



# REGULATIONS OF THE CITY PLANNING COMMISSION

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**Amendments Incorporated through November 2019**

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF AUTHORITY AND PURPOSE .....</b>	<b>4</b>
1.1.	Authority .....	4
1.2.	Prior Regulations Superseded .....	4
1.3.	Purpose .....	4
<b>2.</b>	<b>DEFINITIONS.....</b>	<b>5</b>
<b>3.</b>	<b>THE COMMISSION.....</b>	<b>6</b>
3.1.	Composition and Qualifications .....	6
3.2.	Officers .....	7
3.3.	Committees .....	7
3.4.	Conflict of Interest .....	7
<b>4.</b>	<b>CONDUCT OF MEETINGS .....</b>	<b>7</b>
4.1.	Meetings.....	7
4.2.	Quorum .....	7
4.3.	Conduct of Business .....	8
4.4.	Agendas and Minutes .....	8
<b>5.</b>	<b>THE COMPREHENSIVE PLAN AND OTHER PLANS .....</b>	<b>8</b>
5.1.	Adoption of the Comprehensive Plan .....	8
5.2.	Recognition of Other Plans .....	8
<b>6.</b>	<b>RECOMMENDATIONS ON LEGISLATION .....</b>	<b>9</b>
6.1.	Authority and Delegations to the Executive Director .....	9
6.2.	Encroachment Ordinances that Affect the Comprehensive Plan .....	10
<b>7.</b>	<b>REVIEW OF SUBDIVISIONS.....</b>	<b>10</b>
7.1.	Authority and Delegations to the Executive Director .....	10
7.2.	Submission Requirements .....	10
<b>8.</b>	<b>REVIEW OF MASTER PLANS .....</b>	<b>12</b>
8.1.	Authority and Delegations to the Executive Director .....	12
8.2.	Submission Requirements .....	12
8.3.	Submission Requirements for Amendments to Master Plans .....	14
8.4.	Criteria for Civic Design Review of Major Amendments to Master Plans .....	15
<b>9.</b>	<b>REVIEW OF ZONING AND BUILDING PERMIT APPLICATIONS .....</b>	<b>15</b>
9.1.	Authority and Delegations to the Executive Director .....	15
9.2.	Submission Requirements .....	15
9.3.	Additional Submission Requirements for Sky Plane.....	16
9.4.	Additional Submission Requirements for Landscape Plans .....	20
9.5.	Additional Submission Requirements for Building Permit Applications in /NCO Districts	21

9.6.	Additional Submission Requirements for Building Permit Applications of Developments Earning the Public Space Zoning Bonus .....	22
9.7.	Additional Submission Requirements for Building Permit Applications Requiring a Facade Review or Parking Garage Facade Review .....	22
<b>10.</b>	<b>CIVIC DESIGN REVIEW .....</b>	<b>23</b>
10.1.	Authority .....	23
10.2.	Civic Design Review Committee .....	23
10.3.	Recommended Qualifications for CDR Committee Members .....	23
10.4.	Procedure.....	24
10.5.	Submission Requirements .....	24
10.6.	Review Guidelines .....	25
<b>11.</b>	<b>NOMINATION OF A NEIGHBORHOOD CONSERVATION OVERLAY (/NCO) DISTRICT.....</b>	<b>28</b>
11.1.	Nomination Criteria .....	28
11.2.	Nomination Process .....	28
<b>12.</b>	<b>REGISTERED COMMUNITY ORGANIZATIONS (RCOs).....</b>	<b>29</b>
12.1.	Registry .....	29
12.2.	Qualifying Criteria.....	29
12.3.	Registration .....	29
12.4.	Meetings with Registered Community Organizations Required by the Zoning Code.....	31
12.5.	RCO Standards of Conduct .....	32
<b>13.</b>	<b>ENERGY EFFICIENCY AND ENVIRONMENTAL DESIGN IN CONSTRUCTION OF BUILDINGS.....</b>	<b>34</b>
13.1.	Alternative Standards for Green Building or Site Floor Area or Height Bonus .....	34
13.2.	Energy Efficiency and Environmental Design in City Public Works Projects.....	35
<b>14.</b>	<b>URBAN REDEVELOPMENT .....</b>	<b>39</b>
14.1.	Redevelopment Areas and Redevelopment Area Plans .....	39
14.2.	Blight Certifications .....	39
14.3.	Review of Redevelopment Proposals and Agreements .....	39
<b>15.</b>	<b>DELEGATIONS TO THE EXECUTIVE DIRECTOR .....</b>	<b>39</b>
<b>16.</b>	<b>EXTENSIONS .....</b>	<b>40</b>
<b>17.</b>	<b>[Deleted].....</b>	<b>40</b>
	<b>ENDNOTES .....</b>	<b>41</b>

**1. DECLARATION OF AUTHORITY AND PURPOSE**

**1.1. Authority<sup>1</sup>**

The City Planning Commission is established by § 3-100 and § 3-908 of the Philadelphia Home Rule Charter. The City Planning Commission has those powers set forth in Article IV, Chapter 6 of the Philadelphia Home Rule Charter and additional duties and responsibilities as provided in The Philadelphia Code.

**1.2. Prior Regulations Superseded**

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

**1.3. Purpose<sup>2</sup>**

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

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

- 1.3.1.1 A Comprehensive Plan, also referred to as the Physical Development Plan of the City, and its modifications;
- 1.3.1.2 The Capital Program and Budget;
- 1.3.1.3 Proposed zoning ordinances and amendments;
- 1.3.1.4 Regulations concerning the subdivision of land; and
- 1.3.1.5 Recommendations on legislation affecting zoning, the Comprehensive Plan, the Capital Program, plans of streets, land subdivision, or the purchase or sale of real estate.

