



2018 RCO Registration & Operations Workshop

Table of Contents

- 1. Community Organizations and RCOs.....1**
 - What’s an RCO?
 - Why does Philadelphia have RCOs?
 - Application Requirements
 - Tips for Holding a Successful Meeting
- 2. Process Timeline.....4**
 - From Appeal Date to ZBA hearing or CDR Committee
- 3. RCO Procedures and Responsibilities5**
- 4. Templates for Zoning Applicants6**
 - Templates for Zoning Applicant**
 - 1. Notice from Zoning Applicant to RCOs and Neighboring Property Owners..... **7**
(Coordinating RCO **has** scheduled a public community meeting)
 - 2. Notice from Zoning Applicant to RCOs and Neighboring Property Owners..... **8**
(Coordinating RCO **has NOT yet** scheduled a public community meeting)
- 5. Meeting Summary Form Template9**
- 6. Contact Information.....10**
 - Philadelphia City Planning Commission
 - Zoning Board of Adjustment
 - Civic Design Review Committee
 - City Council District Offices
- 7. Online Resources.....11**
 - Planning & Zoning websites and Researching Property Ownership

Additional Handouts:

- I Zoning and Use Variances, Step-by-Step: From Application to Approval**
- II Zoning Committee Policies and Procedures: Examples and Guidance**
- III The Building Blocks of Philadelphia**
- IV Philadelphia City Code (§ 14-303, Subsections (11A) and (12))**
- V Planning Commission Regulations (Section 12)**
- VI RCO Application Form, including RCO and Applicant Rights & Responsibilities**

1. Community Organizations and RCOs

What's an RCO?

Philadelphia is a city of neighborhoods. Strong community groups help neighbors obtain and share information and support cooperative networks and efforts to improve the quality of life in these neighborhoods. Having an organized community group also allows a neighborhood to be represented more effectively with local government.

Community organizations can be involved with a great variety of issues such as social services, clean-up campaigns, and community gardens, to name a few. Community organizations that are concerned with the **physical development** of the community can become a “**Registered Community Organization**” (**RCO**) in order to receive early notification of zoning cases occurring within their stated boundaries.

Why does Philadelphia have RCOs?

The RCO framework was written into the Zoning Code with the intention of providing a standard and predictable method for community input on development projects throughout the city. This framework establishes the criteria for becoming an RCO and delineates the relationships between RCOs, City Council, and the City Planning Commission. Most importantly, the Zoning Code outlines a specific set of responsibilities and procedures to which RCOs and applicants must adhere prior to hearings by the Zoning Board of Adjustments (ZBA) and Civic Design Review (CDR) Committee.

Remember, ANYONE can testify at a Zoning Board of Adjustment (ZBA) hearing about any particular development project. You don't have to participate in the RCO process to weigh in.

Application Requirements

With the exception of Ward Committees and Neighborhood Improvement Districts (NIDs) or Special Service Districts (SSDs)*, RCOs must meet **all** of the following criteria:

1. Has an adopted statement of purpose for the organization concerning land use, zoning, development, or preservation

A “statement of purpose” could be the same as the organization’s mission statement. This statement should be available for the general membership to see, such as posted on a website.

2. Has a geographic area with no more than 20,000 parcels

Planning Commission staff will assist organizations with this calculation. Organizations that identify geographic boundaries exceeding this size will be asked to reduce their stated boundaries.

3. Has governing rules that include a description of geographic boundaries, a description of its leadership selection process, and a definition of its membership that does not discriminate against any group protected under the Philadelphia Fair Practices Ordinance

Governing rules or bylaws describe the organization’s structure and procedures. Common issues included are the following: categories of membership and dues; leadership positions, terms, and how they are elected; responsibilities of committees; how meetings are conducted; and how governing rules are changed. The geographic boundaries of the organization’s concern are usually stated as street names and their intersections, but may also use other features such as railways or bodies of water. Boundaries *cannot* be based on street addresses, such as “both sides of X Street,” such that the drawn boundary would run mid-block.

4. Conducts open meetings on a regularly scheduled basis

Well-organized community groups hold regularly scheduled meetings in order to maintain communication and increase awareness of issues in the community. A publicly-available schedule also increases membership attendance. Many organizations in Philadelphia meet once a month. The prospective RCO needs to provide either specific meeting dates, or a recurring predictor of regular meetings, such as “first Tuesday night of each month.” RCOs must meet a minimum of once per quarter and must be available to convene a timely meeting to review ZBA or CDR cases year-round.

5. Publicly announces its meetings through media such as flyers, newsletters, newspaper notice, or electronic/social media

The organization needs to show evidence of notifying its membership and the public of upcoming meetings. A meeting calendar on the organization’s website is a useful way to keep membership updated of scheduled meetings. Other ways to distribute meeting notices include newspaper ads, email blasts, flyers and social media.

6. Has leadership chosen by the membership of the body at large.

A description of how leadership is selected should be in the organization’s governing rules. RCOs will be asked to provide the positions of leadership, the names of the individuals who fill each position, and a description of how these positions are filled.

Once accepted, an organization’s RCO status will be valid for **2 years**.

* Ward Committees must be recognized by their party and have boundaries that match those of the entire Ward, and must submit #4 and #5. NIDs and SSDs must submit the ordinance establishing their existence. No other supporting documentation is required.

Tips for Holding a Successful Meeting

Operating successfully as Registered Community Organization requires the convening of well-organized, open, meaningful, and civil meetings. If participants do not feel that their time was well spent, they are unlikely to remain engaged and the organization may lose respect or standing within the broader community. **In general, good meetings have the following factors in common:** (from: *“How to Build An Effective Neighborhood Association”*, published by the Neighborhood Resource Center.)

- Advance preparation
- An agenda (appropriate for the desired outcome)
- A leader with a positive attitude
- An agreed upon starting and ending time
- All stakeholders present
- Adequate information
- Clear decisions made, with next steps identified.

The distribution of a sign-in sheet is good practice so attendees can share their contact information

Sample Agenda:

1. Call to Order
2. Introduction and Announcements
3. Approval of Minutes from Previous Meeting
4. Committee Reports
5. Guest Speaker Presentations
6. Unfinished Business
 - Unfinished business item 1
 - Unfinished business item 2
7. New Business
 - New business item 1
 - New business item 2
8. Adjourn

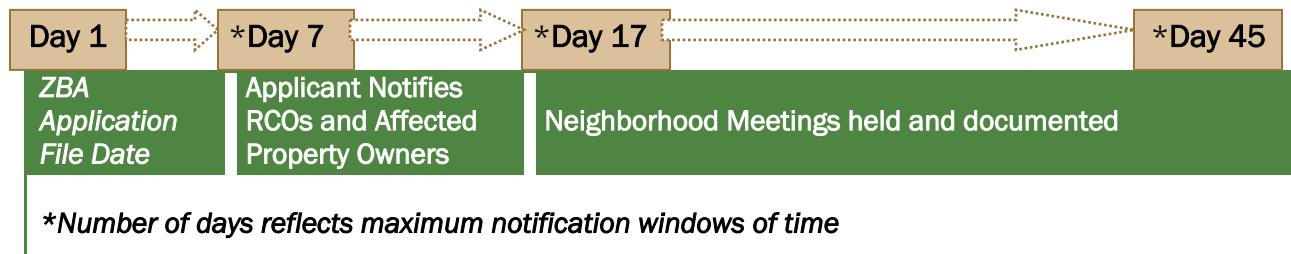


RCO Meetings

Committees play a critical role in organizations. Standing committees for RCOs often include a Zoning Committee, which is responsible for the review of development projects and zoning appeals. Many organizations seek local professionals with expertise in planning and economic development to serve on committees, which is why it's important for an organization to seek a diverse membership.

In cases where a project's location falls within more than one RCO's boundaries, the District Council office will select the RCO that will act as a **“Coordinating RCO”**. This RCO will be responsible for scheduling and convening the public meeting regarding the applicant's proposal in coordination with all other RCOs whose boundaries overlap the project location. The Coordinating RCO is also responsible for recording the findings of the meeting and distributing them.

2. Process Timeline



Day 1: The date that a zoning Applicant files an application to appear before the **Zoning Board of Adjustment - ZBA**. *[In the case of Civic Design Review, the date that L&I informs the applicant that CDR is required.]*

Day 7: Deadline for Planning Commission to provide notification information to the zoning applicant. This includes

- 1) Contact information for affected RCOs and for the district councilmember whose district includes the property;
- 2) A list of affected properties (within 250' of the property line);
- 3) Template forms to be used by the applicant to notify these properties;
- 4) The Project Information Form (PIF) submitted by the applicant; and
- 5) A copy of the refusal generated by L+I (when available).

Day 17: Deadline for Applicant to contact affected RCOs to schedule a meeting and to provide written notification to affected RCOs, affected surrounding property occupants, the District Council office, and, if applicable, the ZBA.

Day 45: Deadline for the public meeting to be held and documented.

The ZBA or CDR Committee will hear the case after

- They have received a meeting summary or letter of explanation from the Coordinating RCO, **OR**
- The applicant contacted the Coordinating RCO to schedule a public meeting within 10 days of receiving notice from the City Planning Commission AND if no meeting has been held, has documentation of having made a good faith effort to schedule a meeting with the Coordinating RCO AND 45 days have lapsed since the Applicant filed the appeal to the Zoning Board or was notified that the project requires Civic Design Review.

3. RCO Procedures and Responsibilities

Coordinating RCO Selection Procedure

- In cases where a given parcel is within the boundaries of only one RCO, that RCO will be assigned the responsibility of coordinating a public meeting.
- In cases where a given parcel is not within the boundaries of any RCOs, the relevant District Council office will coordinate a public meeting or select a nearby organization (RCO or otherwise) to do so.
- In cases where a given parcel is within the boundaries of multiple RCOs, the relevant District Council office will designate one or more as Coordinating RCO.

Coordinating RCO Responsibilities

- The Coordinating RCO is responsible for either holding a public meeting or coordinating with other affected RCOs to convene the public meeting.
- The **Coordinating RCO is responsible for ensuring that ALL affected RCOs are consulted** during the scheduling of the public meeting
- The Coordinating RCO is responsible for ensuring that a written summary of the meeting is sent to the City Planning Commission (RCO.Notification@phila.gov), and the relevant District Council office (contact info provided on the notification letter to the applicant from the City Planning Commission), and the ZBA (RCOZBA@phila.gov) and/or Civic Design Review Committee, as applicable.
- If no meeting was held, an explanation as to why not and written documentation of the efforts made to schedule the meeting must be provided.

Non-Coordinating RCO Rights

- Affected RCOs who are not selected as Coordinating RCO are entitled to be informed of, attend, and participate in the public meeting convened by the Coordinating RCO.
- All RCOs, including those whose boundaries do not include the given parcel, are entitled to send a letter for consideration by the ZBA.

RCO Meeting Requirements

- The Coordinating RCO MUST offer the applicant a meeting date that is within 45 days of the application, regardless of the RCO's regular meeting schedule or other requests made of the applicant.
- RCOs cannot demand that applicant pay any fees or make any other contributions in order for a meeting to be held.
- Notice must be posted and delivered to affected addresses in advance of the public meeting. RCOs are asked to notify the ZBA if this requirement is not met by the applicant so that the case can be continued and another meeting held.

RCO Obligations

- RCOs must fulfill the procedural requirements and responsibilities of the Zoning Code and the Commission Regulations. Failure to do so may subject organizations to penalty, including suspension or revocation of the organization's RCO registration. Please see section of 12.5 of the Commission Regulations for more information.

