrances and exits and vehicle loading and unloading areas.
- 10.5.1.6 Landscape plan, drawn to a scale where all elements of the streetscape are discernible and the relationship of outside spaces to inside spaces can be understood.
- 10.5.1.7 Elevations drawn to scale of all sides of the proposed building(s) with all exterior materials labeled.
- 10.5.1.8 Site sections (minimum of two) showing the relationships to adjacent buildings and spaces.
- 10.5.1.9 Perspective renderings (minimum of two views including at least one at street-level perspective). Exterior materials must be depicted in the renderings.
- 10.5.1.10 3D digital or physical massing model that shows the proposed development within the context of surrounding buildings.
- 10.5.1.11 A written summary of intended sustainable design elements.
- 10.5.1.12 A written description of the building materials and their textures and colors. The CDR Committee may request material samples as it deems necessary to evaluate the project.

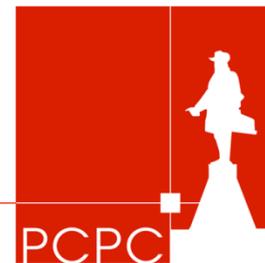


- 10.5.1.13 If applicable, the submissions required to demonstrate compliance with the sky plane controls of the Zoning Code, as provided in subsection 9.3 of these Regulations.
- 10.5.1.14 The Executive Director may request additional materials as he or she deems necessary to assist the Civic Design Review Committee in their evaluation of the project proposal.

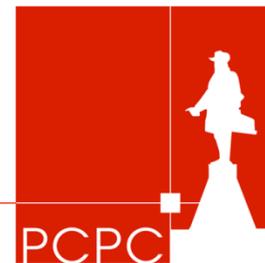
10.6. Review Guidelines

The CDR Committee shall consider the impacts on the public realm in accordance with the Zoning Code. The CDR Committee shall apply the guidelines set forth in this Subsection 10.6 to evaluate each project and to make its advisory recommendation. For reviews of new Master Plan Districts, the guidelines regarding architectural elements of individual buildings or facades may not apply. These CDR Guidelines are intended to supplement the form and design standards in the Zoning Code. Should there be a conflict between the regulations of this Subsection 10.6 and the Zoning Code, the provisions of the Zoning Code shall prevail.

- 10.6.1. General Intent. Civic Design Review is focused on the assessment of the proposed characteristics and quality of the public realm that is an integral part of any large development project. The “public realm” is defined as sidewalks, public spaces, streets, and public and community facilities. In addition, Civic Design Review will address the way in which a large proposed development may have an impact on its neighborhood. The Civic Design Review process does not lend itself to precise quantifiable certainty, requiring members of the CDR Committee to use their professional expertise and judgment in rendering advisory action.
- 10.6.2. Purpose. Projects that are subject to Civic Design Review, pursuant to the Zoning Code, are encouraged to:
 - 10.6.2.1 Enhance the city’s streets and sidewalks, which represent the greatest percentage of its public realm, to function well, and promote vitality and activity;
 - 10.6.2.2 Reinforce desirable urban features found within the surrounding area, such as siting patterns, massing arrangements and streetscape characteristics; and, if appropriate provides buffers and screens between the proposed building(s) and the adjacent area;
 - 10.6.2.3 Maximize the utility of open space, which may be either public or private, and visible to the public;
 - 10.6.2.4 Design site characteristics and building features to help reduce energy use and greenhouse gas emissions, manage stormwater runoff, conserve water and preserve natural habitats;
 - 10.6.2.5 Promote pedestrian interest, safety and comfort by creating attractive and serviceable walkways and pedestrian routes;