1.3.2. The Philadelphia Code assigns certain duties and responsibilities to the City Planning Commission, including, but not limited to, the following:

- 1.3.2.1 Reviewing and issuing prerequisite approvals or recommendations on certain zoning and building permit applications, pursuant to Title 14;
- 1.3.2.2 Approving minor amendments to master plans, pursuant to Title 14;
- 1.3.2.3 Approving land subdivision plans pursuant to Title 14;
- 1.3.2.4 Making recommendations to the Zoning Board of Adjustment on variances and special exceptions, pursuant to Title 14;
- 1.3.2.5 Registering community organizations, maintaining a registry of Registered Community Organizations, and promulgating regulations

- concerning Registered Community Organizations pursuant to Title 14;
  - 1.3.2.6 Implementing certain neighborhood notice requirements and promulgating regulations concerning neighborhood notice and meetings, pursuant to Title 14;
  - 1.3.2.7 Promulgating regulations concerning Civic Design Review, pursuant to Title 14;
  - 1.3.2.8 Reviewing nominations of new Neighborhood Conservation Overlay (NCO) zoning districts, pursuant to Title 14;
  - 1.3.2.9 Approving equivalent green building or neighborhood development rating systems for the green building or site floor area or height bonus, pursuant to Title 14;
  - 1.3.2.10 Reviewing and commenting on the creation of Historic Districts by the Philadelphia Historical Commission, pursuant to Title 14;
  - 1.3.2.11 Developing the Philadelphia Land Bank Strategic Plan, in coordination with the Philadelphia Land Bank, pursuant to Title 16; and
  - 1.3.2.12 Promulgating regulations for the implementation of § 17-111 of The Philadelphia Code (Energy Efficiency and Environmental Design in Construction of Buildings) requiring every City contract for the design or construction of a large City public works project to meet minimum energy efficiency requirements, including requirements intended to ensure that a finished project will achieve a silver-level LEED rating.
- 1.3.3. In accordance with the Pennsylvania Urban Redevelopment Law, the City Planning Commission is responsible for:
- 1.3.3.1 Designating Redevelopment Areas
  - 1.3.3.2 Preparing Redevelopment Area Plans,
  - 1.3.3.3 Issuing recommendations on Redevelopment Proposals and agreements that authorize the acquisition, condemnation, or transfer of property prepared by the Philadelphia Redevelopment Authority; and
  - 1.3.3.4 Reviewing and certifying property as blighted for acquisition by the Philadelphia Redevelopment Authority
- 1.3.4. In addition to the administrative and regulatory duties specified in subsections 1.3.1 through 1.3.3, above, the City Planning Commission fulfills an advocacy and support function to the City and the public on issues such as economic development, transportation, neighborhood planning, housing, and urban design.

## 2. **DEFINITIONS<sup>3</sup>**

- 2.1 *Capital Program.* The Capital Program of the City of Philadelphia, as established by the Philadelphia Home Rule Charter.
- 2.2 *Commission.* The City Planning Commission, as established in § 3-100 and § 3-908 of

the Philadelphia Home Rule Charter.

- 2.3 *CDR Committee.* The Civic Design Review Committee, as established in Title 14.
- 2.4 *Comprehensive Plan.* The Physical Development Plan of the City, as defined in § 4-600 of The Philadelphia Home Rule Charter.
- 2.5 *Executive Director.* The Executive Director of the Commission, or the Executive Director's staff designee.
- 2.6 *Inspector General.* The Inspector General of the City of Philadelphia.
- 2.7 *LEED.* The Leadership in Energy and Environmental Design rating system, established by the U.S. Green Building Council to encourage adoption of high performance building and development practice.
- 2.8 *Life-Cycle Cost.* The total cost of a building or building project measured over the useful life or period of ownership of the building, including as appropriate such costs as: planning and design; financing, acquisition; construction; operation and maintenance; renewal and rehabilitation; and replacement and disposition.
- 2.9 *Pennsylvania Urban Redevelopment Law.* Pennsylvania Act of May 24, 1945, P.L. 991, No. 385, as amended.
- 2.10 *Redevelopment Area.* An area, certified by the City Planning Commission, in accordance with the Pennsylvania Urban Redevelopment Law.
- 2.11 *Redevelopment Area Plan.* A plan prepared for a Redevelopment Area by the City Planning Commission in accordance with the Pennsylvania Urban Redevelopment Law.
- 2.12 *Redevelopment Proposal.* A proposal for the redevelopment of all or part of a Redevelopment Area, submitted by the Philadelphia Redevelopment Authority, in accordance with the Pennsylvania Urban Redevelopment Law. Redevelopment Proposals include urban renewal plans and urban renewal area plans.
- 2.13 *RCO or Registered Community Organization.* A Registered Community Organization, as established in Title 14.
- 2.14 *Pennsylvania Sunshine Act.* Pennsylvania Act of October 15, 1998, P.L. 729, No. 93, as amended.
- 2.15 *Zoning Board.* The Philadelphia Zoning Board of Adjustment.
- 2.16 *Zoning Code.* Title 14 of The Philadelphia Code.

### 3. THE COMMISSION

#### 3.1. **Composition and Qualifications<sup>4</sup>**

The Commission consists of eleven members. The composition and qualifications of the Commission are set forth in § 3-908 of The Philadelphia Home Rule Charter.

3.2. **Officers<sup>5</sup>**

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

3.3. **Committees**

3.3.1. The Commission may, by a majority of those present and voting, create such standing and ad hoc committees as it deems necessary for the conduct of the Commission's work.

3.3.2. Pursuant to The Zoning Code, the Mayor may establish a Civic Design Review Committee and the Commission shall act as the Civic Design Review Committee until such establishment.

3.4. **Conflict of Interest<sup>6</sup>**

3.4.1. Members of the Commission and its Committees are subject to the City's ethics laws found at Chapter 20-600 of The Philadelphia Code and Article X of the Philadelphia Home Rule Charter, which include several restrictions on topics such as gifts, conflicts of interest, political activity, representations before the Commission or its Committees, and financial disclosure. These ethics laws are administered by the City Board of Ethics.

3.4.2. Any person or entity submitting physical development projects to the Commission for approval (hereinafter called "Developer") must, prior to any action by the members of the Commission, submit a disclosure statement or provide other documentation that includes:

3.4.2.1 The address of the project;

3.4.2.2 The name, address, telephone number, and email of the Developer;

3.4.2.3 The name, address, and affiliation of each authorized Developer representative.

4. **CONDUCT OF MEETINGS**

4.1. **Meetings<sup>7</sup>**

4.1.1. The Commission shall meet monthly or as required. Special meetings may be held, as needed, upon the call of the Chair or Vice-Chair.

4.1.2. The Commission shall post notice of and conduct all meetings in accordance with the Pennsylvania Sunshine Act.

4.1.3. In addition to the requirements of the Pennsylvania Sunshine Act, the day, hour, and place of the regularly scheduled meetings of the Commission shall be posted on the Commission's website.