4. Templates for Zoning Applicants

The following pages are suggested letter templates for Zoning Applicants.

The Planning Commission staff will provide zoning applicants with the contact information for all parties they must notify. This includes:

- Each applicable RCO including the RCO that acts as the “Coordinating RCO”, which is responsible for scheduling and hosting the public meeting
- Each property owner within 250 ft of the subject property. (Notification must be via regular mail or hand delivery.)
- The District Councilmember
- The Zoning Board or Civic Design Review Committee, as applicable.

Templates suggested for Zoning Applicant:

1-Notice from Zoning Applicant to RCOs and Neighboring Property Owners
(Coordinating RCO **Has** scheduled the public community meeting)

2-Notice from Zoning Applicant to RCOs and Neighboring Property Owners
(Coordinating RCO **Has Not Yet** scheduled the public community meeting)

TEMPLATE 1 –Notice from Zoning Applicants to RCOs and Neighboring Property Owners
(Coordinating RCO **Has** Scheduled the Public Community Meeting)

[Name of Applicant]
[Address of Applicant]
[City, State ZIP Code]

[Date]

Re: *[Property Address]*

ZBA Appeal File Date: _____
OR
CDR Referral Date: _____

Dear Registered Community Organization or Property Owner:

This is a notification of a **PUBLIC MEETING** to discuss the project described below. All Registered Community Organizations that have geographic boundaries containing the project property and all community members are welcome to attend.

Property Description:

[Add a description of the property by general vicinity, street address, size, nearest cross street, and the zoning district in which the property is located.]

Project Description:

[Add a description of the nature, scope, and purpose of the application. If the hearing is a Zoning Board of Adjustment hearing, describe the type of special exceptions and variances being sought. Indicate where copies of the zoning application and any related information can be obtained.]

Summary of Refusal: *[Summarize or Attach a copy of refusal]*

[Insert Name of Coordinating RCO] as Coordinating RCO has scheduled a **PUBLIC MEETING** in advance of a public hearing to discuss the project at the following date, time and location:

Public Meeting Date & Time: *[Date] [Time]*

Location: *[Address, City, State ZIP Code]*

Please review the zoning posters for the date of the **PUBLIC HEARING** to be held by the City of Philadelphia *[Zoning Board of Adjustment or Civic Design Review Committee]* located at 1515 Arch Street, 18th Floor, Philadelphia, PA 19102 on the issue.

For reference, contact information for all affected Registered Community Organizations and the District Councilperson is provided as follows:

[District Council Office contact information]

[Each Registered Community Organization's contact information]

[The following sentence must be included and worded as follows.] If you have received this notice as the owner, managing agent, or other responsible person at a multi-unit building, you are requested to post this notice at a prominent place in a common area of your building.

Sincerely,
Name of Applicant

[The law requires that the following receive copies of this notification]

cc: District Council Office contact

Planning Commission - rco.notification@phila.gov

Each affected RCO including the Coordinating RCO

ZBA- rcozba@phila.gov or Civic Design Review Committee- cdr@phila.gov *[as applicable]*

TEMPLATE 2 – Notice from Zoning Applicants to RCOs and Neighboring Property Owners
(Coordinating RCO **Has Not Yet** Scheduled the Public Community Meeting)

[Name of Applicant]
[Address of Applicant]
[City, State ZIP Code]

[Date]

Re: [Property Address]

ZBA Appeal File Date: _____ OR CDR Referral Date: _____

Dear Registered Community Organization or Property Owner:

This is a notification of an upcoming **PUBLIC MEETING** to discuss the project described below. All Registered Community Organizations that have geographic boundaries containing the project property and all community members are welcome to attend.

Property Description:

[Add a description of the property by general vicinity, street address, size, nearest cross street, and the zoning district in which the property is located.]

Project Description:

[Add a description of the nature, scope, and purpose of the application. If the hearing is a Zoning Board of Adjustment hearing, describe the type of special exceptions and variances being sought. Indicate where copies of the zoning application and any related information can be obtained.]

Summary of Refusal: [Summarize or Attach copy of refusal]

[The following sentence must be included and worded as follows.] A public meeting to discuss this proposal will be convened by [Insert Name of Coordinating RCO], but the date, time, and place of that public meeting has not yet been set. Please contact [Insert Name of Coordinating RCO] or your District Councilperson for more information about the public meeting.

Please review the zoning posters for the date of the **PUBLIC HEARING** to be held by the City of Philadelphia [Zoning Board of Adjustment or Civic Design Review Committee] **located at** 1515 Arch Street, 18th Floor, Philadelphia, PA 19102 on the issue

For reference, contact information for all affected Registered Community Organizations and the District Councilperson is provided as follows:

[District Council Office contact information]

[Each Registered Community Organization's contact information]

[The following sentence must be included and worded as follows.] If you have received this notice as the owner, managing agent, or other responsible person at a multi-unit building, you are requested to post this notice at a prominent place in a common area of your building.

Sincerely,
Name of Applicant

[The law requires that the following receive copies of this notification]

cc: District Council Office contact

Planning Commission - rco.notification@phila.gov

Each affected RCO including the Coordinating RCO

ZBA- rcozba@phila.gov or Civic Design Review Committee- cdr@phila.gov [as applicable]

5. Meeting Summary Form Template

[Coordinating RCO Name]
[Coordinating RCO Address]
[Coordinating RCO City, State ZIP Code]

[Date]

Frank DiCicco
Chair, Zoning Board of Adjustment
1401 John F. Kennedy Boulevard – 11th Floor
Philadelphia, PA 19102

Re: RCO Meeting Summary Form

[Calendar No. of ZBA Case]
[Zoning Application No.]
[Project Address]
[Hearing Date and Hearing Time]

Dear Mr. DiCicco:

Below is summary of a public community meeting held regarding the above-referenced zoning proposal.

Final Position Taken by Coordinating RCO is one of:

- Support
- Oppose
- Non-Opposition
- Did not reach agreement on the application

Vote Count(s) *[as applicable]*

	RCO Board/Committee	Affected Addresses	All Meeting Attendees
<i>Support</i>			
<i>Oppose</i>			
<i>Non-Opposition</i>			

Date of Meeting:

Location of Meeting:

Participating RCOs:

Number of Attendees:

Letter with Explanation of/Rationale for Position Attached? *[Y/N]*

Sincerely,
Coordinating RCO representative

[The law requires that the following receive copies of this summary]

cc: *District Council Office contact*
Planning Commission - rco.notification@phila.gov
Each affected RCO including the Coordinating RCO

6. Contact Information

PHILADELPHIA CITY PLANNING COMMISSION

1515 Arch St, 13th Floor
Philadelphia, PA 19102
RCO@phila.gov
Tel: 215-683-4612
Fax: 215-683-4630

ZONING BOARD OF ADJUSTMENT

Boards of Administration
1401 John F. Kennedy Blvd – 11th Flr
Philadelphia, PA 19102
Tanya.sunkett@phila.gov
Hours: M-F 8:30am - 4:00pm
Tel: 215-686-2573
Fax: 215-686-2565

CIVIC DESIGN REVIEW COMMITTEE

1515 Arch St, 13th Floor
Philadelphia, PA 19102
CDR@phila.gov
Tel: 215-683-4615
Fax: 215-683-4630

CITY COUNCIL DISTRICT OFFICES

First District

Councilman Mark Squilla
City Hall, Room 332
Philadelphia, PA 19107-3290
(215)686-3458, (215)686-3459
Fax: (215) 686-1931

Second District

Councilman Kenyatta Johnson
City Hall, Room 580
Philadelphia, PA 19107-3290
(215) 686-3412, (215) 686-3413
Fax: (215) 686-1932

Third District

Councilwoman Jannie Blackwell
City Hall, Room 408
Philadelphia, PA 19107
Phone: 215-686-3418/3419
Fax: 215-686-1933

Fourth District

Councilman Curtis Jones Jr.
City Hall, Room 404, Philadelphia, PA
(215) 686-3416, (215) 686-3417
Fax: (215) 686-1934

Fifth District

Council President Darrell L. Clarke
City Hall, Room 313
Philadelphia, PA 19107-3290
(215) 686-3442, (215) 686-3443
Fax: (215) 686-1901

Sixth District

Councilman Bobby Henon
City Hall, Room 484
Philadelphia, PA 19107-3290
(215) 686-3444, (215) 686-3445
Fax: (215) 686-1935

Seventh District

Councilwoman Maria D. Quiñones-Sánchez
City Hall, Room 592
Philadelphia, PA 19107-3290
(215) 686-3448, (215) 686-3449
Fax: (215) 686-1936

Eighth District

Councilwoman Cindy Bass
City Hall, Room 594
Philadelphia, PA 19107-3290
(215) 686-3424, (215) 686-3425
Fax: (215) 686-1937

Ninth District

Councilwoman Cherelle Parker
City Hall, Room 577/584
Philadelphia, PA 19107-3290
(215) 686-3454, (215) 686-3455
Fax: (215) 686-1938

Tenth District

Councilman Brian J. O'Neill
City Hall, Room 562
Philadelphia, PA 19107
(215) 686-3422
Fax:(215) 686-1939

7. Online Resources

Planning Commission related:

Philadelphia City Planning Commission- <http://www.phila.gov/cityplanning> . You will find many links there on different types of plans, project reviews, zoning resources, as well as downloadable reports, guides, and neighborhood plans.

Click on top tab—“Project Reviews” to find resources for “Zoning”, Civic Design Review”, “Regulations” and “Registered Community Organizations”.

“Zoning” tab: "Zoning Code Information Manual Quick Guide" provides illustrative examples for each zoning district, basic measurements and standards, and categories of allowed uses.

“Registered Community Organizations (RCO)” link- Find zoning links to zoning maps and RCO boundaries and contact persons.

Click on top tab—“Plans” to find links to District Plans, Pedestrian & Bicycle Plan, Central Delaware Master Plan, Lower Schuylkill Master Plan, Community Plans and more.

Philadelphia 2035- <http://phila2035.org>

Website hosted by Planning Commission staff to find information about “Philadelphia2035: the Comprehensive Plan” and the status of the **18 District Plans** being done since 2012.



Citizens Planning Institute

<http://citizensplanninginstitute.org/> The Citizens Planning Institute’s mission is to empower citizens to take a more effective and active role in shaping the future of their neighborhoods and of Philadelphia, through a greater understanding of city planning and the steps involved in development projects. Six-week course sessions are held twice a year and are filled through an application process

More Zoning:

The Philadelphia Code— <http://www.amlegal.com/library/pa/Philadelphia.shtml>

The American Legal Publishing Corporation publishes the Official Philadelphia Code. This website provides access to **all titles** of the Philadelphia Code, including the Zoning Code, Title 14 of the Philadelphia Code.

Zoning and RCO Maps—<https://openmaps.phila.gov/> On Open Maps' homepage, a bar will appear at left with different information you can find out about the property. Scroll to "Registered Community Organizations (RCO)" to see all the RCO boundaries. Click on "Zoning Base Districts" to see the zoning districts in the area of the property you are interested in.

Property Information—<https://atlas.phila.gov/> When you load this website, a map will appear. Click on the map or enter an address into the search bar to see more information about property. You can find information about property assessments, deeds, L&I permits, Zoning, and more.

Licenses and Inspections- <http://www.phila.gov/LI>

“Zoning” tab includes a checklist of when zoning approval is needed. “Appeals” tab shows a calendar where you can click on the specific type of hearing you want more information about on that date—such as ZBA cases being heard. Also searchable by property address.