- 10.6.2.6 Promote the safe and efficient circulation of bicyclists and motorists;
 - 10.6.2.7 Promote the use of public transit;
 - 10.6.2.8 Integrate accessibility for persons with disabilities; and
 - 10.6.2.9 Minimize the adverse visual impact of vehicular service areas, while providing safe and ample access for emergency and delivery vehicles.
- 10.6.3. The site design of a project is encouraged to:
- 10.6.3.1 Where feasible, re-establish or continue the existing street and sidewalk grid.
 - 10.6.3.2 Maintain adequate sidewalk widths in accordance with the Commission's Pedestrian and Bicycle Plan to ensure pedestrian clear zone widths.
 - 10.6.3.3 Locate surface parking lots behind buildings.
 - 10.6.3.4 Provide vehicular access and access to service areas, such as those from dumpsters, loading docks and mechanical equipment, from smaller service streets or alleys. Landscaping and walls may be used to screen service areas from view.
 - 10.6.3.5 Include clearly defined pedestrian connections from buildings and parking areas to public streets.
 - 10.6.3.6 Incorporate quality public open spaces and pedestrian networks between buildings.
- 10.6.4. The building design is encouraged to:
- 10.6.4.1 Construct buildings to the street line, match the prevailing setback on the block, or set back buildings to accommodate public space.
 - 10.6.4.2 Define building entrances by an easily recognizable architectural element in the façade that leads the pedestrian to an entryway.
 - 10.6.4.3 Maximize ground floor transparency through generous fenestration.
 - 10.6.4.4 Incorporate windows, as well as materials and architectural details, into street-facing building facades to articulate the building in order to provide an interesting pedestrian experience.
- 10.6.5. The parking design is encouraged to:
- 10.6.5.1 Break up surface parking lots into smaller "cells," "pods," or "modules" by buildings, landscaping and pedestrian paths.
 - 10.6.5.2 Provide shared parking and shared driveway entrances and exits whenever possible.



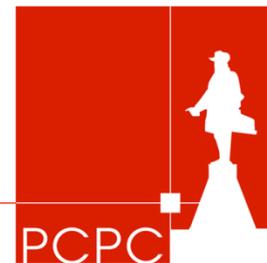
- 10.6.5.3 Construct multi-level parking structures instead of large surface parking lots, where possible.
- 10.6.5.4 Include ground-floor commercial uses in parking structures, where possible. Above-ground screening devices, such as architectural articulation including baffles, screens, and landscaped walls are encouraged.
- 10.6.6. The design of public open space is encouraged to:
 - 10.6.6.1 Be visible from the sidewalk.
 - 10.6.6.2 Include direct access from adjacent streets, allow for multiple points of entry, and where applicable, integrate public transit stops or stations.
 - 10.6.6.3 Incorporate amenities such as benches, seats, tables, fountains, drinking fountains, and interpretive historical markers.
- 10.6.7. The project is encouraged to integrate sustainable design elements that:
 - 10.6.7.1 Reuse the existing building stock when possible.
 - 10.6.7.2 Incorporate existing on-site natural habitats and landscape elements into the project design.
 - 10.6.7.3 Incorporate functional storm water control features such as rain gardens, swales, and green roofs to store, slow and/or reduce rainwater runoff from the site.
 - 10.6.7.4 Site and mass buildings to maximize daylight for exterior spaces and minimize shading on adjacent sites.

11. NOMINATION OF A NEIGHBORHOOD CONSERVATION OVERLAY (/NCO) DISTRICT

11.1. Nomination Criteria

The Executive Director is hereby authorized, on behalf of the Commission, to accept nominations and to make recommendations for /NCO districts. The Executive Director shall not offer a recommendation in support of the creation of the /NCO district unless the proposed district satisfies all of the following criteria:

- 11.1.1. An /NCO shall consist of an area of at least two blocks by two blocks and no more than 25 blocks, unless otherwise authorized by the Executive Director;
- 11.1.2. No portion of the /NCO shall be contained within a historically-designated district on the Philadelphia Register of Historic Places or a district for which notice of proposed designation has been sent pursuant the Zoning Code;



- 11.1.3. At least 70 percent of the /NCO's area must be of residential use and zoned Residential;
- 11.1.4. No more than 20 percent of the /NCO's area shall consist of vacant lots; and
- 11.1.5. The /NCO must possess a consistent architectural character as a result of a concentration of residential buildings of similar character or a continuity established by an overall plan.

11.2. Nomination Process

- 11.2.1. The process to initiate the creation of a new /NCO district is established by the Zoning Code.
- 11.2.2. The party nominating the /NCO shall submit to the Executive Director, as required by the Zoning Code, a map of the proposed /NCO district boundaries and proposed design guidelines for the /NCO district. The nominating party shall also submit a background survey of the proposed /NCO which shall include an existing conditions study for each block with photographs, maps or diagrams, and written descriptions.
- 11.2.3. The Executive Director shall review the nomination materials to determine that the /NCO satisfies the criteria in Subsection 11.1 of these Regulations and the criteria set forth in the Zoning Code. Upon such determination, the Executive Director shall draft a proposed enabling ordinance that would establish the /NCO.
- 11.2.4. Pursuant to the Zoning Code, the Executive Director shall convene at least one public meeting within the /NCO's proposed boundaries.
- 11.2.5. The Executive Director shall forward the proposed enabling ordinance to City Council to be introduced at its discretion.