4.2. **Quorum<sup>8</sup>**

A quorum of the Commission shall consist of six members. A majority of the members voting in the presence of a quorum is required for Commission action. An abstention for any reason shall not affect the presence of a quorum.

**4.3. Conduct of Business**

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

**4.4. Agendas and Minutes<sup>9</sup>**

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

**5. THE COMPREHENSIVE PLAN AND OTHER PLANS**

**5.1. Adoption of the Comprehensive Plan**

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

**5.2. Recognition of Other Plans<sup>10</sup>**

- 5.2.1. A plan prepared by an organization other than the Commission or a public or quasi-public agency may be submitted to the Commission for recognition if it meets the following criteria:
  - 5.2.1.1 The preparation of the plan must have been guided by a broad-based advisory committee. The committee membership must include a staff member of the Commission.
  - 5.2.1.2 The plan sponsor must have held at least two open, public meetings during the planning process.
  - 5.2.1.3 The plan sponsor must have met with individuals and groups who will be affected by the plan's recommendations, which may include but is not limited to property owners, institutions, businesses, neighborhood service and charitable organizations, and public agencies that operate and have an interest in the area for which the plan is being developed.

- 5.2.1.4 Consultants retained for preparation of the plan through the use of public funds must be selected through an open and fair competitive procedure.
- 5.2.2. The Commission may consider the plan at a public meeting. The Commission may recognize the plan if it determines that the plan is consistent with the general goals and objectives of the adopted Comprehensive Plan. If the plan is recognized, the Commission shall issue a recognition letter to the sponsor of the plan.
- 5.2.3. Plan recognition is not an amendment to the Comprehensive Plan and is not an approval by the Commission of any element of the plan. However, at the discretion of the Commission, a recognized plan may be considered in the development of the Comprehensive Plan and other Commission policy.

## 6. RECOMMENDATIONS ON LEGISLATION<sup>11</sup>

### 6.1. Authority and Delegations to the Executive Director

- 6.1.1. The Executive Director is hereby authorized to provide, on behalf of the Commission, recommendations to City Council regarding legislation affecting zoning, the Comprehensive Plan, the Capital Program, land subdivision, plans of streets, or the purchase or sale of real estate, to fulfill the Commission's duties pursuant to § 2-307 and § 4-604 of the Philadelphia Home Rule Charter, as follows:
  - 6.1.1.1 Bills authorizing encroachments into the right-of-way that affect the Comprehensive Plan, as provided in Subsection 6.2, below;
  - 6.1.1.2 Bills, described in subsections .1 through .5 below, with respect to which the Commission, has provided an approval or made a recommendation which encompasses the substance of the bill, as determined by the Executive Director;
    - .1 Bills affecting plans of streets and other utility rights-of-way ;
    - .2 Bills to authorize an activity contemplated in a finally approved plat;
    - .3 Bills extending the time for conditions to be met to make a bill effective;
    - .4 Bills authorizing the sale or purchase of real property that is the result of, or is necessary to carry out, other activities; and
    - .5 Zoning bills, including map change bills, the regulation of uses, approvals pertaining to specialized districts, and zoning rule changes.
  - 6.1.1.3 Bills authorizing the sale or purchase of real property that is less than 10,000 square feet in area.

- 6.1.2. The Executive Director is hereby authorized to extend the review period, on behalf of the Commission, with respect to any proposed legislation subject to Commission review under Section § 2-307 of the Philadelphia Home Rule Charter, for up to an additional forty-five days, whenever the Commission's next scheduled meeting after introduction of the proposed legislation into Council is either ten or fewer days after such introduction or thirty or more days after such introduction.

**6.2. Encroachment Ordinances that Affect the Comprehensive Plan**

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

**7. REVIEW OF SUBDIVISIONS**

**7.1. Authority and Delegations to the Executive Director**

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

**7.2. Submission Requirements<sup>12</sup>**

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

**7.2.1. Property Data Map**

- 7.2.1.1 The Property Data Map shall be drawn at a scale of one inch equal to 100 feet or less.
- 7.2.1.2 The Property Data Map shall include the following information:
  - .1 Name of the applicant;
  - .2 Name of the registered owner;
  - .3 North point, and scale and date;

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

7.2.2. Preliminary Plat

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

7.2.2.2 The Preliminary Plat shall include the following information:

- .1 Proposed street layout, street names, lot lines, and lot identification numbers. Lots shall show approximate dimensions and areas; streets shall indicate proposed cartway and right-of-way widths, approximate radii of curvature and approximate grades;
- .2 Sites dedicated or reserved for purposes other than residential; and
- .3 Proposed sewerage and drainage, including the method for the control of on-site stormwater runoff, and water supply.

7.2.2.3 When required by the Executive Director, the applicant shall submit data on subsoil conditions.

7.2.3. Final Plat

7.2.3.1 The Final Plat shall be printed on reproducible material, such as mylar, and drawn at a scale of one inch equal to 100 feet or less.

7.2.3.2 The Final Plat shall include the following information:

- .1 Name of applicant and the owner in whose name the plat is to be recorded;
- .2 Title;
- .3 North point, scale and date;
- .4 Name and seal of licensed professional engineer or surveyor;
- .5 Primary control points, approved by the Department of Streets, or ties to such control points to which all pertinent engineering data shall be referred;

- .6 Boundaries, with distances, bearings, and location of monuments. Such dimensions shall be in feet and hundredths of a foot;
- .7 Street lines, street names, lot names, and lot identification numbers, easements, and other land divisions and their purpose;
- .8 Radii, lengths of curves, and tangent bearings for all streets;
- .9 Right-of-way and cartway widths for all streets;
- .10 When required by the Department of Streets, street profiles, details of culverts, or other necessary data;
- .11 Building lines or street setback lines;
- .12 Calculated area of all lots where area approximation is within five percent of the minimum area requirements;
- .13 Location and boundaries of all non-dedicated ways or easements, and of drainage ways;
- .14 Location and outline place of all existing structures to remain;
- .15 Location of all watercourses;
- .16 The location, depth, and size of sewers, stormwater drains, waterlines, location of wells and cesspools or septic tanks;
- .17 Proof of legal or equitable interest in the property in question, such as a fully-signed deed, agreement of sale, lease, or similar instrument. All deeds must show a copy of the stamp affixed by the Department of Records as evidence of its recording;
- .18 Statement dedicating streets, rights-of-way or other areas for public use as may be required by the City; and
- .19 Such other certificates, affidavits, or endorsements as the Executive Director may require for the enforcement of this Chapter.