Other Philadelphia City sites:

City of Philadelphia government home page

<http://www.phila.gov>

City departments, City Council

City Council Website

<http://www.phlcouncil.com>

Information on your District Councilperson

Business Services Portal

<http://business.phila.gov>

Provides all the information you need from the City to start or grow your business. Incorporates interactive features that allow business owners to apply for licenses, pay taxes, and conduct other business with the City.

Philadelphia police crime maps and statistics

<http://www.phillypolice.com/crime-maps-stats/index.html>

Department of Housing and Community Development (DHCD)

<http://www.phila.gov/dhcd/>

Housing initiatives, housing programs and residential developments

Philadelphia Redevelopment Authority (PRA)

<http://www.philadelphiaredevelopmentauthority.org>

Neighborhood stabilization, low-interest loans, properties for sale

Interactive Philadelphia Property Sales site- select city-owned property and apply to buy; find information on selected properties for competitive bidding by all city agencies

Other good sites:

PlanPhilly

<http://planphilly.com/>

News, issues and participation (WHYY/newsworks.org)

Philadelphia Association of Community Development Corporations (PACDC)

<http://www.pacdc.org/>

News, policy issues, list of member organizations

American Factfinder (census data)

<http://factfinder.census.gov/>

Searchable data provided by the Bureau of the Census

TRF (The Reinvestment Fund) Policymap

<http://www.policymap.com/>

Demographics, real estate data, city crime rates, health data
Data on schools, housing, employment, energy, and public investments

Google Maps and Google Earth

<http://maps.google.com/> and <http://www.google.com/earth/index.html>

Street maps, aerial photos, and street view with photos of properties

Everyblock Philadelphia

<http://philly.everyblock.com>

Philadelphia historic photo archive

<http://www.phillyhistory.org/PhotoArchive>

Greater Philadelphia GeoHistory Network

<http://www.philageohistory.org>

Philadelphia historic maps and land use dating back to 1808 overlaid on top of Google Maps

Researching Property Ownership:

1. Office of Property Assessment database: current assessments, address, name of last recorded owner and date of last recorded deed or transfer:
<http://www.phila.gov/OPA/Pages/PropertyInformation.aspx>
2. If owner lives elsewhere, find the deed which may contain an address at the Department of Records.
3. For apartment buildings and commercial properties, speak directly to property manager or tenants.
4. Also try Water Department's stormwater billing program—most accurate addresses:
www.phila.gov/water/swmap/
5. If owned by the city (1 of 4 agencies), go to <http://www.philadelphialandbank.org/> to find listing of parcels for sale.

Finding ZBA Appeals:

1. <http://www.phila.gov/li/zoning-appeals/>
2. Filter under "Regions" to show by Council District, Planning District, or RCO
3. Click on listings to find detailed info about cases. Date and time of hearing, address, and appeal number are listed

Handout I: Zoning and Use Variances, Step-by-Step: From Application to Approval

Why seek a variance?

Process: Initial Application

Process: Notification

Process: RCO Meeting

Process: ZBA Hearing

Example

1

DIMENSIONAL AND USE VARIANCES, STEP-BY-STEP

From Application to Approval *Updated 5/25/17*

Why seek a variance?

2

- **Dimensional (zoning):** Building design does not conform to dimensional standards
 - Open Space
 - Set-backs
 - Height or Floor-Area-Ratio
 - Lot Size

Why seek a variance?

3

- **Use:** Proposed use is not permitted
 - Classes of use (e.g. residential, commercial, industrial)
 - Specific uses (e.g. multi-family housing, bars/restaurants, auto repair)
 - Parking (# of spaces, type, location, and access)
 - Fences (height and transparency)
 - Landscaping (trees, screening from parking)

- **Special Exception:** Proposed use requires review
 - Same process as a use variance, lower standard of review by ZBA

Process: Initial Application

4

- 1) **Applicant submits application to L+I**
 - L+I may request additional information before making a decision

- 2) **L+I approves or issues a refusal or referral**
 - Refusals require variances; referrals require special exceptions
 - Applicant can request second review by L+I

- 3) **Applicant submits petition to appeal to ZBA, including Project Information Form (PIF)**

- 4) **L+I sends appeal info to PCPC; PCPC contacts the office of the District Councilperson**

Process: Notification

5

- 5) **PCPC sends information to applicant and Registered Community Organization (RCO)**
 - ▣ Must occur within 7 days of appeal
 - ▣ Identifies Coordinating RCO (selected by District Council) and other affected RCOs (if any)
 - ▣ Identifies affected properties that need to be notified
 - ▣ Provides a copy of the PIF, which may include additional information about the project
- 6) **Applicant contacts affected RCOs**

Process: Notification

6

- 7) **Coordinating RCO sets meeting**
 - ▣ Date/time/location determined in consultation with other affected RCOs
 - ▣ Coordinating RCO must make meeting available within 45 days of appeal, **unless applicant fails to deliver notice within 10 days of PCPC notice.** In such cases, the meeting must be within 45 days of that notice being delivered.
- 8) **Applicant distributes written notice to affected addresses**
 - ▣ Applicant must complete within 10 days of PCPC notice, regardless of whether meeting date is set

Process: RCO Meeting

7

9) **RCO meeting is held**

- *Applicant is required to attend one RCO meeting; additional meetings are purely voluntary by the applicant*
- Meeting cannot be held until after applicant delivers notice to affected addresses

10) **RCO sends meeting summary to ZBA**

- Must include summary of events of meeting and should indicate position of RCO (support, opposition, or non-opposition).
- Must include meeting summary form

Process: ZBA Hearing

8

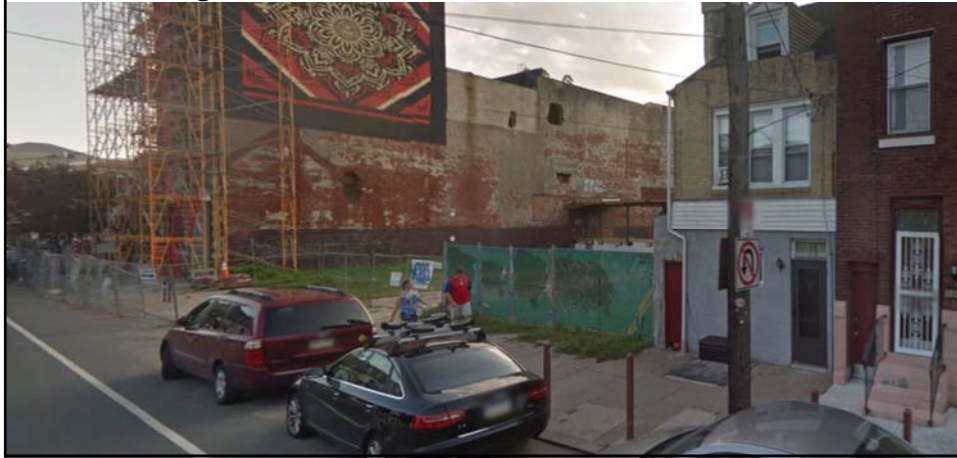
11) **ZBA Hearing**

- ZBA makes official ruling on whether to grant the variance or special exception
- If applicant does not meet previous requirements, ZBA may issue a continuance, hold its decision, or deny the appeal

Example: 1224-40 Frankford Ave.

9

- ❑ **Use:** Vacant building and lots
- ❑ **Zoning:** ICMX and RM-1



Example: 1224-40 Frankford Ave.

10

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




Example: 1224-40 Frankford Ave.

11

- ❑ **12/10/2014:** Zoning application submitted to L+I
- ❑ **2/11/2015 :** Revised zoning application submitted to L+I
- ❑ **2/19/2015 :** Refusal Issued by L+I

Example: 1224-40 Frankford Ave.

12

NOTICE OF REFUSAL		CITY OF PHILADELPHIA DEPARTMENT OF LICENSING & INSPECTIONS Municipal Services Building, Commerce Level 140 John F. Kennedy Boulevard Philadelphia, PA 19102	DATE OF REFUSAL: 2/19/15 APPLICATION # 1224-00
ADDRESS/LOCATION: 1224-40 FRANKFORD AVE			
APPLICANT: RONALD J PATTERSON, ESQUIRE FOR OWNERS	ADDRESS: 1835 MARKET ST, SUITE 1400 PHILADELPHIA, PA 19103		
<p>REGULATION FOR: RELOCATION OF LOT LINE TO CREATE ONE LOT FROM SEVEN (7) LOTS. ERECTION OF AN ADDITION TO AN EXISTING ATTACHED STRUCTURE. MAXIMUM HEIGHT 60 FT WITH CELLAR AND POOL & POOL DECK ON ROOF DECK ABOVE THE EXISTING STRUCTURE. ROOF DECK SET BACK AT LEAST FIVE (5) FEET FROM THE EXTERIOR FRONT BUILDING LINE. USE: ACCESSORY STORAGE FOR HOTEL, BUSINESS & PROFESSIONAL OFFICE AND 3RD DOWN RESTAURANT ON CELLAR, HOTEL LOBBY, BUSINESS & PROFESSIONAL OFFICE AND 3RD DOWN RESTAURANT ON FIRST FLOOR, BUSINESS & PROFESSIONAL OFFICE ON SECOND FLOOR, HOTEL (VISITOR ACCOMMODATIONS) 121 ROOMS ON SECOND TO SIXTH FLOOR, BANQUET & EVENT ROOM ASSEMBLY & ENTERTAINMENT ON FOURTH FLOOR, 3RD 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.</p>			
<p>PERMIT FOR THE ABOVE LOCATION CANNOT BE ISSUED BECAUSE IT IS NOT IN COMPLIANCE WITH THE FOLLOWING PROVISIONS OF THE PHILADELPHIA CODE. DECISION CAN BE APPEALED ON LINE AT WWW.PHILA.GOV</p>			
CODE SECTION	THE PROPOSED USE IS REFUSED FOR THE FOLLOWING REASON(S)	THE PROPOSED USE IS PROHIBITED IN THIS ZONING DISTRICT	
TABLE 14 - 602.3	THE PROPOSED ZONING IS REFUSED FOR THE FOLLOWING REASON(S)	THE PROPOSED ZONING IS PROHIBITED IN THIS ZONING DISTRICT	
TABLE 14 - 701.2 & 14-701.4	OPEN AREA REQUIRED (FOR RM-1 DISTRICT)	REQUIRED	NONE
TABLE 14 - 701.2 & 14-701.4	REAR YARD MINIMUM DEPTH	3 FT	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 SPACES	NONE
TABLE 14-805.1	OFF STREET LOADING SPACES	5 SPACES	2 SPACES
TABLE 14-804.1	BIKE/PARKING SPACE	8 SPACES	NONE
TABLE 14 - 701.2 & 14-701.4	MAXIMUM HEIGHT (RM-1 DISTRICT)	ALLOWED	60 FT
TABLE 14 - 701.2 & 14-701.4	MAXIMUM HEIGHT (OHR DISTRICT)	ALLOWED	71 FT
TABLE 14 - 701.2 & 14-701.4	FLOOR AREA RATIO (FAR)	500%	542%
<p>REMARKS: FIVE (5) USE REFUSALS NONE (0) ZONING REFUSALS SEE FEE FOR FILING AN APPEAL - \$250.00</p>			
CO: OWNER RUBEN COLE PLATE LP 624 N 3RD ST PHILADELPHIA, PA 19108	 PHILADELPHIA PLANS EXAMINING ENGINEER	DATE: 2/19/15	
<p>NOTE TO APPLICANT: AN APPEAL FROM THIS DECISION MUST BE MADE TO THE ZONING BOARD OF ADJUSTMENT, MUNICIPAL SERVICES BUILDING, 117 FLOOR, 1401 JPM ORGANING, PHILADELPHIA, PA 19102, WITHIN THIRTY (30) DAYS OF DATE OF REFUSAL.</p>			

Example: 1224-40 Frankford Ave.

