

GUIDELINES FOR CONDUCT AT PHILADELPHIA HISTORICAL COMMISSION MEETINGS

The Historical Commission encourages and values participation during its deliberations. Property owners, neighbors, elected officials, experts, representatives of community and advocacy organizations, and the general public are encouraged to offer written comments in advance of meetings and comments at meetings. To provide for orderly, efficient meetings that ensure opportunities for all to participate, the Historical Commission offers the following guidelines for the conduct of participants at its public meetings.

Building permit applications will be reviewed as follows:

1. All participants will remain in the audience until invited to the Commission's table.
2. After the staff has presented the application and recommendations, the chair will invite the property owner and/or representatives to the table to present the application to the Historical Commission. The property owner and/or representatives will identify themselves by name and, if applicable, affiliation. Comments from the property owner and/or representatives will be limited to 10 minutes in total. After presenting the application or the expiration of the time, the property owner and/or representatives will return to the audience.
3. The chair will invite members of the public to the table to address the Historical Commission on the merits of the application. Members of the public will identify themselves by name and, if applicable, affiliation. Comments will be limited to two minutes per member of the public. After providing comments or the expiration of the time, each member of the public will return to the audience.
4. After hearing from the property owner and public, the Commissioners will discuss the application. The Commissioners may extend the time allotments and invite additional participation at their discretion. Anyone addressing the Historical Commission without invitation will be ruled out of order.
5. Once the Historical Commission has acted, the matter is closed to discussion. Any questions or comments about a closed matter should be addressed to the staff outside the meeting room.

Nominations and other designation matters will be reviewed as follows:

1. All participants will remain in the audience until invited to the Commission's table.
2. After the staff has presented the nomination and recommendations, the chair will invite the nominator(s) to the table to address the Historical Commission on the merits of the nomination. The nominator(s) will identify themselves by name and, if applicable, affiliation. Comments from the nominator(s) will be limited to five minutes in total. After providing comments or the expiration of the time, the nominator(s) will return to the audience.
3. The chair will invite the property owner and/or representatives to the table to address the Historical Commission on the merits of the nomination. The property owner and/or representatives will identify themselves by name and, if applicable, affiliation. Comments from the property owner and/or representatives will be limited to 10 minutes in total. After providing comments or the expiration of the time, the property owner and/or representatives will return to the audience.
4. The chair will invite members of the public to the table to address the Historical Commission on the merits of the nomination. Members of the public will identify themselves by name and, if applicable, affiliation. Comments will be limited to two minutes per member of the public. After providing comments or the expiration of the time, each member of the public will return to the audience.
5. After hearing from the nominator, property owner, and public, the Commissioners will discuss the matter. The Commissioners may extend the time allotments and invite additional participation at their discretion. Anyone addressing the Historical Commission without invitation will be ruled out of order.

6. Once the Historical Commission has acted, the matter is closed to discussion. Any questions or comments about a closed matter should be addressed to the staff outside the meeting room.

General Guidelines for Commenting on Applications and Nominations:

- Please do not take a seat at the Commission's table unless invited by the chair.
- Please do not address the Commission unless recognized by the chair.
- Please review nominations and applications in advance of the meeting and be prepared to comment. Please do not use the comment time to inquire about nominations, applications, or processes. Whenever possible, meeting materials are distributed in advance by email and are available on the Historical Commission's website. Email preservation@phila.gov to be added to the Historical Commission's email distribution list. Meeting materials are always available in the Historical Commission's offices, 1515 Arch Street, 13th Floor, 8:30 a.m. to 4:00 p.m. weekdays.
- When addressing the Commission, please speak into the microphone (green light indicates that it is on) and identify yourself by name and, if applicable, affiliation.
- Comment times are limited as follows:
 - Property owner(s) and representatives: 10 minutes in total
 - Nominator(s): 5 minutes in total
 - Member of the public: 2 minutes per person
- Please relinquish your seat and return to the audience after commenting.
- Section 4.6.b of the Historical Commission's Rules & Regulations stipulates that the Historical Commission "may impose reasonable limitations upon public participation to ensure relevance and to avoid excessive repetition."
- Section 4.6.b of the Historical Commission's Rules & Regulations also stipulates that "any proposed substantial testimony, including any supporting documentation, reports and studies, to be offered at a public meeting of the Commission" must be submitted "in writing seven (7) calendar days in advance of a Commission meeting." Written comments can be submitted via email to preservation@phila.gov or mailed to the Historical Commission, 1515 Arch Street, 13th Floor, Philadelphia, PA 19102.
- The executive director is responsible for imposing time limits and assisting the chair with maintaining order during the meetings.