## 8. REVIEW OF MASTER PLANS

### 8.1. Authority and Delegations to the Executive Director

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

### 8.2. Submission Requirements<sup>13</sup>

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

- 8.2.1. A Statement of Existing Conditions that describes the existing context of the proposed Master Plan District and its surrounding areas. The Statement of Existing Conditions may include, but is not limited to:
  - 8.2.1.1 Local, state, or national historic designations;
  - 8.2.1.2 A description of surrounding land use and density patterns;
  - 8.2.1.3 A description of the natural environment, including topographic conditions and any floodplains, wetlands, or other sensitive habitats present in the area;
  - 8.2.1.4 A description of existing parking and traffic conditions.
- 8.2.2. Statement of Impacts of Proposed New Conditions that describes the potential impacts of the Master Plan District on the elements presented in the Statement of Existing Conditions. The Statement of Impacts of Proposed New Conditions should indicate any proposed mitigation measures.
- 8.2.3. Site Plan with the following information recorded on the Site Plan:
  - 8.2.3.1 Extent, boundaries, and area of the proposed district;
  - 8.2.3.2 If there are multiple land owners within the proposed district area, the existing ownership of land;
  - 8.2.3.3 Proposed changes to the existing confirmed street layout within or surrounding the boundaries of the district;
  - 8.2.3.4 Total proposed maximum gross floor area;
  - 8.2.3.5 Total area and type of open space;
  - 8.2.3.6 Setback lines from watercourses;
  - 8.2.3.7 Occupied area, gross floor area, and height of each structure, existing and proposed, within the district;
  - 8.2.3.8 Use of each structure, existing and proposed, within the district;
  - 8.2.3.9 Size and location of all parking areas;
  - 8.2.3.10 Size and location of all driveways leading thereto;
  - 8.2.3.11 Size and location of all other private driveways or streets intended to be used by automobiles;
  - 8.2.3.12 Size and location of all off-street loading; and
  - 8.2.3.13 Size and location of any signage.
- 8.2.4. A completed copy of the City Planning Commission's Complete Streets Handbook Checklist.
- 8.2.5. Except in the SP-ENT district, a written request from a City Councilmember or a copy of the introduced legislation necessary to create the Master Plan District.
- 8.2.6. The Executive Director may request additional materials as deemed necessary to guarantee that the proposed Master Plan is substantially consistent with the stated purposes of the district.

- 8.2.7. For Special Purpose Institutional (SP-INS) districts, the Site Plan required by Subsection 8.2.3, above, shall additionally indicate the area(s) to be designated commercial and a specified list of uses within each commercial area.
- 8.2.8. For Special Purpose Sports Stadium (SP-STA) Districts, the Master Plan submission shall additionally include a parking and circulation plan showing the size, capacity, and use of all buildings and structures proposed and existing on the lot.
- 8.2.9. For Special Purpose Entertainment (SP-ENT) districts, the Master Plan submission shall additionally include the following:
  - 8.2.9.1 A landscape plan.
  - 8.2.9.2 A transportation management plan that details:
    - .1 Internal circulation systems;
    - .2 External access points;
    - .3 Pedestrian flows, including to and from parking facilities;
    - .4 Estimates of levels of service on sidewalks and internal roads; and
    - .5 A traffic and parking study prepared by a licensed traffic engineer, assessing the impacts of new traffic generated by the proposal on roadway and intersection capacity, public transit and other bus operations, and pedestrian and bicycle circulation and safety.
  - 8.2.9.3 A parking management plan describing the proposed policy on and resources for parking for patrons, employees, and managers, and anticipated traffic and parking management resources.
  - 8.2.9.4 Any recommendations on intersection improvements, new roadway construction, or widening of existing roadways, if required, and any traffic buffers to protect residential areas, including the manner of funding such improvements by the developer.

**8.3. Submission Requirements for Amendments to Master Plans<sup>14</sup>**

- 8.3.1. For minor amendments, as defined by the Zoning Code, the proposed changes shall be indicated on a copy of the adopted site plan for the master plan district. Upon Commission approval of the minor amendment, the site plan with the approved changes shall become the adopted site plan for the Master Plan District.
- 8.3.2. For major amendments, as defined by the Zoning Code, the amendment shall be accompanied by a revised site plan and, except in the SP-ENT district, a written request from a City Councilmember or a copy of the introduced legislation necessary to amend the Master Plan District. Except for Master Plan Districts established as of August 21, 2012, the major amendment shall also be accompanied by a revised Statement of Impacts of Proposed New Conditions.
- 8.3.3. The Executive Director may request additional materials as deemed necessary to guarantee that the proposed amendment to the Master Plan is substantially consistent with the stated purposes of the district.

**8.4. Criteria for Civic Design Review of Major Amendments to Master Plans<sup>15</sup>**

Major amendments to master plans, as defined by the Zoning Code, shall be subject to Civic Design Review pursuant to the Zoning Code, provided the amendment meets the criteria of both subsections 8.4.1 and 8.4.2 below.

8.4.1. One or more of the following applies to the major amendment:

8.4.1.1 The amendment increases the gross floor area by more than 50,000 sq. ft.

8.4.1.2 The amendment changes the proposed building footprints by more than 50,000 sq. ft.

8.4.1.3 The amendment includes a rezoning of more than 50,000 sq. ft. of land into the master plan.

8.4.2. The Executive Director and the Chair of the CDR Committee agree that the amendment significantly impacts the public realm within the Master Plan District or the surrounding area and that civic design review would be in the best interests of the City. Significant impacts to the public realm may include modifications to the connectivity, functionality, character, or utilization of sidewalks, public spaces, streets, and public and community facilities.