13

- ❑ **2/25/2015** : Petition to appeal submitted
- ❑ **11 variances sought:**
 - ❑ Open space (% of total)
 - ❑ Rear yard depth and area
 - ❑ Parking Spaces (total, disabled, loading, and bicycle)
 - ❑ Height
 - ❑ Floor-Area-Ratio

Example: 1224-40 Frankford Ave.

14

- ❑ **3/3/2015** : PCPC notification sent
- ❑ **2/27/2015** : Public meeting held by RCO
 - ❑ Preceded PCPC notification due to outreach by applicant to RCO. Acceptable only because applicant met notification requirements in advance
- ❑ **3/28/2015** : Meeting summary sent to ZBA by RCO

Example: 1224-40 Frankford Ave.

15

Meeting Summary Form to Zoning Board of Adjustment (ZBA)

Fishtown Neighbors Association
P.O. Box 3744
Philadelphia, PA 19125

March 28th, 2015

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

Re: RCO Meeting Summary Form
ZBA Calendar No. 24716
Permit No. 755596
Property Address: 1224 Frankford Ave
Hearing Date: April 1, 2015

Dear Honorable Julia Chapman:

Below is summary of a public community meeting held regarding the above-referenced zoning proposal.

Final Position Taken by Coordinating RCO is one of:

- Support
- Oppose
- Non-Opposition
- Did not reach agreement on the application

Vote Count(s) (as applicable)

RCO Board/Committee	All Meeting Attendees	Other (e.g. affected addresses, members, etc.) - please describe. Neighbors within 500'
Support	89	67
Oppose	7	0
Non-Opposition		

Date of Meeting: February 17th, 2016

Location of Meeting: 1202 E Montgomery Ave, Philadelphia, PA 19125

Participating RCOs: FNA, NKCCDC

Number of Attendees: 155

Letter with Explanation of Rationale for Position Attached? Y

Sincerely,
Matt Karp, Chair, FNA Zoning Committee
cc: Jeffery Young, Councilman Clarke's office
Philadelphia City Planning Commission

Example: 1224-40 Frankford Ave.

16

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 historic neighborhood.



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 historic neighborhood.



March 28th, 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 facade. 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 streetcape 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.

Requested Provisions:

- 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 Kassia, Owner
Jeffery Young, Councilman Clarke's office
Michaela Alwine, NKCCDC

Example: 1224-40 Frankford Ave.

17

- **3/31/2015** : ZBA hearing; variances granted, with provisos

NOTICE OF: <input checked="" type="checkbox"/> REFUSAL <input type="checkbox"/> REFERRAL	CITY OF PHILADELPHIA DEPARTMENT OF LICENSES & INSPECTIONS Municipal Services Building, Concourse Level 1401 John F. Kennedy Boulevard Philadelphia, PA 19102	DATE OF REFUSAL 2/19/2015	APPLICATION # 577490
		ZONING DISTRICT(S) ICMX – INDUSTRIAL AND RM-1 RESIDENTIAL DISTRICT	

ADDRESS/LOCATION **1224-40 FRANKFORD AVE**

APPLICANT: RONALD J. PATTERSON, ESQUIRE FOR OWNERS	ADDRESS: 1835 MARKET ST, SUITE 1400 PHILADELPHIA, PA 19103
--	--

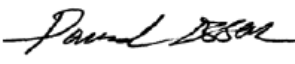
APPLICATION FOR:
 RELOCATION OF LOT LINE TO CREATE ONE LOT FROM SEVEN (7) DEEDED / OPA LOTS. ERECTION OF AN ADDITION TO AN EXISTING ATTACHED STRUCTURE MAXIMUM HEIGHT NE 71 FT WITH CELLAR AND POOL & POOL DECK AND ROOF DECK ABOVE THE EXISTING STRUCTURE (ROOF DECK SET BACK AT LEAST FIVE FT FROM THE EXTREME 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 WWW.PHILA.GOV)

CODE SECTION	THE PROPOSED USE IS REFUSED FOR THE FOLLOWING:	REQUIRED	PROPOSED
TABLE 14 – 602-3	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: OPEN AREA REQUIRED (FOR RM-1 DISTRICT)	30%	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)	ALLOWED 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 TABLE 14 – 701-2 & 14- 701-4	FLOOR AREA RATIO (FAR)	500%	542%

REMARKS:
FIVE (5) USE REFUSALS
SIX (6) ZONING REFUSALS.
FEE FOR FILLING AN APPEAL - \$250.00

Cc:
 OWNER,
 RIVER CITY FLATS, LP
 829 N 29TH ST
 PHILADELPHIA, PA 19103



 PAULOSE ISSAC
 PLANS EXAMINATION ENGINEER

2/19/15
 DATE

Phone number 215 686 2563. email: Paulose.Issac@phila.Gov

NOTICE TO APPLICANT:
 AN APPEAL FROM THIS DECISION MUST BE MADE TO THE ZONING BOARD OF ADJUSTMENT, MUNICIPAL SERVICES BUILDING, 11TH FLOOR, 1401 JFK BOULEVARD, PHILADELPHIA, PA 19102, WITHIN THIRTY (30) DAYS OF DATE OF REFUSAL.

Meeting Summary Form to Zoning Board of Adjustment (ZBA)

Fishtown Neighbors Association
P.O. Box 3744
Philadelphia, PA 19125

March 28th, 2015

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

Re: RCO Meeting Summary Form

ZBA Calendar No. 24716
Permit No. 755596
Property Address: 1224 Frankford Ave
Hearing Date: April 1, 2015

Dear Honorable Julia Chapman:

Below is summary of a public community meeting held regarding the above-referenced zoning proposal.

Final Position Taken by Coordinating RCO is one of:

- Support
 Oppose
 Non-Opposition
 Did not reach agreement on the application

Vote Count(s) [as applicable]

	RCO Board/ Committee	All Meeting Attendees	Other (e.g. affected addresses, members, etc.)- please describe: Neighbors within 500'
<i>Support</i>		82	57
<i>Oppose</i>		7	9
<i>Non-Opposition</i>			

Date of Meeting: February 17th, 2016

Location of Meeting: 1202 E Montgomery Ave, Philadelphia, PA 19125

Participating RCOs: FNA, NKCDC

Number of Attendees: 155

Letter with Explanation of/Rationale for Position Attached? Y

Sincerely,
Matt Karp, Chair, FNA Zoning Committee

cc: Jeffery Young, Councilman Clarke's office
Philadelphia City Planning Commission
Ronald Patterson, Applicant
Roland Kassis, Owner

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 28th, 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

City of Philadelphia Project Information Form

PIF Confirmation Page

Thank you for submitting your information. A copy of this information will be sent to your e-mail address. If you entered in any of this information incorrectly, please complete and **submit a new form** with the updated information.

NOTE TO APPLICANTS: You **MUST** print out your completed Project Information Form (PIF) and submit it to the Zoning Board of Adjustment (ZBA) with your appeal paperwork. Per Section §14-303 (15)(a)(.3)(.A) of the Philadelphia Code, *"an applicant who seeks either a special exception or a variance must submit to the Board, at the time the appeal is filed, a copy of the Project Information Form for such application, if the preparation of a Project Information Form is required for such application..."*

View all projects submissions.

PRINT YOUR FORM

Applicant Information

Address of Development Project

1515 ARCH ST

Council District

5

Name of Applicant

Jane Doe

Zoning Application Number

123456790

Address of Applicant

1515 Arch St
13th Floor
Philadelphia, Pennsylvania 19102

Contact Information

Is the contact person the same as applicant?

- Yes

Name of Contact Person

Jane Doe

Phone Number of Contact Person

(215) 683-4646

Email Address of Contact Person

ayse.unver@phila.gov

Project Information

Is your project exclusively residential?

No

Does your project result in a total of 2,500 square feet or more of floor area?

Yes

Is your zoning application exclusively for signage?

No

Key Project Statistics

Current Land Use on Parcel(s):

,

Proposed Land Use on Parcel(s):

Net Change in Number of Housing Units:

Net Change in Commercial Square Footage:

Net Change in Total Floor Area:

Net Change in On-Street Parking:

Number of Off-Street Parking Spaces to be Provided:

Approximate Projected Construction Period:

Please provide a brief summary of your proposed project:

Please describe any planned changes to the landscaping and lighting on any public space within or adjacent to your project:

Please describe any anticipated impacts on the transportation network (e.g. parking, sidewalks, street safety or traffic, transit) and any plans for mitigating any negative impacts:

Approximately how many full time equivalent jobs (if any) are currently located on site?

Approximately how many full time equivalent workers will be employed on-site during the construction period?

Approximately how many full time equivalent jobs (if any) will be located on-site after construction is complete? Approximately how many of these jobs (if any) will be paid a wage of at least \$15/hour and will include health and/or retirement benefits?

Describe your plan, if any, to increase the supply of affordable housing:

Please describe any partnerships with local community organizations that will be utilized during and/or after construction:

Please provide a brief summary of any plans for local hiring and job training/apprenticeships during or after construction. Also, please indicate whether you plan to submit an Economic Opportunity Plan to the Office of Economic Opportunity:

Please describe any other anticipated community impacts (positive or negative) associated with this project:

Sign & Submit

Agreement:

- I understand that all information submitted on this form is public information.

Printed Name of Applicant

Jane Doe

Please sign with the Initials of the Applicant

JD

Date

06/05/2018

Feedback

[Terms of use](#) [Right to know \(pdf\)](#) [Privacy Policy](#)

Handout II: Zoning Committee Policies & Procedures: Examples & Guidance

Working with Developers - Jumpstart Germantown

Comparison of a few RCOs and brief summary of procedures

"Things to consider when reviewing a Zoning Appeal Case" (not comprehensive) Tips

for Opposing Zoning Variance Requests from West Powelton/Saunders Park RCO

Hearing Guidance



Training Program Developers' Network Loan Program

Want to start a Jumpstart Program in your community?

GoJumpstart.org

Tips to attract good developers:

1. **A neighborhood plan** that outlines a future vision for the neighborhood. Residents, businesses, and community organizations should be involved so the plan represents the entire community.
2. **Improve parks, streets, sidewalks, vacant lots, and neighborhood shopping street/area.**
 - a. Make it "clean, green and well-lit"
 - b. Host clean-ups
 - c. Get trash containers, street lighting, street trees, murals, etc.
3. **Create and share a list of resources**, such as Community Design Collaborative design grants, façade grants, or other programs developers might not know about.
4. **Offer tours** to developers who you like to educate them about your neighborhood and attract their investment in your community.
5. **Start a Jumpstart Program.** Jumpstart trains neighborhood residents on real estate investment and gives an opportunity for a loan to do their first development project. It also brings aspiring developers together to learn from each other.

Working with developers:

1. There are developers out there who do want to work with the community. Ask them questions to learn how they have worked with community groups.
2. Work with your neighborhood civic association or community development corporation to create a list of local businesses. Learn who is in the community with skills that can be promoted to developers for hiring locally.
3. Encourage reuse of existing buildings to maintain neighborhood character. Nominating historic properties to the Register of Historic Places can prevent them from being demolished when they're being developed.
4. Decide as a neighborhood what your priorities are before you meet with developers. That way, when you meet with them, you will have a unified voice and it will be clear what the community wants.
5. Understand what developers need to make a project successful. If you understand the economics of a project, you'll be better prepared to suggest changes to it.
6. Organize, organize, organize. A well-organized and informed community is more successful at getting developers to work with them.