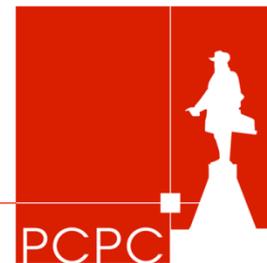
12. REGISTERED COMMUNITY ORGANIZATIONS (RCOs)

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 geographic boundaries of all RCOs and provide contact information for each RCO.

12.2 Qualifying Criteria

- 12.2.1 Registered Community Organizations (RCOs). Except for ward political committees and Pennsylvania municipal authorities that serve as either a neighborhood improvement district management association or special services district per §14-303(11A)(a)(.1) of the Zoning Code, an RCO must meet the

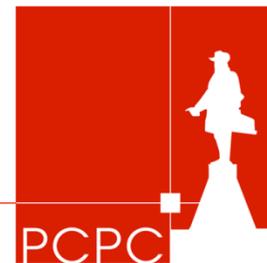


minimum criteria established by §14-303(12)(a)(.2)(.a)(11A) of the Zoning Code. To qualify as an RCO, each organization shall have:

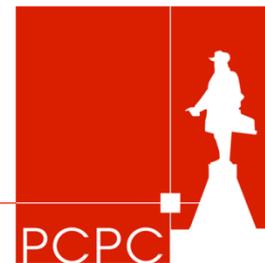
- 12.2.1.1 An adopted statement of purpose concerning land use, zoning, or a similar subject such as planning, development, revitalization, and preservation, as well as rules or bylaws governing organizational operations.
 - 12.2.1.2 A geographic area of concern encompassing no more than 20,000 parcels, as defined by the Philadelphia Department of Records.
 - 12.2.1.3 Boundaries delimiting this geographic area of concern that are consistent with the organization's governing rules or bylaws.
 - 12.2.1.4 Organizational membership drawn from residents, property owners, business owners or operators, or tenants from the organization's geographic area of concern.
 - 12.2.1.5 Leadership chosen by the body at large, with a description of the organization's leadership selection process included in its governing rules or bylaws.
 - 12.2.1.6 Meetings open to the general public and scheduled on a regular basis, but not less than once per calendar quarter. These meetings shall be announced publicly through media such as flyers, newsletters, newspaper notice, electronic or social media.
- 12.2.2 Conflict of Interest. Any RCO submitting a project for zoning approval or employed in a professional capacity in reference to the project shall not serve as an applicable RCO for that project.

12.3 Registration

- 12.3.1 Organizations shall apply for RCO registration with the Commission as specified in §14-303(11A) of the Zoning Code.
- 12.3.2 New Registration Period. The Commission shall accept applications for new RCO registrations requests between June 1st and June 30th of each year, except for the initial registration of RCOs required to implement the RCO provisions of the Zoning Code by March 1, 2014. The term of an RCO registration is two years.
- 12.3.3 Registration Renewal Period. The Commission shall accept applications for RCO registration renewal between June 1st and June 30th of each year. An organization that allows its RCO status to lapse may reapply as a new organization during a subsequent new registration period.
- 12.3.4 New registration and registration renewal submissions must include a completed application form provided by the Commission.