**9. REVIEW OF ZONING AND BUILDING PERMIT APPLICATIONS**

**9.1. Authority and Delegations to the Executive Director**

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

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

**9.2. Submission Requirements<sup>16</sup>**

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

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

9.2.1.1 Title block, including the name of the registered property owner and property address;

9.2.1.2 North point, scale and date. The Site Plan shall be drawn at a scale of one inch equal to 100 feet or less;

9.2.1.3 Legal descriptions of lot, right-of-way, or easement boundaries shall be in Philadelphia District Standard;

9.2.1.4 Dedicated and non-dedicated rights-of-way, easements, alleys, and driveways on or bounding the property. Include cartway widths,

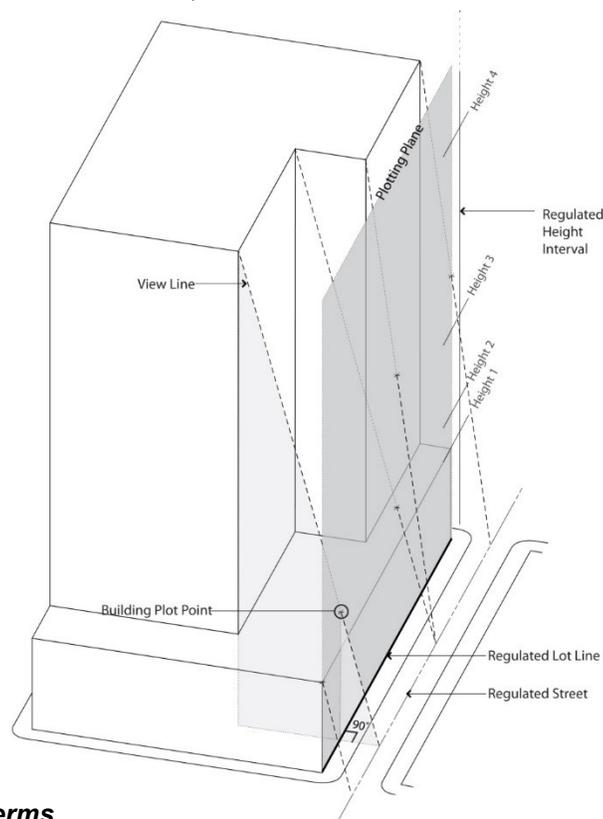
- sidewalk widths, street names, and the location of the nearest fire hydrant;
  - 9.2.1.5 Lot identifications and their purposes;
  - 9.2.1.6 Building setback lines and distances to other buildings on the lot;
  - 9.2.1.7 Building dimensions and number of stories;
  - 9.2.1.8 Nearest intersection;
  - 9.2.1.9 Location and dimensions of all existing or proposed driveways, curb cuts, and off-street parking lots, with distances from lot lines.
- 9.2.2. The Executive Director may require additional information to be provided on site plans, where necessary for the Commission to make a determination as required by the Zoning Code. This may include, but is not limited to, the following:
- 9.2.2.1 Seal of a registered architect, engineer, or land surveyor in accordance with Pennsylvania Engineer, Land Surveyor, and Geologist Registration Law;
  - 9.2.2.2 Radii, lengths of curves, and tangent bearings for all streets;
  - 9.2.2.3 Existing and proposed elevation contours;
  - 9.2.2.4 Final elevation converted to City Datum;
  - 9.2.2.5 Yard drains with top elevation in City Datum;
  - 9.2.2.6 Lowest floor elevation in City Datum;
  - 9.2.2.7 Topography at minimum two foot intervals;
  - 9.2.2.8 Stormwater management plans;
  - 9.2.2.9 Geotechnical data;
  - 9.2.2.10 Building elevations;
  - 9.2.2.11 Written descriptions or samples of building materials.
  - 9.2.2.12 Traffic studies to be submitted to the Department of Streets.
  - 9.2.2.13 The location of existing trees, fire hydrants, inlets, traffic signs, streetlights, manholes, steps, meters, and other street furniture at the project location and adjacent properties;
  - 9.2.2.14 The width and area of adjacent lots; and
  - 9.2.2.15 The heights and setbacks of buildings on the same block as the project.

**9.3. Additional Submission Requirements for Sky Plane**

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

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

- 9.3.1.1 Regulated street: A street subject to the sky plane standards of the Zoning Code.
- 9.3.1.2 Regulated lot line: A lot line that is contiguous to a regulated street.
- 9.3.1.3 Regulated height interval: The heights above sidewalk level for which Table 14-701-5 of the Zoning Code restricts the blockage of sky plane.
- 9.3.1.4 Plotting plane: A vertical plane passing through a regulated lot line.
- 9.3.1.5 View line: A line beginning at a top corner of a wall facing a regulated street and ending at the point of intersection between the regulated street centerline and a vertical plane perpendicular to the regulated lot line which passes through the beginning corner. There will be multiple view lines (one per top corner).
- 9.3.1.6 Building plot point: The point of intersection between a view line and the plotting plane. There will be multiple building plot points (one per view line).

