

- If a project has been completed (illegally) and then back tracks- to do it correctly- ZBA denies or dismisses- how is it then enforced?
  - This is enforced by L+I.
- What steps can an RCO take if a developer builds a project that does not conform to the plan proposed as far as heights, open air, and set backs are concerned?
  - The RCO should let L+I know.
- What resources do residents have when they are negatively affected by projects? Regardless of whether they have been approved to build the project? (damage to property, etc.)
  - You will most likely have to work with the property owner whose property damages yours in private discussions, contracts, and/or litigation.
- I did not understand presentation began with point of view of developer, then went to RCOs.
  - We organized the presentation to give background information about zoning and zoning variances first, because understanding that is necessary to understand what an RCO is.
- I would like to be notified of all RCO and citizens input on development. How can I sign up for trainings?
  - If you are currently registered as an RCO, you should receive notification from other RCOs in your area when they send their meeting summary template to the ZBA. You cannot receive notification of input from RCOs that are not in your area. To hear about citizen input into zoning board cases, be sure to attend the meetings organized by the Coordinating RCO, who may also be your local civic group or CDC.
- How long does it take for a developer to receive a refusal? (A meeting was held with the developer. The RCO is waiting for them to let us know they received the refusal; how long does that take?)
  - It depends on the L+I Plans Examiner.
- Does the ZBA now rely on the Planning Divisions area designation codes versus the Architect's drawings as they relate to the project development and the project's relationship to the neighborhood?
  - The ZBA uses both an architect's drawings and plans, Planning Commission input and the base zoning district to make their decisions, among other factors such as testimony from RCOs, the community, and the Councilperson's office.
- Is the L+I examiner required to visit a site prior to an approval particularly if they (he/she) is not familiar with an area or the area's zoning code?
  - Examiners do not leave the office for reviews. They are well-versed in the zoning code in any area of the City and applicants are required to deliver any documents that they need to make their determinations. There are some items in the zoning code that require a contextual decision to be made in the permit evaluation process, in these cases, the applicant must provide evidence for surrounding context or the application is referred to the Planning Commission for location analysis.
- What steps do you take if applicant does not comply with ZBA/L+I and/or community? Is there a timeline for complaints?
  - There are a number of steps you can take:
    - Notify the ZBA if the applicant has not properly notified the community about their case, or if there are other relevant considerations for the hearing
    - Notify L+I if the applicant is doing work without permits or is not adhering to provisos set forth by the ZBA
    - Notify your Councilperson about your concerns
- What happens when they do not post the signs (notices within 21 days)?
  - Take photos to document this and notify the ZBA at [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov). If you can, attend the ZBA hearing and testify that the applicant did not properly notify the community.
- What happens when that notice is not at eye level? Or at front/rear of property?

- Take photos to document this and notify the ZBA at [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov). If you can, attend the ZBA hearing and testify that the applicant did not properly notify the community. Posting notice at the rear of a property is not required unless it fronts a street.

1. Does coordinating RCO have to hold a public meeting?
  - a. Yes, unless all RCOs agree not to hear the case, which is rare.
2. Why are there overlapping boundaries?
  - a. Our Code and regulations do not have language that restricts overlap, so RCOs are allowed to cover the same geographic area.
3. How can you remove RCO status if not doing job?
  - a. There is language in the Code allowing the Planning Commission to suspend RCOs if they are found to be in violation of PCPC regulations.
4. RCO notification status- required of developers?
  - a. Applicants are required to notify all neighbors within 250' feet of their property about the RCO meeting and the ZBA hearing.
5. Is re-registration different?
  - a. Re-registration is not different than registration in that the process is the same. Since the 2016 registration, there are new requirements for Wards. Wards must submit a notice of a public meeting and schedule of their public meetings.
6. SLAPP suits?
  - a. There is legislation that has been introduced in Council, Bill No. 180504 that would allow the city to assist RCOs with Directors and Officers Insurance to protect them again SLAPP suits.
7. How does ZBA weigh RCO input?
  - a. This is a question for the ZBA. RCO input is weighed by the ZBA as evidence in the hearing of the appeal. It is important to give the ZBA as much information as community's have about a case and the meeting that has been held so that the ZBA can use this along with the testimony at the hearing and other pieces of evidence that are submitted.