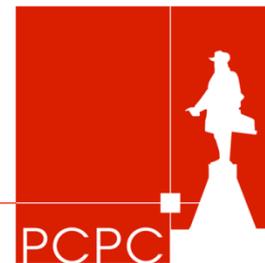


- 12.3.5 New registration and renewal applications for any organization that is not a ward political committee or Pennsylvania municipal authority that serves as either a neighborhood improvement district management association or special services district must also include the following and all supplemental information required in order to be considered complete:
 - 12.3.5.1 The organization's official name and street address.
 - 12.3.5.2 The name of the organization's primary contact person.
 - 12.3.5.3 The name of the organization's representative for the Civic Design Review process.
 - 12.3.5.4 The organization's adopted statement of purpose.
 - 12.3.5.5 The organization's governing rules or bylaws, including the organization's geographic boundaries and a description of its leadership selection process.
 - 12.3.5.6 A description or illustration of the boundaries of the organization's geographic area of concern.
 - 12.3.5.7 The organization's preferred means of notification via e-mail or regular mail, and the provision of an electronic or postal mail address at which the organization is to be contacted.
 - 12.3.5.8 The location and a schedule of the organization's public meetings for its two-year term of registration. All meetings must be announced publicly through media such as flyers, newsletters, newspaper notice, electronic or social media.
 - 12.3.5.9 An example of a notice used by the organization to publicly announce its meetings.
 - 12.3.5.10 The Executive Director may request additional application materials deemed necessary to properly evaluate an RCO registration request.
- 12.3.6 As specified by §14-303(11A)(c) of the Zoning Code, the Executive Director shall notify an organization as to whether its registration request has been granted or denied. If denied, the reason(s) for this action shall be in writing.
- 12.3.7 Organizations whose registration requests have been denied may submit revised or amended applications for reevaluation at the discretion of the Executive Director.
- 12.3.8 An RCO may submit a written request to the Executive Director to correct or update their registration information at any time.



12.4 Meetings with Registered Community Organizations Required by the Zoning Code

- 12.4.1 Commission Notification to Zoning Permit Applicants. Within seven (7) days following an applicant's appeal to the Zoning Board of Adjustment or a Department of L&I finding that Civic Design Review is required, the Commission shall notify the applicant, and copy the District Councilmember and each applicable RCO, of the following:
 - 12.4.1.1 The neighborhood notice and meeting requirements of §14-303(12) of the Zoning Code.
 - 12.4.1.2 Contact information for each RCO whose boundaries include the applicant's property, and the name of the "Coordinating RCO" (see 12.4.2 below concerning the selection of a Coordinating RCO).
 - 12.4.1.3 Contact information for the District Councilmember whose district includes the applicant's property.
 - 12.4.1.4 A list of all property addresses that the applicant must notify per §14-303(12)(b)(.4)(.a) of the Zoning Code.
- 12.4.2 Selection of a Coordinating RCO. If the applicant's property is located within the geographic boundaries of more than one RCO, the Executive Director shall request the District Councilmember to select a "Coordinating RCO" prior to Commission notification of the Zoning Permit Applicant as specified in 12.4.1 above.
 - 12.4.2.1 If a Coordinating RCO is not selected by the District Councilmember within four (4) days of this request, the Executive Director shall select the Coordinating RCO.
 - 12.4.2.2 If there is no RCO whose geographic boundaries include the applicant's property, then the District Councilmember, or an organization designated by the District Councilmember, shall serve as the Coordinating RCO.
- 12.4.3 Zoning Permit Applicant Notification to RCOs and Others. Within ten (10) days following the Commission's notice to an applicant as detailed in 12.4.1 above, the applicant shall notify each applicable RCO, the District Councilmember, the Executive Director, the Zoning Board of Adjustment or Civic Design Review Committee (as applicable), and each property address provided by the Commission to the applicant as specified in 12.4.1.4 above. The content of this notice shall comply with §14-303(12)(d)(.2) of the Zoning Code.
- 12.4.4 RCO Meeting Requirements. As required by §14-303(12)(e) of the Zoning Code, RCO meetings with applicants must be open to the general public. In consultation with the applicant and other applicable RCOs, the Coordinating



RCO shall set the date, time, and place of the public meeting to review the applicant's proposal. The Coordinating RCO shall provide notification to community members and other stakeholders of the date, time, and place of this RCO meeting.

12.4.4.1 The RCO meeting shall be scheduled within 45 days following an applicant's appeal to the Zoning Board of Adjustment or the Department of L&I's finding that Civic Design Review is required.

12.4.4.2 If no RCO meeting is held within the 45 day timeframe, the Coordinating RCO shall submit to the Zoning Board of Adjustment or Civic Design Review Committee (as applicable), the Executive Director, and the District Councilmember, written documentation of efforts made to schedule a meeting with the applicant and why no meeting was held.

12.4.5 Documentation Requirements Following the RCO Meeting. Within seven (7) days following the RCO meeting, the Coordinating RCO shall prepare a "meeting summary form," provided by the Commission, documenting any and all actions taken at the meeting. Other participating RCOs may also submit a meeting summary form. The form shall be submitted to the Executive Director, the Zoning Board of Adjustment or Civic Design Review Committee (as applicable), and the District Councilmember.