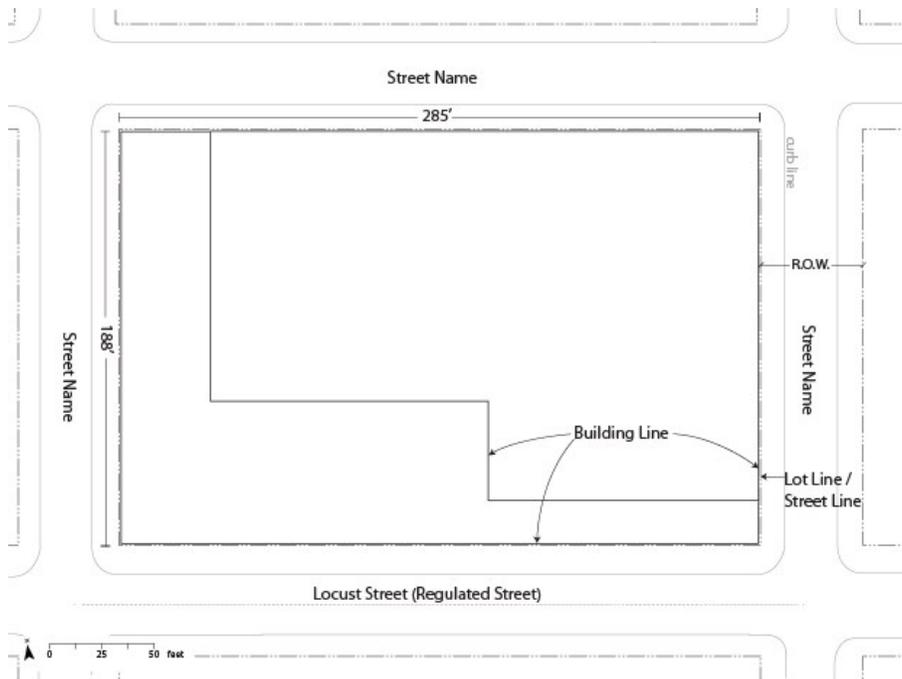


**Figure 1: Terms**

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

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

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

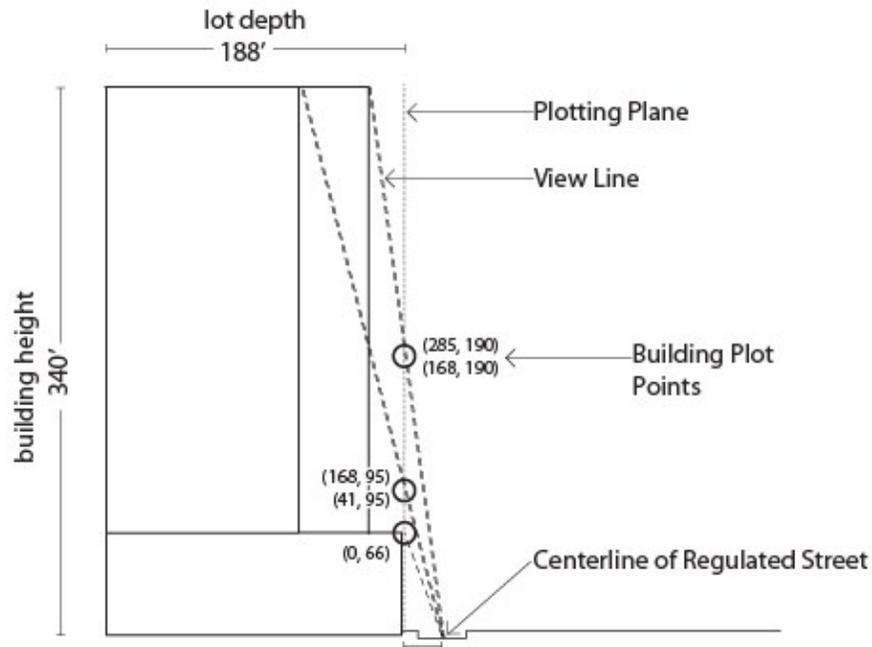


**Figure 2: Sample Plan View Diagram**

9.3.2.2 For each regulated street, a profile diagram that includes the following (see also Figure 3):

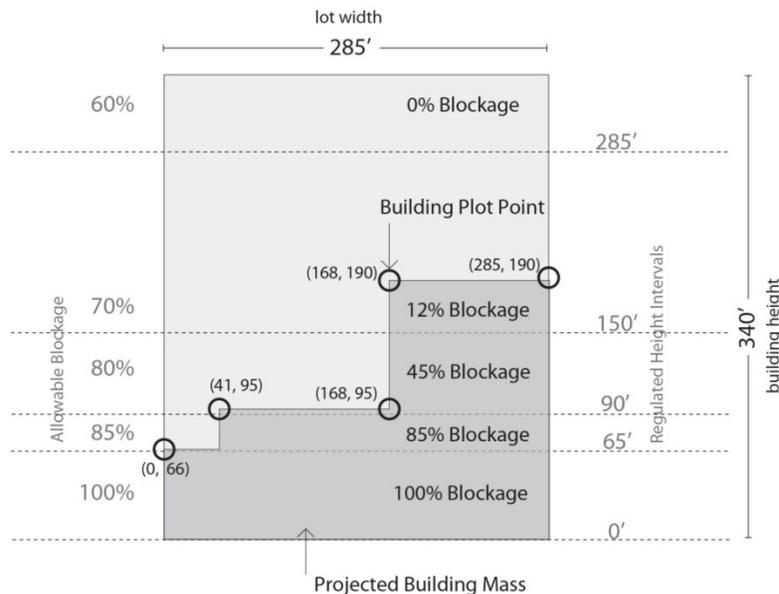
- .1 Cross-section of the building, lot, and regulated street, with measurements in feet for maximum building height and lot depth;
- .2 A vertical line extending from the regulated lot line to represent the edge of the plotting plane;
- .3 A view line for each top corner of a regulated street-facing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

(.2) Its height above the sidewalk, in feet.



**Figure 3: Sample Profile Diagram**

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



**Figure 4: Sample Plotting Plane Diagram**

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

**9.4. Additional Submission Requirements for Landscape Plans<sup>17</sup>**

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

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

9.4.1.2 Required landscape areas and planting schedule. Indicate the:

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

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

9.4.1.4 Existing trees to be removed and their caliper size;

9.4.1.5 Existing trees to be preserved and their caliper size;

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

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

- 9.4.1.7 Statement from a certified arborist if any trees to be preserved or removed may be exempt in accordance with the Zoning Code; and
- 9.4.1.8 Any additional information the Executive Director deems necessary in order to determine compliance with these regulations and the Zoning Code.
- 9.4.2. Street trees required by the Zoning Code shall be indicated on a site plan, which shall include all of the following:
  - 9.4.2.1 Spacing between street trees;
  - 9.4.2.2 Tree species; and
  - 9.4.2.3 Any additional information the Executive Director deems necessary in order to determine compliance with these regulations and the Zoning Code.
- 9.4.3. Parking landscaping plans required by the Zoning Code shall be indicated on a site plan which shall include all of the following:
  - 9.4.3.1 A landscaping plan or list of plants;
  - 9.4.3.2 Calculations for the percentage of landscaping in the interior of the parking lot, if applicable;
  - 9.4.3.3 The location of street trees;
  - 9.4.3.4 Drive aisle widths;
  - 9.4.3.5 Parking space dimensions;
  - 9.4.3.6 The location of parking levels above and below ground;
  - 9.4.3.7 Circulation and exits;
  - 9.4.3.8 Any additional information the Executive Director deems necessary in order to determine compliance with these regulations and the Zoning Code.
- 9.5. **Additional Submission Requirements for Building Permit Applications in /NCO Districts<sup>18</sup>**

At a minimum, an application must include:

- 9.5.1. A site plan that shows the structure in relationship to adjacent structures, the street, and curb cuts;
- 9.5.2. Building elevation drawings and all other applicable drawings that illustrate the proposed work. All drawings must show significant dimensions and include notes that describe existing and proposed building materials, finishes, and colors. Other applicable drawings may include, but are not limited to, building wall sections, floor plans, roof plans, and plan and sectional drawings of all roof decks and building setbacks above the second floor;
- 9.5.3. Color photographs of the existing building or site and of buildings on abutting lots on either side;
- 9.5.4. A sheet or board that describes construction materials and includes physical material samples or photographs of the materials along with the names of the manufacturers and products;

- 9.5.5. Plans for the post-demolition use if the application is for demolition; and
- 9.5.6. Any additional information the Executive Director deems necessary in order to determine compliance with these regulations and the Zoning Code.