Best Website Practices for RCO Zoning Committees

1.) Create a “Zoning Committee” tab on your RCO’s website

Having a separate page dedicated to zoning committee activities is the best way to stay organized and communicate actions, procedures and updates to residents and potential developers.

Things to include:

- Separate purpose/mission statement of the zoning committee
- Date, time, and location of zoning committee meetings
- List of zoning committee members
- Short summary or overview of your RCO’s zoning committee process

2.) Create a PDF file clearly outlining your RCO’s Zoning Committee bylaws

This will serve as a resource you can post on your website that clearly communicates the mechanics of your zoning committee to all those interested.

Things to include:

- Detailed zoning committee procedure
- Zoning committee composition, including roles and responsibilities
- Structure/format of committee meetings
- Voting procedures

3.) Keep and post a record of current and past zoning committee hearings

A comprehensive record of zoning committee hearings will keep residents informed on zoning activity, and show off the impact of your zoning committee to potential developers. Posting the voting results from your Zoning Committee hearings, along with the project’s corresponding zoning appeal status with L&I and the ZBA, will communicate that your community has an opinion- **and that it does matter!**



The screenshot shows the website for the Fishtown Neighbors Association. The header is teal with the organization's logo and navigation links: NEWS, ABOUT, CALENDAR, and GET INVOLVED. The main content area is light beige and titled "Zoning Results – December". It lists two hearing dates: DEC 20 and DEC 13. For each date, it provides the address, a brief description of the proposal, and the voting results for Local, Community, and Total members, including the number of "in opposition" votes.

Date	Address	Proposal	Local	Community	Total
DEC 20	41-45 Wildey St (Plans, Refusal)	Proposal for the consolidation of two existing lots into one and for the construction of a multi-family residential structure with (5) dwelling units.	0 YES / 0 NO	0 YES / 8 NO	0 YES / 8 NO in opposition
DEC 13	1315 E Berks St (Refusal)	Proposal for the subdivision of an existing lot into two lots and for the construction of two single-family houses, two roof decks, and one accessory parking space.	1 YES / 8 NO	5 YES / 8 NO	6 YES / 16 NO in opposition




How the results are posted depends on how your organization’s procedure for voting, but keep it simple! At left is an example from Fishtown Neighbors Association.

Tips for Opposing Zoning Variance Requests from West Powelton/Saunders Park RCO

	TIP	WHY?
MOBILIZE YOUR COMMUNITY	Talk to your neighbors about the zoning variance	<i>They may have resources and knowledge that can help make your case.</i>
	Use astro-bright paper your RCO meeting flyers	<i>Grab people's attention</i>
	Keep the content of your flyers neutral	<i>Neighbors feel comfortable attending even if they don't know how they feel about the proposal.</i>
	Invite your city planner out to see the property	<i>City Planning gives an advisory opinion for every ZBA case. Your City Planner can also help you identify zoning-based issues to bring up at the community meeting and ZBA hearing.</i>
HOST A COMMUNITY MEETING	You can host a community meeting even if it was assigned to another RCO	<i>The coordinating RCO is required to invite all other RCOs covering the project to their meeting, but other RCOs can hold additional meetings.</i>
	The bigger the turnout the better for an RCO meeting	<i>Shows the ZBA that the meeting and vote represents many people's opinions.</i>
	Stick to issues in the zoning code	<i>The ZBA does not listen to objections outside the zoning code (such as disliking building materials). Sticking to zoning-based reasons for opposing will make your RCO's feedback impactful. It will also add credibility by showing that your RCO understands the zoning variance process.</i>
	Request the architect's plans for development	<i>If the applicant has an architect, request to see site plans, floor plans, and building elevations so you have more information and a better understanding about the details of the project.</i>
	Ask the applicant what their hardship is	<i>According to the Zoning Code, zoning variances are only granted when sticking to the property's zoning would cause "unnecessary hardship." This means that the project would not be possible at all without the variance. Financial reasons do not count as hardships.</i>
	Submit a meeting flyer, flyering map, and voting summary to the ZBA along with your meeting summary letter	<i>Shows the work your RCO did to make your meeting well-attended and representative. Also shows that you used neutral language in the flyer and stuck to zoning-related issues, which builds credibility.</i>
BEFORE THE ZBA HEARING	Hold a meeting to decides who will say what, and in what order	<i>ZBA does not like when representatives from an RCO bring up the same concern multiple times. Plan for each person speak about a different concern.</i>
	Take pictures of the property to show at the hearing	<i>The applicant will often bring photos to make their case. Your photos can represent the property and surrounding area from the community's perspective.</i>
	Recruit as many people as possible for the ZBA hearing	<i>Shows the ZBA the RCO represents many people's opinions and that there is broad opposition.</i>
	Say yes to projects that make sense	<i>Establish credibility with the ZBA by showing that your RCO is not opposed to all projects.</i>

Comparative Zoning Committee Voting Procedures

The RCOs below were selected to illustrate different ways to collect votes at meetings with developers. The PCPC does not endorse any particular method. These RCOs post their procedures on their websites and are easy for anyone to review.

	Zoning Committee Members and Roles:	Applicant Submission Requirements:	Voting Process:	Advantages/Disadvantages:
South Kensington Community Partners (SKCP) 	<p><u>Two co-chairs</u>- over-see the zoning process; do not vote.</p> <p><u>Committee as a whole</u>- screens projects, leads community meeting, makes sure community understands process, communicates the vote to the ZBA. Committee members can vote if within radius.</p>	<ol style="list-style-type: none"> 1-Completed SKCP "Zoning Intake Form" 2-Copy of Zoning Refusal from the ZBA 3-Site plan 4-Photographs and floor plans 5-Depending on scale of project, elevations, sections and renderings 	<p>1 vote each: Residents, business owners, and property owners in a ¼ mile radius of proposed project;</p> <p>1 vote from Zoning Committee;</p> <p>Zoning committee counts votes and reports the results.</p>	<p>High community involvement</p>
Fishtown Neighbors Association (FNA) 	<p><u>Executive Chair</u>- oversees FNA Zoning Committee</p> <p><u>Program Officer</u>-keeps record and calendar of activities</p> <p><u>Information Officer</u>- Liaison to FNA</p> <p><u>Project Managers</u>- acts as direct liaisons to developers</p> <p><u>Staff Members</u>- carry out practical/ administrative tasks</p>	<ol style="list-style-type: none"> 1-Floor plans 2-architectural drawings 3-footprints 4-aerials 5-façade elevations 6-shade studies 	<p>Residents of Fishtown can vote as either local voters (live within 500 feet radius of project) or community voters (other residents that live in Fishtown).</p> <p>Voting results separated for local vs. community voters</p>	<p>High community involvement</p> <p>ZBA gets to see voting opinion of "near neighbors" separate from wider vote</p>
South of South Neighborhood Association. (SOSNA) 	<p><u>Zoning Chair</u> – leads community meeting, communicates the committee’s decision to the ZBA</p> <p><u>Architectural Review Committee (ARC)</u>- reviews and advises applicants on their project’s design to ensure it’s aligned with SOSNA’s vision of its built environment</p>	<ol style="list-style-type: none"> 1-Completed SOSNA Zoning Variance Meeting Request Form 2-Completed meeting with SOSNA’s Architectural Review Committee (ARC) <p>Mark proposed site with SOSNA’s Zoning Poster</p>	<p>On voting sheets, residents indicate "support" or "non-support".</p> <p>Zoning Committee reviews votes and tries to reach consensus.</p> <p>Letter written to ZBA expressing "support" "non-support", "opposition", or "no opinion".</p>	<p>High level of collaboration</p> <p>High community involvement</p> <p>Decision making process could be prolonged due to required meeting with ARC</p>

Things to *consider* when reviewing a Zoning Appeal Case:

The list below does not include ALL questions that may be relevant to a particular case, but it's important to restrict commentary to zoning-related issues only.

- **Is the area zoned for the type of development proposed?**
 - Consider whether that type of development is appropriate in the neighborhood context.
- **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 (e.g. parcel size, location on corner, adjacent uses/structures, etc.)?**
 - If so, consider whether that difference is appropriate given the rest of the context in the neighborhood.
- **Will the Variance be in harmony with any existing community, neighborhood, or District plans for the area?**
 - Assign someone or a group to review previous plans before the appeal case meeting.
- **Will the Variance be detrimental to the public health, safety or welfare?**
 - Clearly define how the variance is detrimental in order to formulate your argument.
- **Does the owner or applicant have a history of developing (e.g. 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, tax abated components?**
- **Will the new development affect parking and traffic?**
 - If so, consider the extent of the impact on your neighborhood.
- **What are the provisions for trash storage and removal?** (Especially consider for commercial and large scale developments)
 - If there are none, consider mentioning this or proposing a proviso.

ZBA Hearings

The Zoning Board of Adjustment (ZBA) is the body that meets to consider the granting of the variances and special exceptions your RCO is considering. The Board is comprised of five members appointed by the Mayor. The current chair is Frank DiCicco, a former city Councilperson. The other members of the board include Anthony Gallagher, Business Manager for Steamfitters Local 420, Thomas Holloman, Principal of tmh associates, inc: ARCHITECTS PLANNERS ENGINEERS, Confesor Plaza, a field representative with Laborers' Union Local 57, and Carol Tinari, Managing Director/Consultant at NVT & Associates.

The date and time for the ZBA hearing for a particular property should be communicated to you by the applicant, but in case it is not or if you suspect the date will change, you can check here to verify the time and date: <http://www.phila.gov/li/zoning-appeals/>.

ZBA hearings are held at One Parkway, 1515 Arch Street, Philadelphia PA 19102 on the 18th Floor in Room 18002. Meetings are held Tuesdays at 9:30AM and Wednesdays at 2PM.