12.4.6 Failure to Submit an RCO Meeting Summary Form. The Commission shall notify the Coordinating RCO in writing of its failure to submit a RCO meeting summary form. Three failures by the Coordinating RCO to submit a required meeting summary form during its two-year registration period shall result in the organization's suspension for one year.

13. ENERGY EFFICIENCY AND ENVIRONMENTAL DESIGN IN CONSTRUCTION OF BUILDINGS⁵

13.1. Scope

Pursuant to Subsection (4) of §17-111 of the Philadelphia Code, entitled "Regulations,"⁶ the Commission hereby adopts the following regulations to implement the requirement that every City contract for the design or construction of a large City public works project that, based on the characteristics of the project, is capable of meeting the minimum program requirements for the LEED rating system for New Construction and Major Renovations, and that involves the expenditure of primarily City capital dollars, shall include requirements intended to ensure that the finished product will achieve a silver-level LEED rating.

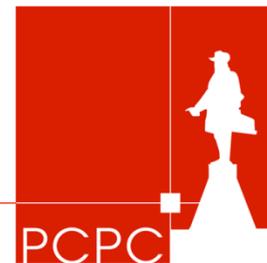


13.2. Administration

- 13.2.1. The primary responsibility for implementation of §17-111 resides with those City departments that write and manage City contracts for the design and construction of large City public works projects. This is consistent with the purpose of §17-111, to improve the City's capacity to design, construct, and operate high performance buildings.
- 13.2.2. All departments that enter into contracts described in Section 13.2.1 hereof shall incorporate appropriate requirements for LEED projects in Requests for Proposals (RFPs), contracts for design services, contracts for construction services, and contracts for other services as necessary for eligible projects. City departments and their contractors shall track and document the ability of a project to achieve a silver-level LEED certification through project milestones such as Budget Call, all stages of design development, construction, and building and systems commissioning.
- 13.2.3. The Commission shall work with other departments to promote compliance with §17-111 through the Capital Program process, including the review of departmental requests and the development of the Recommended Capital Program.
- 13.2.4. The Executive Director shall, upon request from a department, provide informal guidance on whether a proposed project meets criteria that would require compliance with the silver-level LEED rating specified in §17-111.
- 13.2.5. The Executive Director shall convene an advisory group to review submissions from departments for formal consideration by the Executive Director of alternative standards or exceptions for department projects. The advisory group shall include but not be limited to representatives of the applicant department, the Commission, Finance, Law, the Department of Public Property (Capital Program Unit), and the Mayor's Office of Sustainability. Following the review process the Executive Director shall provide the department with a determination, as set forth in Section 13.3.4.
- 13.2.6. The Commission, consistent with the directive of §17-111(5) to prepare and provide to Council an annual summary of the status of City projects that are subject to the terms of §17-111, shall include in its summary those projects that are tracking silver-level LEED certification as well as those that are following alternative standards or exceptions.

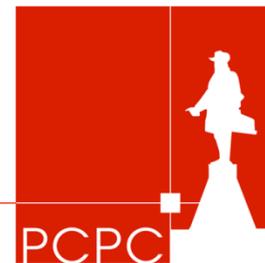
13.3. Alternative Standards or Exceptions

- 13.3.1. A department may submit a request for an alternative standard or exception to the Executive Director and advisory group, with documentation as set forth in Section 13.4, when the department has reason to believe that achievement of silver-level LEED certification by a particular City public works project would be



inconsistent with LEED minimum program requirements and/or in conflict with other City priorities, including but not limited to:

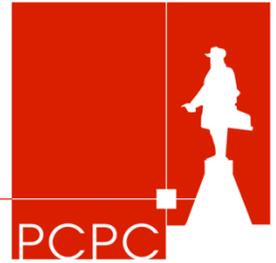
- 13.3.1.1 The use of federal or state funding in connection with a particular project;
 - 13.3.1.2 Historic preservation goals;
 - 13.3.1.3 Overall life-cycle costs of no more than 10% above the expected life-cycle costs of a similar project for which silver-level LEED certification is not sought.
- 13.3.2. Alternative standards or exceptions shall be described in the submission, and considered by the Commission and advisory group, using categories, prerequisites, and credits comparable to those on the project checklist for LEED for new construction and major renovations. The main categories are: sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, innovation in design, and regional priority.
- 13.3.3. Alternative standards or exceptions for a particular project shall be considered in collaboration among the Commission, the contracting department, and the advisory group. Alternative standard options may include one or more of the following:
- 13.3.3.1 City support for a petition to the Green Building Certification Institute (GBCI) to accept alternative performance standards for particular LEED points in the rating system for new construction and major renovation. This is especially important in instances where City or regional standards may be more strict and locally relevant than LEED requirements;
 - 13.3.3.2 Registration and silver-level certification under a more appropriate LEED rating system;
 - 13.3.3.3 Registration and certification at the basic level of the LEED rating system for new construction and major renovation;
 - 13.3.3.4 LEED registration but not certification;
 - 13.3.3.5 Compliance with LEED prerequisites;
 - 13.3.3.6 Compliance with building codes such as the International Green Construction Code; or
 - 13.3.3.7 Compliance in certain categories with a high level of performance under another third party program, such as the Federal ENERGY STAR program.
- 13.3.4. The consideration of alternative standards or exceptions shall proceed as follows:



- 13.3.4.1 Upon receipt of a complete submission (as defined in Section 13.4 hereof), the Executive Director shall forward all materials to the advisory group for the purpose of review. The advisory group shall confer on whether the submission meets the criteria for alternative standards or exceptions.
- 13.3.4.2 If the project requires evaluation of multiple criteria, the Executive Director shall invite the department requesting the alternative standards or exceptions to a meeting at which the plans and criteria will be discussed with the advisory group. At this meeting the department may be expected to answer questions pertaining to project design, funding, and appropriate exceptions or standards. The department may bring experts and additional documentation.
- 13.3.4.3 The advisory group may recommend that the Executive Director endorse alternative standards or exceptions proposed by the department, endorse different alternative standards or exceptions, reject alternative standards or exceptions, or defer a decision in order to obtain more information.
- 13.3.4.4 The Executive Director shall communicate its decision to endorse or reject alternative standards and exceptions in writing to the department and the Director of Finance.
- 13.3.4.5 The Executive Director shall have 60 days from the Commission's receipt of a complete submission requesting alternative standards or submissions (as defined in Section 13.4 hereof) within which to endorse or reject alternative standards or exceptions. If no action is taken by the Executive Director within that time, alternative standards or exceptions proposed by a department shall be deemed endorsed.

13.4. Submission Requirements

- 13.4.1. A submission by a department to the Commission for formal consideration of alternative standards or exceptions shall state the specific LEED minimum program requirements, or LEED categories, prerequisites, and points, with which the department's project is inconsistent or which is in conflict with other City priorities. Submissions shall directly reference the version of the LEED rating system under which the project would seek certification if determined to be eligible and required under §17-111.
- 13.4.2. Five printed copies and one electronic copy of a submission shall be forwarded to the Executive Director, and shall include:
 - 13.4.2.1 A cover letter addressed to the Executive Director;



- 13.4.2.2 A brief narrative of the project, including project ownership, purpose, gross floor area affected by the project, project costs, project funding amounts and sources, and timing or phasing;
 - 13.4.2.3 A copy of the initial RFP, if applicable;
 - 13.4.2.4 Site or floor plans sufficient in detail to describe the location and scope of work involved in the new construction or major renovation;
 - 13.4.2.5 Documentation and justification for potential exceptions or alternate standards proposed by the department;
 - 13.4.2.6 If alternative standards and exceptions were not requested in the initial stages of the project, documentations of the project milestones or stages when it became evident that the requirements for LEED silver-level certification could not be met, and the reasons why alternative standards and exceptions are subsequently proposed; and
 - 13.4.2.7 Any other information which the department considers relevant.
- 13.4.3. After initial review of the submission, the Commission may request additional information.

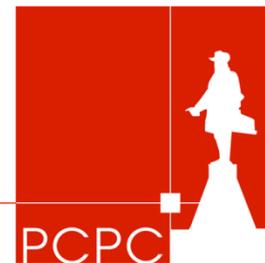
13.5. Appeals

- 13.5.1. The process of project review, and the consideration of potential alternative standards and exceptions, should be collaborative and mutually beneficial for departments, the Commission, and the overall goal of advancing high performance building practices in the City.
- 13.5.2. In the event that a department disagrees with the decision by the Executive Director to endorse or reject alternative standards or exceptions, the Executive Director shall convene a meeting with the department Director or Commissioner, the Finance Director, and the Director of the Mayor's Office of Sustainability, or their designees, to resolve outstanding issues. If a consensus cannot be reached, the final decision as to the applicable standards shall be made by the Commission.