9.6. **Additional Submission Requirements for Building Permit Applications of Developments Earning the Public Space Zoning Bonus<sup>19</sup>**

At a minimum, an application must include:

- 9.6.1. A site plan of the public space that includes grading, landscaping, public pathways, seating areas, water features, lighting and any other components of the public space, as applicable, under the provisions of the Zoning Code;
- 9.6.2. A detailed description of all public space materials and elements, including plant species and prefabricated components including but not limited to tables, trash receptacles, and light fixtures;
- 9.6.3. The amount of public space as a percentage of lot area and the minimum contiguous area of the public space shown and labeled on the site plan or a separate plan;
- 9.6.4. A plan that demonstrates the compliance of the public space with the City Planning Commission's Complete Streets Handbook and the Americans with Disabilities Act either on the site plan or a larger detail of the site plan;
- 9.6.5. Sectional drawings detailing changes in grade and relationships to existing or proposed vertical elements that demonstrate compliance with provisions of the public space bonus in the Zoning Code, including but not limited to compliance with vertical separation maximums and daylight provisions; and
- 9.6.6. Any additional information the Executive Director deems necessary to determine compliance with these regulations and the Zoning Code.

9.7. **Additional Submission Requirements for Building Permit Applications Requiring a Facade Review or Parking Garage Facade Review<sup>20</sup>**

At a minimum, an application must include:

- 9.7.1. Building elevation drawings showing dimensions and labels for materials, finishes, and colors, provided facade renovations shall distinguish between existing materials and new materials;
- 9.7.2. A sheet or board that describes construction materials and includes physical material samples or photographs of the materials along with the names of the manufacturers and products;
- 9.7.3. Color photographs of the existing building or site and of adjoining buildings; and
- 9.7.4. Any additional information the Executive Director deems necessary to determine compliance with these regulations and the Zoning Code.

## 10. CIVIC DESIGN REVIEW

### 10.1. Authority

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

### 10.2. Civic Design Review Committee<sup>21</sup>

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

- 10.2.1. The CDR Committee consists of seven members, as set forth by the Zoning Code;
- 10.2.2. A quorum of the CDR Committee shall consist of four members. A majority of those voting in the presence of a quorum is required to issue a CDR Committee recommendation;
- 10.2.3. The CDR Committee shall meet monthly, or as required. The CDR Committee shall post notice of and conduct all meetings in accordance with the Pennsylvania Sunshine Act. The CDR Committee shall post web notice of the day, hour, and place of the regularly scheduled meetings and meeting agendas of the CDR Committee.
- 10.2.4. The CDR Committee shall be guided by the Zoning Code and Section 10.6 of these Regulations when reviewing developments required to undergo civic design review as provided in The Zoning Code.

### 10.3. Recommended Qualifications for CDR Committee Members<sup>22</sup>

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

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

- 10.3.4.3 If the Executive Director receives more nominations than there are available RCO representative seats, the Executive Director shall ask submitting nominees to decide amongst themselves whom the two representatives will be. If a decision is not made at a point three days from the date of the scheduled CDR meeting, then the Executive Director shall select the representative(s) from among the nominees.

**10.4. Procedure<sup>23</sup>**

- 10.4.1. The Executive Director shall review the application and determine its completeness pursuant to the submission requirements delineated in subsection 10.5. The Executive Director shall forward the completed application to the CDR Committee.
- 10.4.2. Applications deemed complete in accordance with subsection 10.4.1. shall be scheduled for consideration by the CDR Committee at the discretion of the Executive Director.
- 10.4.3. The CDR Committee shall keep a summary of its recommendations made at each meeting and shall forward its recommendations to the Executive Director. Should an application be subject to a second CDR Committee meeting, the Executive Director shall provide a recommendation summary to the applicant prior to the second CDR Committee meeting on the application.
- 10.4.4. The Executive Director shall forward the recommendations of the CDR Committee to the Department of Licenses and Inspections and shall post the recommendations on the Commission's website, as required by the Zoning Code.

**10.5. Submission Requirements<sup>24</sup>**

- 10.5.1. Applicants must submit one paper copy of the site survey required in 10.5.1.1 and one paper copy of the site plan required in subsection 10.5.1.4. in a 24"x36" minimum format. Applicants must also submit a digital Portable Document Format (.PDF) file and 5 bound color copies of the following in 11" x 17" format, except items in subsections 10.5.1.5 through 10.5.1.13 shall not apply to applicants of new master plan districts or major amendments to master plans, unless otherwise requested by the Executive Director:
  - 10.5.1.1 A site survey indicating the current conditions of the proposed site conducted by a licensed surveyor or engineer. A plan illustrating the current conditions of the proposed site. Refer to Section 8.2.3 of these regulations for the information to be included on the site plan;
  - 10.5.1.2 A completed copy of the City Planning Commission's Complete Streets Handbook Checklist;
  - 10.5.1.3 Photographs of the proposed site and immediate area and aerial photographs in plan and oblique views;
  - 10.5.1.4 Site plan, drawn to a scale where all elements of the streetscape are discernible and the relationship of outside spaces to inside spaces can be understood. The site plan must include all existing street elements such as utility poles, traffic signs, handicapped ramps, fire hydrants, street lights, bollards, benches, bicycle racks, and other street furniture;