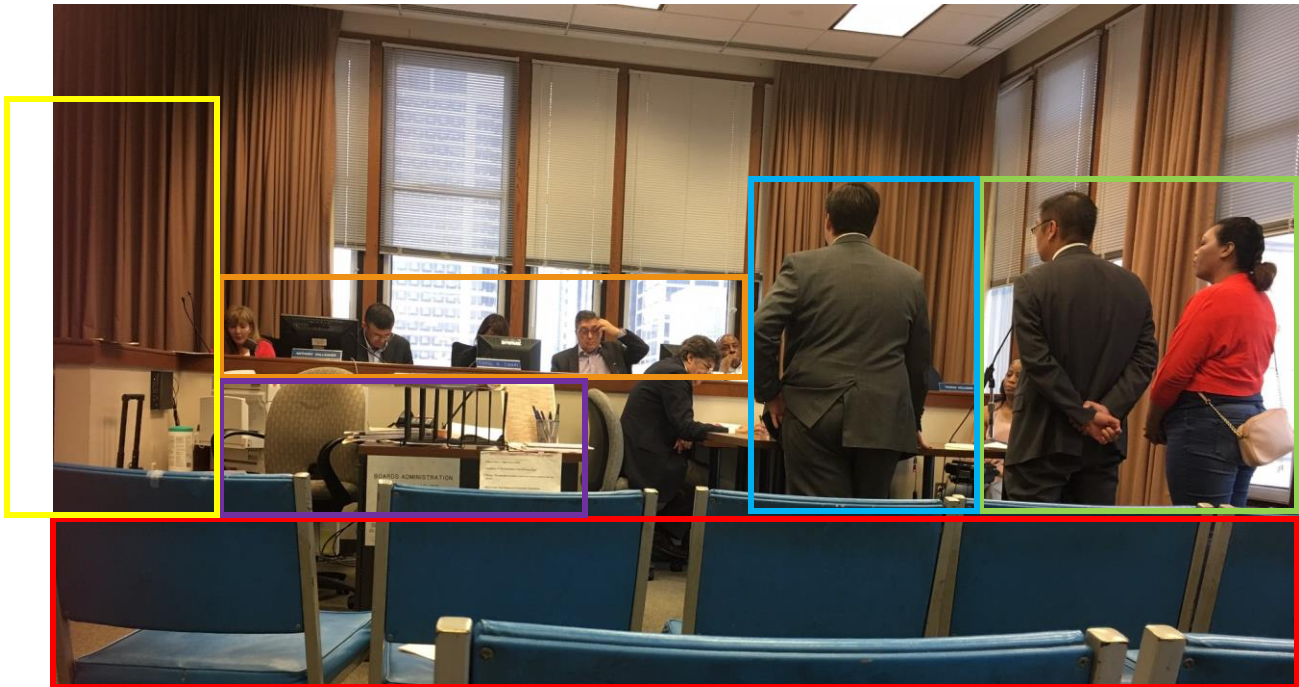
When choosing to support or protest a project at a ZBA, you should come to the hearing room at least 15-20 minutes in advance of when the hearing will be held. You should wait to the side until the full testimony has been given by the applicant or their representative. When it is your turn, you will swear to tell the truth and represent the facts accurately if you have not done so at the beginning of the hearing, then you will be given the chance to speak.

Say your name, address, and community group or entity you are associated with or representing. You should keep your testimony restricted to the specific issues you have with the use or dimensional variance being requested; consistency with neighborhood context; and issues with notification of near neighbors or the public meeting, if applicable. Do not bring up personal issues you have with the applicant or developer, and do not tell the Board the entire history of the site. Instead, stick to the relevant facts for the case at hand. Be concise, clear, and to the point.

Also be sure to fill out an appearance statement, located at the desk in the front of the room. It looks like the below. Filling out this form will update you on any rescheduling or other actions regarding the project if the case happens to be continued when you appear to testify:

APPEARANCE STATEMENT		ZONING BOARD OF ADJUSTMENT	
CALENDAR NUMBER	PREMISES		
ENTER MY APPEARANCE FOR:	<input type="checkbox"/>	APPLICANT _____	
	<input type="checkbox"/>	PROTESTANT _____	
	<input type="checkbox"/>	INTERESTED PARTY _____	
NAME (PRINT)		TELEPHONE NUMBER	
ADDRESS		ZIP CODE	
CAPACITY			
HEARING DATE		DATE NOTIFIED (DEPARTMENT USE ONLY)	

81-397 (Rev. 3/97)



Purple: ZBA administrator desk where you can get Appearance Statement forms

Orange: ZBA members

Green: Where applicant stand to testify

Blue: Where RCOs and others who appear to testify for or against a project stands when testifying

Yellow: Where you should stand (off to the side) until it is time to speak

Red: Audience seating, where you wait until it is your turn

Handout III:
The Building Blocks of Philadelphia

Excerpt from the ZAM- Zoning Administrative Manual (2012)

THE BUILDING BLOCKS OF PHILADELPHIA



DECISION-MAKERS

CITY COUNCIL

City Council is the legislative body for the City of Philadelphia. The powers of City Council related to the Zoning Code include:

- ZONING REMAPPINGS
- ZONING TEXT AMENDMENTS
- MASTER PLAN AMENDMENTS

ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment is an independent agency of L&I comprised of five members appointed by the Mayor. The Zoning Board of Adjustment hears and decides appeals in zoning matters, considers special ordinances, and grants variances. The board handles the following matters:

- APPEALS OF ZONING DECISIONS MADE BY L&I
- DIMENSIONAL & USE VARIANCES
- SPECIAL EXCEPTION APPROVALS

DEPARTMENT OF LICENSES & INSPECTIONS

L&I is the front door to any development or construction project in the city. As the issuer of permits and licenses and the provider of inspections, L&I ensures public safety and growth within the City of Philadelphia. Here are some of the services provided by L&I:

- USE REGISTRATION PERMIT
- ZONING PERMIT
- CONDITIONAL ZONING PERMIT

CITY PLANNING

The City Planning Commission is charged with guiding the orderly growth and development of the City of Philadelphia. This involves the Commission in City-wide and community planning as well as project-specific reviews and approvals, such as:

- SUBDIVISION APPROVAL
- FLOODPLAIN APPROVAL
- REVIEW OF DEVELOPMENT ON LOTS LOCATED IN THE WISSAHICKON WATERSHED
- REVIEW OF WIRELESS TELECOMMUNICATION FACILITIES
- REVIEW OF PARKING GARAGES
- FACADE REVIEWS
- REVIEW OF LANDSCAPE PLANS



REVIEWERS

HISTORICAL COMMISSION

Protecting three centuries of history, the Historical Commission is the regulatory agency responsible for preserving historical structures throughout the City of Philadelphia. Here are the main reasons a project would require the Commission's approval:

- ALTERATIONS TO A REGISTERED HISTORIC PROPERTY
- UNDEVELOPED PROPERTIES IN HISTORIC DISTRICTS

ART COMMISSION

The Art Commission is responsible for the design of public buildings, works of art acquired by the City, and structures or architectural fixtures that extend over the city's public rights-of-way. Here are some projects that would need the Art Commission approval:

- SIGNS IN CERTAIN AREAS OF CENTER CITY AND OTHER COMMERCIAL CORRIDORS
- PUBLIC ART

STREETS DEPARTMENT

The Streets Department is responsible for over 2,575 miles of streets and roads in the City of Philadelphia. The Department handles everything from building and maintaining the streets to trash collection and snow removal. Here are the most common reasons to interact with the Streets Department:

- SUBDIVISION REVIEW
- PARKING FACILITIES
- REVIEW OF CURB CUTS

WATER DEPARTMENT

Whether providing safe water for residents to drink or supplying water for industries to manufacture goods here in Philadelphia, the task of the Water Department is to protect the region's water resources. Here are some projects that would require the Department's permission.

- STORMWATER MANAGEMENT

Handout IV:
The Philadelphia City Code §14-303, Subsections
(11A) and (12))

The Zoning Code section on RCOs

 (11A) **Registered Community Organizations.** [139](#)

An organization that seeks recognition as a Registered Community Organization ("RCO") for purposes of § [14-303\(12\)](#) ("Neighborhood Notice and Meetings") must first register with the Commission in accordance with the provisions of this § [14-303\(11A\)](#).

- (a) The Commission will only register an organization as an RCO if the organization:
- (.1) Is a volunteer organization, a Pennsylvania nonprofit corporation, an unincorporated association, a Pennsylvania municipal authority that either serves as a Neighborhood Improvement District Management Association or is itself a Special Services District, or a political committee that represents the members of a political party within a ward (such Pennsylvania municipal authorities are not required to satisfy any additional requirements set forth in subsections (.2) through (.7) of this subsection (a); and such ward political committees are not required to satisfy the requirements set forth in subsections (.2), (.3) or (.7), and must only satisfy the requirements of subsections (.4), (.5) and (.6) with respect to meetings relating to zoning matters); [139.1](#)
 - (.2) Has adopted a statement of purpose for the organization concerning land use, zoning, or similar subject;
 - (.3) Has a geographic area of concern that encompasses no more than twenty-thousand (20,000) parcels, except that parcels under the jurisdiction of DPR shall not be counted as parcels for the purposes of this subsection;
 - (.4) Has registered boundaries that are consistent with the geographic boundaries set forth in the organization's governing rules;
 - (.5) Conducts open meetings on a regularly scheduled basis;
 - (.6) Publicly announces its meetings through media such as flyers, newsletters, newspaper notice, or electronic or social media; and
 - (.7) An organizational membership open to residents, property owners, business owners or operators, and/or tenants from the organization's geographic area of concern, which elects leadership on a routinely scheduled basis. [139.2](#)
- (b) An organization shall file a registration request with the Commission on a form provided by the Commission, which shall include the following:
- (.1) The organization's official name and address;
 - (.2) The name of a contact person;
 - (.3) The name of a person designated to participate in the Civic Design Review process, if applicable;
 - (.4) The boundaries of the organization's geographic area of concern. The boundaries of a municipal authority that serves as a Neighborhood Improvement District Management Association shall be considered to be the boundaries of the Neighborhood Improvement District; the boundaries of a municipal authority that is itself a Special Services District shall be

considered to be the boundaries of the Special Services District; and the boundaries of a ward political committee shall be considered to be the boundaries of the ward;

(.5) Whether the organization wishes to be notified of applications in its geographic area of concern electronically or by mail;

(.6) The address of the location at which the organization routinely conducts meetings, provided that if the organization does not have a location at which it routinely conducts meetings, the organization shall indicate that meetings are not held at a routine location within the boundaries of the organization's geographic area of concern; and

(.7) Such other information as may be required by the regulations of the Commission.

(c) After review of a registration request form, the Commission shall register an organization as an RCO if it finds that the organization meets the requirements of subsection (a). The Commission shall notify an organization whether its registration request has been granted. If the organization's request has been denied, the Commission must clearly state, in written form, the reason for such denial. The denial of an application shall not preclude an organization from reapplying during the next or any subsequent registration period.

(d) The registration of an organization as an RCO shall remain valid for two years. An RCO may re-register with the Commission for additional two year periods, on re-registration forms provided by the Commission.

(e) An RCO must promptly inform the Commission of any changes to the information provided on a registration or re-registration request form.

(f) **Regulations.** [139.3](#)

The Commission is authorized to promulgate regulations to implement the provisions of this subsection (11A). These regulations may include guidelines concerning operations by Registered Community Organizations that constitute an RCO Code of Conduct. Failure to operate within these guidelines may result in the temporary or permanent suspension of organizations from the RCO registry, as outlined by the regulations of the Commission.

 (12) **Neighborhood Notice and Meetings.** [140](#)

(a) **Applicability.**

This subsection (12) applies to applications that:

(.1) Require Zoning Board approval of a special exception under § [14-303\(7\)](#) (Special Exception Approval);

(.2) Require Zoning Board approval of a zoning variance under § [14-303\(8\)](#) (Zoning Variances); or

(.3) Meet the requirements for Civic Design Review in § [14-304\(5\)](#) (Civic Design Review).

(b) **Required Notice from the Planning Commission to Applicants and Others.**

Within seven days after an appeal has been filed with the Zoning Board for approval of a special exception or variance, or after the notification by L&I to an applicant that an application will

require review under the Civic Design Review Process, the Commission shall provide notice to the applicant, with a copy to each RCO whose registered boundaries include the applicant's property and to the district councilmember whose district includes the applicant's property, of:

(.1) The requirements of this subsection (12);

(.2) Contact information for each Registered Community Organization ("RCO") whose registered boundaries include the applicant's property, and the name of the RCO or RCOs that will serve as the "Coordinating RCO" for the application, selected as follows:

(.a) If there is only one RCO whose registered boundaries include the applicant's property, that RCO shall be the Coordinating RCO.

(.b) If there is more than one RCO whose registered boundaries include the applicant's property, the district councilmember whose district includes the applicant's property shall select one of those RCOs as the Coordinating RCO, or may select two or more RCOs whose registered boundaries include the applicant's property to serve jointly as the Coordinating RCO.

