### Sample RCO Zoning committee policies and procedures - Comparison Summary

<table>
<thead>
<tr>
<th>Item of comparison</th>
<th>East Passyunk Crossing Civic Assoc. &amp; Town Watch (EPX)</th>
<th>GENA- Girard Estates Neighbors Association (online)</th>
<th>South Kensington Community Partners (online)</th>
<th>South of South Neighborhood Assoc (SOSNA) (online)</th>
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<tbody>
<tr>
<td><strong>Purpose / Mission:</strong></td>
<td>Planning &amp; Zoning committee mission statement; reviews all applications for variance, certificate, CDR, liquor transfer, etc.</td>
<td>Provide a public forum of discussion &amp; review of all zoning variance applications; provide a means for direct neighborhood input</td>
<td>Zoning Committee purpose to facilitate a public forum for discussion and review of zoning variance requests through community vote for all applications...and convey the vote at ZBA hearings for variance requests.</td>
<td>“Zoning Committee Protocols” – provides a public forum for discussion and review of all zoning variances within the SOSNA area; residents can register their opinion on voting sheets forwarded to Councilperson’s office</td>
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<td><strong>Committee member roles &amp; responsibilities:</strong></td>
<td>Nominated and approved by the Board</td>
<td>Members named; terms, nominated by general membership; approved by Committee</td>
<td><strong>Neutrality;</strong> facilitation at zoning meetings; notifications; monitoring projects re: provisos; attend ZBA hearings; non-voting</td>
<td>9-member Committee appointed by SOSNA Board of Directors; Chair &amp; Vice-Chair; term limits; Chair presides &amp; writes opinion</td>
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<td><strong>Applicant submission requirements:</strong></td>
<td>List of documents that must be submitted (no deadline)</td>
<td>Submit 2 weeks prior; electronic, if hard copies- (9) copies</td>
<td>Submit 1 week prior to DRC meeting; prefer electronic</td>
<td>List of required documents must be submitted min. 10 days prior to mtg; (6) copies</td>
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<td><strong>Decision-making process:</strong></td>
<td>Discussion with opinions of community welcome; straw poll of support or opposition; Committee votes following the public meeting; reviewed by Board</td>
<td>Public comment, Committee deliberates in closed session and votes 4 Positions: Support, Non- Opposition, Deferral, Opposition</td>
<td>Community ballots - 1 per project; 1 vote from DRC; Letter of support, Support with Provisos, Opposition, or Continuance</td>
<td>Attendees (must be resident within area) indicate ‘support’ or “non-support’ on voting sheets; Zoning committee tries to reach consensus on (1) position: Support, Non-opposition, Deferral, Opposition, or No Opinion</td>
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<td><strong>Meeting Procedures:</strong></td>
<td>Chair presides; applicant presents; Committee asks questions, then open to public comment- encourage near neighbors to comment</td>
<td>Chair presides; applicant presents; Committee asks questions, then open to public comment</td>
<td>Outlined for each type of review process; “Proviso process”- conditions to statements of support;</td>
<td>General “Guidelines”; Committee presides and moderates; Committee comments first; option for mediation in the case of “opposition”</td>
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<td><strong>Meeting Notification:</strong></td>
<td>5 days prior to meeting, post flyers in prominent locations; email list, EPX operated internet sites</td>
<td>GENA website, newsletter and South Philly Review; coordinate with other RCOs if property within shared boundaries</td>
<td>Website, weekly e-newsletter, monthly e-newsletter; newspapers; flyers posted at project site &amp; public locations;</td>
<td>Monthly meetings on 3rd Wednesdays; projects to be reviewed posted on website “events calendar”</td>
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Things to consider when reviewing a Zoning Appeal Case:

- Is the area zoned for the type of development proposed?
- Is the proposed business a use that is currently desired or needed in the neighborhood, or is there a sufficient presence of the proposed use already in place?
- Has the RCO reviewed and assessed the project’s site plan, floor plan, permit, basic drawings, and exterior/interior photos?
  - ZBA requires a site plan and or floor plans that shows the exact nature and extent of the variance(s) an applicant seeks
  - Site plan must show front and rear elevation drawings and the relationship to adjacent properties
- Are there any special circumstances or conditions applying to the lot or structure in question that do not generally apply to other lots or structures in your neighborhood?
  - Additional to the special circumstances or conditions, where a Variance is necessary
  - E.g. Balcony, roof deck, signage
- Has the RCO physically or remotely (via internet) visited the site to review the project in context to the surrounding environment? *(highly encouraged by the Planning Commission)*
- Will the Variance be in harmony with any existing or proposed community, neighborhood, or District plans for the area?
- Will the Variance be detrimental to the public health, safety or welfare?
  - Are there components of the project that promote public health, safety or welfare (such as street lighting)?
- Does the owner or applicant have a history of developing (such as commercial businesses, housing, etc.) in the neighborhood or elsewhere?
  - Consider examining the existing conditions of those developments
- Is the Variance for a development that has market-rate, subsidized, or tax abated components?
- Will the new development affect parking and traffic?
- Will the new development have an impact on the density of the area?
- What are the provisions for trash storage and removal? *(Especially consider for commercial and large scale developments)*
- Does the project include American Disabilities Act (ADA) accessible housing?
  - Consider this for your neighborhood if there is a need and if the project is requesting a Variance for Multi-Family use or Commercial Mixed use