14. REDEVELOPMENT AREA PLANS, PROPOSALS, AND AGREEMENTS

14.1. Blight Certifications and Redevelopment Area Plans

- 14.1.1. Pursuant to the Pennsylvania Urban Redevelopment Law (Act of May. 24, 1945, P.L. 991, No. 385, as amended), the Commission shall designate blight certification areas and adopt a Redevelopment Area Plan for each blight certification area.



14.1.2. The Commission shall update or readopt each Blight Certification and Redevelopment Area Plan, adopted as of the effective date of these Regulations, every ten years. Failure to do so shall not invalidate a plan.

14.2. Review of Urban Renewal Plans

The Executive Director is hereby authorized, on behalf of the Commission, to fulfill the Commission's duties pursuant to the Pennsylvania Urban Redevelopment Law (Act of May. 24, 1945, P.L. 991, No. 385, as amended), to issue recommendations on Urban Renewal Plans and amendments and modifications to Urban Renewal Plans for all or part of a blight certification area, provided that the plan or amendment is consistent with the adopted Redevelopment Area Plan.

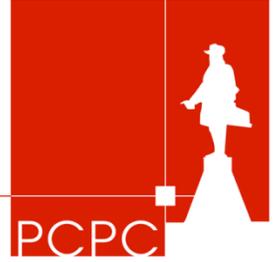
14.3. Review of Redevelopment Proposals and Agreements

The Executive Director is hereby authorized, on behalf of the Commission, to fulfill the Commission's duties pursuant to the Pennsylvania Urban Redevelopment Law (Act of May. 24, 1945, P.L. 991, No. 385, as amended), to issue recommendations on redevelopment proposals and agreements that authorize the acquisition, condemnation, or transfer of property located within a blight certification area, provided that the item:

- 14.3.1. Is consistent with previous Commission approvals for the same property and proposes a use that is consistent with the adopted Redevelopment Area Plan; or
- 14.3.2. Consists of no more than two parcels, each less than 2,000 sq. ft. in size.

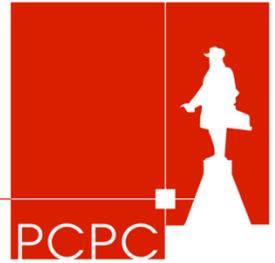
15. DELEGATIONS TO THE EXECUTIVE DIRECTOR⁷

- 15.1 In making recommendations and decisions pursuant to the delegations set out in these Regulations, the Executive Director shall use his or her discretion, based on a review of the subject bill or matter and prior general consultation with the Commission, to determine whether the bill or matter is sufficiently similar to a past approval or recommendation, or of sufficiently minimal impact, as to make the Commission's further review unnecessary. Any approval or recommendation made pursuant to these Regulations shall expressly so note in the approval or recommendation itself.
- 15.2 The Executive Director shall regularly provide the Commission with itemized lists of recommendations and decisions made by the Executive Director on behalf of the Commission pursuant to the authority set forth in these Regulations.
- 15.3 Notwithstanding the delegations set out in these Regulations, the Chair of the Commission may require review and recommendation by the full Commission in any particular case.



16. EXTENSIONS⁸

The Executive Director is hereby authorized, on behalf of the Commission, to grant an extension of up to one year to comply with conditions imposed by the Commission, or in the case of a City Council ordinance when Commission approval is required to extend the term in order to avoid the sunset provisions of an ordinance.



END NOTES

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- 1 From regulation regarding §17-111 of The Philadelphia Code, adopted September 10, 2010.
 - 2 From regulation regarding §17-111 of The Philadelphia Code, adopted September 10, 2010.
 - 3 Revised from Conflict of Interest Regulation, adopted July 13, 1973.
 - 4 From regulations adopted April 21, 2009 regarding delegation of certain Commission powers to the Executive Director and regarding encroachment ordinances that affect the City's Physical Development Plan.
 - 5 From regulation regarding §17-111 of The Philadelphia Code, adopted September 10, 2010.
 - 6 Replaced "Procurement Contracts" with correct title of Subsection 4.
 - 7 From regulations adopted April 21, 2009 regarding delegation of certain Commission powers to the Executive Director and regarding encroachment ordinances that affect the City's Physical Development Plan.
 - 8 From regulations adopted April 21, 2009 regarding delegation of certain Commission powers to the Executive Director and regarding encroachment ordinances that affect the City's Physical Development Plan.