(.c) If there is no RCO whose registered boundaries include the applicant's property, then the district councilmember or an organization designated by that district councilmember shall serve as the Coordinating RCO.

(.d) The Commission shall promptly advise the district councilmember of the need to select a Coordinating RCO under subsection (.b) or (.c), and shall not send notice under this section until it has received the district councilmember's selection. However, if the time for providing notice is about to expire before the Commission receives such selection, the Commission shall select a Coordinating RCO from among the RCOs whose registered boundaries include the applicant's property (or, if subsection (.c) is at issue, shall select the district councilmember as the Coordinating RCO), and shall include in the notice the fact that the Coordinating RCO was designated by the Commission.

(.3) Contact information for the district councilmember whose district includes the applicant's property; and

(.4) A list of properties that the applicant will need to notify under subsection (d), as follows:

(.a) Every property any portion of which is within 250 ft. of any portion of the applicant's property. [140.1](#)

(.5) A copy of the notice of appeal and any attachments, including any Project Information Form required pursuant to [Chapter 18-500](#) ("Project Information Forms"). [140.2](#)

(c) Additional Electronic Notice from the Commission.

(.1) The Commission shall provide an electronic copy of the notice it provides to applicants under subsection (b) to any organization that requests such notice and provides the Commission with an email address to which such notices can be sent.

(d) Initial Notice from the Applicant to RCOs and Others.

(.1) Within ten days after receiving the notice provided by the Commission under subsection (b), an applicant must provide written notice of its application to: [141](#)

- (.a) Each RCO whose boundaries include the applicant's property, as set forth in the notice provided by the Commission under subsection (b);
 - (.b) The district councilmember whose district includes the applicant's property;
 - (.c) The owner, managing agent or other responsible person at every property on the list provided to the applicant by the Commission under subsection (b). Notice under this subparagraph (.c) shall be sent by regular mail or hand delivery; if there is no evident owner, managing agent or other responsible person on the property, notice may be satisfied by placement at or in the front door;
 - (.d) The Commission;
 - (.e) The Zoning Board or Civic Design Review Committee, as applicable;
 - (.f) Director of Commerce in cases involving property that is in a district classified as an Industrial or Industrial Mixed-Use District; and
 - (.g) The agency responsible for administering [Chapter 18-500](#) ("Project Information Forms"), for projects that require a Project Information Form pursuant to such Chapter. [141.1](#)
- (2) The notice required by this subsection (d) shall contain the following:
- (.a) The name and address of the applicant;
 - (.b) The name and contact information of all RCOs and the name of the Coordinating RCO, as listed in the notice provided by the Commission under subsection (b);
 - (.c) The location where copies of the application and any related information submitted by the applicant can be obtained;
 - (.d) A description of the property involved by general vicinity, street address, size, and nearest cross street, and the zoning district in which the property is located;
 - (.e) A description of the nature, scope, and purpose of the application and the type of permit, approval, or variance being sought;
 - (.f) The date, time and place of the public meeting to be convened by the Coordinating RCO to discuss the application, but if the Coordinating RCO has not yet set the date, time and place of such public meeting, then the applicant shall instead include the following statement in the notice: "A PUBLIC MEETING TO DISCUSS THIS PROPOSAL WILL BE CONVENED BY THE COORDINATING RCO, BUT THE DATE, TIME AND PLACE OF THAT PUBLIC MEETING HAS NOT YET BEEN SET. PLEASE CONTACT THE COORDINATING RCO OR YOUR DISTRICT COUNCILPERSON FOR MORE INFORMATION ABOUT THE PUBLIC MEETING.";
 - (.g) The following statement: "IF YOU HAVE RECEIVED THIS NOTICE AS THE OWNER, MANAGING AGENT, OR OTHER RESPONSIBLE PERSON AT A MULTI-UNIT BUILDING, YOU ARE REQUESTED TO POST THIS NOTICE AT A PROMINENT PLACE IN A COMMON AREA OF YOUR BUILDING."
 - (.h) The name and contact information of the district councilperson; and

(.i) Any additional information required by L&I, the Zoning Board, or the Commission for the proposed application.

(e) Neighborhood Meeting and Documentation Requirements.

(.1) After receiving notice from the applicant under subsection (d), the Coordinating RCO, after consultation with the applicant and all other Registered Community Organizations whose registered geographical boundaries include the applicant's property, shall set the time, date and place of a public meeting to discuss the applicant's proposal, and shall notify the applicant and all other Registered Community Organizations whose registered geographical boundaries include the applicant's property of those details. The meeting shall be scheduled for a date that is within 45 days after the applicant filed the appeal to the Zoning Board for approval of a special exception or variance or within 45 days after the applicant has been notified by L&I that an application will require review under the Civic Design Review Process, as applicable.

(.a) With respect to projects that are subject to Civic Design Review: No later than two business days prior to the scheduled date of the meeting, the applicant shall provide to all of the parties listed in subsection (d)(.1), above (pertaining to Initial Notice from the Applicant to RCOs and Others), a copy of any Project Information Form required by § [18-503](#); provided, however, that, in the event a meeting in full compliance with subsection (e) takes place prior to the required notification by L&I that an application will require review under the Civic Design Review Process, the applicant shall provide such Form at or before such meeting or as expeditiously as possible thereafter. The Commission shall strongly encourage applicants proceeding with Civic Design Review under § [14-304\(5\)\(b\)\(.3\)](#) (Optional Review) to comply with this subsection (12) and § [18-503](#). [141.2](#)

(.2) The Coordinating RCO shall convene the public meeting at the scheduled time, date and place. The applicant or a representative of the applicant must attend the meeting. In addition to that public meeting, the district councilmember whose district includes the subject property may convene additional meetings.

(.3) The Coordinating RCO must provide to the Zoning Board or Civic Design Review Committee, as applicable, to the Commission, and to the district councilmember whose district includes the subject property, written documentation of the public meeting; or, if no meeting was held within the required 45-day timeframe, written documentation of the efforts made to schedule the meeting with the applicant.

(.4) After the public meeting has been held, the Coordinating RCO shall prepare a meeting summary form, documenting any and all actions taken at the meeting. The Coordinating RCO shall provide a copy of the form to the Commission and to the district councilmember whose district includes the subject property. The Commission shall make the meeting summary form available to the public, upon request. The Commission shall notify an RCO if it fails to submit such documentation, and after an RCO fails to submit such documentation as required with respect to two public meetings, a third failure to submit such documentation shall result in the RCO losing RCO status for a period of one year.

(.5) Neither the Zoning Board nor the Civic Design Review Committee shall conduct any public meetings on an application until the earlier of: (i) the applicant and the Coordinating RCO have completed all actions required by subsection (d), above, and by this subsection (e); or (ii)

45 days have elapsed since the applicant filed the appeal to the Zoning Board or was notified by L&I that the application required review under the Civic Design Review Process, as applicable, except that if an applicant fails to provide the notice required by subsection (d), then such 45 day period shall be measured from the date the required notice is in fact provided. [141.3](#)

(f) If an application requires both Civic Design Review and Zoning Board approval, the applicant is required to comply with the requirements of this subsection (12) only once. A second meeting is not required following Civic Design Review and before action by the Zoning Board.

(g) **Regulations.** [141.4](#)

The Commission is authorized to promulgate regulations to implement the provisions of this subsection (12) and other provisions of this § [14-303](#) (Common Procedures and Requirements) relevant to the neighborhood notice and meetings process, provided that these regulations do not conflict with any provision of this Zoning Code.

Handout V:

Planning Commission Regulations (Section 12)

Section on Planning Commission regulations pertaining to RCOs

Planning Commission Regulations (Section 12)

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 or 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(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, development, or 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, as defined in its governing rules or bylaws and without discrimination against any class protected under the Philadelphia Fair Practices Ordinance;

12.2.1.5 Leadership of the organization, or its committee that presides over public RCO meetings, chosen by the body at large comprised of the organization's membership, and chosen consistent with a leadership selection process included in the organization's 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 by the RCO.

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. The Executive Director may, at his or her discretion, extend this registration period. 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. The Executive Director may, at his or her discretion, extend this registration period. If an RCO's registration status is due to expire during a given year and it does not submit a renewal application that is approved by the Commission, it will be removed from the registry at the close of that renewal period. An organization that allows its RCO status to lapse may reapply as a new organization during a subsequent registration period.

12.3.4 New registration and registration renewal submissions must include a completed application form. The application form will be 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 organization's adopted statement of purpose;

12.3.5.4 The organization's governing rules or bylaws, including the organization's geographic boundaries and a description of its leadership selection process;

12.3.5.5 A description or illustration of the boundaries of the organization's geographic area of concern;

12.3.5.6 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;

12.3.5.7 The location and a schedule of the organization's public meetings for its two-year term of registration. If the organization does not have a location at which it routinely conducts meetings, the organization shall indicate that meetings are not held at a routine location within the boundaries of the organization's geographic area of concern. All meetings must be announced publicly through media such as flyers, newsletters, newspaper notice, electronic or social media by the RCO;

12.3.5.8 An example of a notice used by the organization to publicly announce a meeting;

12.3.5.9 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 make eligibility determinations and 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.

12.3.6.1 If an organization's registration request has been denied, it may, within 10 days of written notice, request a review for appeal by the Chair of the Commission. The Chair may either affirm the decision of the Executive Director or refer the appeal for review by the full Commission.

12.3.6.2 If an appeal is so referred by the Chair, it will be scheduled for consideration at a regularly scheduled meeting of the Commission within 60 days of the original notice to the organization that its application has been denied.

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 or to correct or update their registration information at any time.

12.3.9 The Commission may suspend or revoke an organization's RCO registration if it is found that information provided by an RCO during the registration process was deliberately falsified

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 for a variance or special exception or a finding by the Department of L&I or the Commission 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, namely: every property on the same block as the applicant's property; every property on the blockface across the street from any frontage of the applicant's property; and every property any portion of which is within 200 feet of the applicant's property.

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 six (6) 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.

12.4.2.3 Conflict of Interest. Any RCO submitting a project for zoning approval or employed in a professional capacity in reference to the project should not serve as a Coordinating RCO for that project.

12.4.2.4 In such case that an individual in a leadership position of an RCO has a financial interest in the outcome of an application being reviewed by that RCO, the Commission recommends that the RCO require the disclosure of this interest during the public meeting, and include this in the text of its letter to the ZBA or CDR Committee. The Commission also recommends that said individual be excluded from participation in the review of that application.

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 RCOs whose registered boundaries include the applicant's property, 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, other RCOs whose registered boundaries include the applicant's property, 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.

12.4.4.1.1 This meeting shall only take place after the applicant has completed the notification requirements described in 12.4.3.

12.4.4.1.2 If the applicant has not completed the notification requirements described in 12.4.3. prior to the scheduled meeting date, the meeting will be postponed or reconvened at a later date within 45 days of the applicant having completed said notification requirements. In such case, the Coordinating RCO will not be found to be in violation of section 12.5.

12.4.4.1.3 Notwithstanding any failure by the applicant to provide required notification, the RCO meeting may take place after this 45-day period only if the applicant is provided the opportunity to meet within the 45-day period, but voluntarily agrees to a later date.

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 Commission, and the District Councilmember, written documentation of efforts made to schedule the required meeting with the applicant and an explanation as to why the RCO and the applicant did not convene the meeting.

12.4.5 Documentation Requirements Following the RCO Meeting. At least 2 days prior to the hearing by the Zoning Board of Adjustment or meeting of the Civic Design Review Committee, the Coordinating RCO shall complete the Meeting Summary Form, provided by the Commission, accompanied by a written statement documenting any and all actions taken at the meeting. Other participating RCOs may also submit a meeting summary form, written statement, or both a summary form and a written statement. The form and written statement shall be submitted to the applicant, the Commission, the Zoning Board of Adjustment or Civic Design Review Committee (as applicable), and the District Councilmember.

12.5. RCO Standards of Conduct.

12.5.1. Requirements other than those Enumerated

12.5.1.1 RCOs and applicants shall fulfill the obligations enumerated in these regulations and the Zoning Code. The fulfillment of such obligations, shall not be made contingent on any requirements other than those enumerated in these regulations or the Zoning Code.

12.5.1.2 Any RCO that attempts to place upon applicants any requirements not enumerated in these regulations or the Zoning Code, including but not limited to the solicitation of payment or services, either financial or in-kind, from an applicant or other party, as condition of fulfilling its obligations outlined in these regulations and the Zoning Code may, at the discretion of the Executive Director and in consultation with the office of the Inspector General, have its RCO registration suspended or revoked. The authority of the Executive Director to suspend the registration of an RCO pursuant to this subsection is subject to the Philadelphia Code and any additional grant of authority created through an ordinance enacted by the Philadelphia City Council.

12.5.1.3 An RCO that conditions its support of a variance or special exception on the applicant's participation in an agreement designed to bestow a benefit to the geographic area that the RCO represents shall not be found to be in violation of 12.5.1.1, provided that the RCO's fulfillment of the obligations enumerated in these regulations and the Zoning Code are not made contingent on the applicant's participation in said agreement. Upon request of the Commission, the terms of any community benefits agreement shall be disclosed to the Office of the Inspector General.

12.5.2 Procedural Requirements

12.5.2.1 An RCO shall fulfill the procedural requirements of these regulations and the Zoning Code.

12.5.2.2 If an RCO acts in violation of the procedures in the Commission's regulations or the Zoning Code, it may be subject to penalty, including the suspension or revocation of the organization's RCO registration. These violations include, but are not limited to:

12.5.2.2.1 Non-responsiveness to applicants;

12.5.2.2.2 Failure to coordinate meetings with other RCOs whose registered boundaries include the applicant's property;

12.5.2.2.3 Failure to publicize meetings;

12.5.2.2.4 Failure to hold meetings within 45 days of an appeal, notwithstanding the conditions described in 12.4.4.1;

12.5.2.2.5 Failure to submit the Meeting Summary Form and a written statement in a timely manner to all required parties

12.5.2.3 Following any incident of an RCO's failure to follow the procedural requirements of this section, the Commission shall notify the RCO in writing of such failure. If an RCO fails to follow procedural requirements of this subsection three (3) or more times during its two-year registration period, that RCO may be subject to a one (1) year suspension of the RCO's registration. Any such suspension shall be at the discretion of the Executive Director. The authority of the Executive Director to suspend the registration of an RCO pursuant to this subsection is subject to the Philadelphia Code and any additional grant of authority created through an ordinance enacted by the Philadelphia City Council.

12.5.3 Non-Discrimination

12.5.3.1 RCOs shall perform the activities described in these regulations or the Zoning Code without discrimination against any applicant or other participant or participating member of the public because of race, color, religion, age, national origin, sex, sexual orientation, gender identity, disability, or any other class protected under the Philadelphia Fair Practices Ordinance or federal Fair Housing Act.

12.5.3.2 Any RCO that discriminates against any applicant or other participant or participating member of the public because of race, color, religion, age, national origin, sex, sexual orientation, gender identity, disability, or any other class protected under the Philadelphia Fair Practices Ordinance or federal Fair Housing Act in the performance of activities described in these regulations or the Zoning Code may, at the discretion of the Executive Director, have its RCO registration suspended or revoked. The authority of the Executive Director to suspend the registration of an RCO pursuant to this subsection is subject to the Philadelphia Code and any additional grant of authority created through an ordinance enacted by the Philadelphia City Council.

12.5.4 Appeals. Any decision made by the Executive Director to suspend or revoke an RCO's registration status may be appealed for review at a meeting of the Commission.

Handout VI:
RCO Application Form, including RCO and
Applicant Rights and Responsibilities

2018 Application Form
RCO Rights and Responsibilities
ZBA Applicant Rights and Responsibilities



REGISTERED COMMUNITY ORGANIZATION APPLICATION: 2018

All information requested on this form is **required** in order to process your application. Your application will be **rejected** if you do not include all pieces of information on this application.

If you are in need of assistance in completing the application, please contact RCO@phila.gov or 215-683-4646 or visit <http://www.phila.gov/CityPlanning/projectreviews/Pages/RegisteredCommunityOrganizations.aspx>.

Please be aware that information submitted becomes public information.

ALL FIELDS BELOW ARE **MANDATORY**:

Application Type: Renewal New Application

Organization Name:

Organization Address:

Meeting Location Address:

Organization Type (check one):

- Volunteer Organization/Civic Assoc./PA Nonprofit/Unincorporated Association/Other
- Neighborhood Improvement District (NID)/Special Services District (SSD)
- Ward Committee

Primary Contact Person

Secondary Contact Person

Name:

Email Address:

Mailing Address:

Phone:

Preferred Method of Contact (check one): Email (will guarantee faster notification) Regular Mail

If you are a **Volunteer Organization, Civic Association, PA Nonprofit, Unincorporated Association, or Other Organization, Special Services District (SSD) or Neighborhood Improvement District (NID)**, submit the items below. Each item is **mandatory**:

Attach each of the following:

- Statement of purpose (MUST concern land use, zoning, development, or preservation)
- Copy of the governing rules/bylaws (MUST include description of the geographic boundaries of the organization AND a definition of the group's membership AND a description of the leadership selection process)
- Schedule of the organization's regular public meetings
- Copy of a recent announcement of a public meeting
- Names and positions of the organization's leadership



If you are a Ward Committee, complete the below and submit the indicated documents:

- Ward Number (Must cover entire ward): and Republican or Democrat
- Schedule of the organization's regular public meetings
 - Copy of a recent announcement of a public meeting

ALL applicants must complete the below:

- I certify that I have read the Planning Commission regulations regarding RCOs and that the statements and information in this application form are true and correct to the best of my knowledge and belief. Planning Commission regulations here can be found here:
<http://www.phila.gov/CITYPLANNING/PROJECTREVIEWS/Pages/RegisteredCommunityOrganizations.aspx>
- I certify that the organization or its leadership will make a good faith effort to operate in accordance with procedures and best practices articulated in the "RCO Rights and Responsibilities," provided by the Planning Commission, page 3 of this packet
- I certify that I have read the "Zoning Applicant Rights and Responsibilities," provided by the Planning Commission, page 5 of this packet

Signature

Date



Registered Community Organizations (RCO) Rights and Responsibilities

Rights

- *Every RCO has the right* to be notified by the applicant of any zoning variance or special exception or any project undergoing Civic Design Review (CDR) within its boundaries.
- *Every RCO has the right* to attend a public meeting for any zoning variance or special exception within its boundaries where the applicant or his/her representative presents the proposal and accepts questions and comments from the public. The same is true for any project undergoing Civic Design Review (CDR) within its boundaries.
- *Coordinating RCOs, in consultation with any other affected RCOs, have a right* to schedule the public meeting for any date within the allotted 45-days from the filing of the appeal or CDR determination. If the applicant does not contact the RCOs **and** distribute notice to required addresses within 10 days of notice by the Planning Commission, that 45-day period begins from the date that such notice is provided.
- *RCOs have a right* to the assurance that the ZBA and CDR Committee will not issue a decision on a case until after **either** 1) an RCO meeting has been held **or** 2) the applicant has **both** made a good faith effort to meet with the RCO **and** the 45-day period has expired.
- Where there are multiple overlapping RCOs for a given project, *any affected RCO not-assigned the role of Coordinating RCO has a right* to consult on the scheduling of the public meeting **and** to participate in that meeting.
- *Any RCO or member of the public has a right* to send a letter or give testimony at a ZBA or CDR hearing, regardless of whether it is assigned the role of Coordinating RCO.



Responsibilities

- *Coordinating RCOs have the responsibility* to make a good faith effort to work with the applicant to either hold a public meeting or work to ensure a public meeting is held within the required 45-day period.
- *Coordinating RCOs have the responsibility* to ensure that **all** affected RCOs are consulted during the scheduling of the public meeting.
- *Coordinating RCOs have the responsibility* to publicize meetings and ensure that members of the public are invited to attend and participate.
- *Coordinating RCOs have the responsibility* to make a good faith effort to ensure meetings are conducted respectfully and that all voices are heard, including both the applicant and members of the public.
- *Coordinating RCOs have the responsibility* for ensuring that a written summary of the meeting is sent to the City Planning Commission (RCO.Notification@phila.gov), the relevant District Council office, and the ZBA (RCOZBA@phila.gov) and/or Civic Design Review Committee, as applicable.
- If no meeting was held, *Coordinating RCOs have the responsibility* to send an explanation as to why not, along with written documentation of the efforts made to schedule the meeting.
- *All RCOs have the responsibility* for fulfilling all RCO-related functions without engaging in discriminatory practices (as defined by the Philadelphia Commission on Human Relations).
- *All RCOs have the responsibility* for fulfilling all RCO-related functions regardless of an applicant's willingness to provide payments/donations to the RCO (monetary or in-kind), attend additional meetings, enter into a Community Benefits Agreement, or agree to any other request not-identified in the Zoning Code.
- *Coordinating RCOs have the responsibility* to impartially document what occurred during the public meeting, including whether a vote was taken and, if so, to state and describe the vote count.



Zoning Applicant Rights and Responsibilities

Rights

- *Every applicant for a zoning variance or special exception or with a project undergoing Civic Design Review (CDR) has the right* to present the details of the intended project/use at a neighborhood-based, open public meeting where an opportunity is afforded to respond to questions and comments from members of the public.
- *Every such applicant has the right* to have this open public meeting be scheduled and coordinated by the affected RCOs without demand for donations (whether monetary or in-kind) or any requirement that applicant locate an appropriate venue
- Provided that all notification requirements are met, *every such applicant has the right* to have this public meeting held within 45-days of the date of the application for zoning variance or special exception or the date of CDR determination.
- If no meeting is held within 45-days of the date of the application for zoning variance or special exception or the date of CDR determination, **and** provided that all notification requirements are met **and** the applicant can document having made a good faith effort to work with affected RCOs to schedule such a meeting, *every such applicant has the right* to a hearing by the Zoning Board of Adjustment (ZBA) or CDR Committee.
- *Every such applicant has the right* to decline invitations by RCOs to attend meetings either prior to or following the single required neighborhood-based, open public meeting
- *Every such applicant has the right* to receive a copy of the meeting summary document sent by the Coordinating RCO at least two days in advance of the hearing by the ZBA or CDR Committee.



Responsibilities

- *Every applicant for a zoning variance or special exception or with a project undergoing Civic Design Review (CDR) has the responsibility to contact all affected RCOs and to notify all affected addresses within 10-days of notification by the Planning Commission.*
- *Every such applicant has a responsibility to make a good faith effort to set a date, time, and location of the public meeting **prior** to distributing notice to affected addresses.*
- *Every such applicant has a responsibility to make reasonable accommodations to ensure meetings can be held within the required 45-day period.*
- *Every such applicant has a responsibility to attend the required public meeting, to present the proposed project/use fully, respond to questions and comments from organizers and other meeting attendees, and to behave respectfully.*