- 10.5.1.5 Ground floor plan, drawn to a scale where the relationship of outside spaces to inside spaces can be understood. The ground floor plan must show all building entrances and exits and vehicle loading and unloading areas;
  - 10.5.1.6 Landscape plan, drawn to a scale where all elements of the streetscape are discernible and the relationship of outside spaces to inside spaces can be understood;
  - 10.5.1.7 Elevations drawn to scale of all sides of the proposed building(s) with all exterior materials labeled.
  - 10.5.1.8 Site sections (minimum of two) showing the relationships to adjacent buildings and spaces;
  - 10.5.1.9 Perspective renderings (minimum of two views including at least one at street-level perspective). Exterior materials must be depicted in the renderings;
  - 10.5.1.10 3D digital or physical massing model that shows the proposed development within the context of surrounding buildings;
  - 10.5.1.11 The Commission's Sustainability Questionnaire. In addition to the Sustainability Questionnaire, applicants applying for LEED certification, or certification by another green building or neighborhood development rating system, may also submit additional materials that detail the credits for which they are applying.
  - 10.5.1.12 A written description of the building materials and their textures and colors. The CDR Committee may request material samples as it deems necessary to evaluate the project;
  - 10.5.1.13 If applicable, the submissions required to demonstrate compliance with the sky plane controls of the Zoning Code, as provided in subsection 9.3 of these Regulations;
  - 10.5.1.14 If an application is returning for a second CDR Committee meeting, a written statement responding to the CDR Committee's recommendation summary as provided by the Executive Director under subsection 10.4.3. The statement must be from the applicant or the applicant's design professional. The statement must explain how the applicant will address, or why the applicant will not address, the specific CDR Committee comments.
- 10.5.2. The Executive Director may request additional materials as deemed necessary to assist the Civic Design Review Committee in its evaluation of the proposal.
- 10.5.3. Unless otherwise notified by the Executive Director, applications meeting the requirements of subsection 10.5.1 shall be submitted for each Civic Design Review meeting no later than 4:00 p.m. on the date two weeks before the scheduled Civic Design Review meeting.

**10.6. Review Guidelines<sup>25</sup>**

The CDR Committee shall consider the impacts on the public realm in accordance with the Zoning Code. The CDR Committee shall apply the guidelines set forth in this Subsection 10.6 to evaluate each project and to make its advisory recommendation. Due

to the general nature of master plans, certain guidelines regarding architectural elements shall not apply to master plan reviews as noted below. Reviews of major amendments to master plans shall apply these guidelines to the modifications proposed in the amendment and not the entire master plan district. These CDR Guidelines are intended to supplement the form and design standards in the Zoning Code. Should there be a conflict between the regulations of this Subsection 10.6 and the Zoning Code, the provisions of the Zoning Code shall prevail.

10.6.1. General Intent. Civic Design Review is focused on the assessment of the proposed characteristics and quality of the public realm that is an integral part of any large development project. The “public realm” is defined as sidewalks, public spaces, streets, and public and community facilities. In addition, Civic Design Review will address the way in which a large proposed development may have an impact on its neighborhood. The Civic Design Review process does not lend itself to precise quantifiable certainty, requiring members of the CDR Committee to use their professional expertise and judgment in rendering advisory action.

10.6.2. Purpose. Projects and master plans that are subject to Civic Design Review, pursuant to the Zoning Code, are encouraged to:

10.6.2.1 Enhance the city’s streets and sidewalks, which represent the greatest percentage of its public realm, to function well, and promote vitality and activity;

10.6.2.2 Reinforce desirable urban features found within the surrounding area, such as siting patterns, massing arrangements, and streetscape characteristics; and, if appropriate, provides buffers and screens between the proposed building(s) and the adjacent area;

10.6.2.3 Maximize the utility of open space, which may be either public or private, and visible to the public;

10.6.2.4 Design site characteristics and building features to help reduce energy use and greenhouse gas emissions, manage stormwater runoff, conserve water, and preserve natural habitats;

10.6.2.5 Promote pedestrian interest, safety, and comfort by creating attractive and serviceable walkways and pedestrian routes;

10.6.2.6 Promote the safe and efficient circulation of bicyclists and motorists;

10.6.2.7 Promote the use of public transit;

10.6.2.8 Integrate accessibility for persons with disabilities; and

10.6.2.9 Minimize the adverse visual impact of vehicular service areas, while providing safe and ample access for emergency and delivery vehicles.

10.6.3. The site design is encouraged to:

10.6.3.1 Where feasible, re-establish or continue the existing street and sidewalk grid;

10.6.3.2 Maintain adequate sidewalk widths in accordance with the Commission’s Pedestrian and Bicycle Plan to ensure pedestrian clear zone widths;

10.6.3.3 Locate surface parking lots behind buildings;

- 10.6.3.4 Provide vehicular access and access to service areas, such as those from dumpsters, loading docks and mechanical equipment, from smaller service streets or alleys. Landscaping and walls may be used to screen service areas from view;
  - 10.6.3.5 Include clearly defined pedestrian connections from buildings and parking areas to public streets;
  - 10.6.3.6 Incorporate quality public open spaces and pedestrian networks between buildings.
- 10.6.4. The building design is encouraged to:
- 10.6.4.1 Locate buildings at the street line, match the prevailing setback on the block, or set back buildings to accommodate public space;
  - 10.6.4.2 Define building entrances by an easily recognizable architectural element in the façade that leads the pedestrian to an entryway, provided this guideline shall not apply to master plan reviews;
  - 10.6.4.3 Maximize ground floor transparency through generous fenestration, provided this guideline shall not apply to master plan reviews;
  - 10.6.4.4 Incorporate windows, as well as materials and architectural details, into street-facing building facades to articulate the building in order to provide an interesting pedestrian experience, provided this guideline shall not apply to master plan reviews.
- 10.6.5. The parking design is encouraged to:
- 10.6.5.1 Break up surface parking lots into smaller “cells,” “pods,” or “modules” by buildings, landscaping, and pedestrian paths;
  - 10.6.5.2 Provide shared parking and shared driveway entrances and exits whenever possible;
  - 10.6.5.3 Construct multi-level parking structures instead of large surface parking lots, where possible;
  - 10.6.5.4 Include ground-floor commercial uses in parking structures, where possible. Above-ground screening devices, such as architectural articulation including baffles, screens, and landscaped walls are encouraged, provided this guideline shall not apply to master plan reviews.
- 10.6.6. The design of public open space is encouraged to:
- 10.6.6.1 Be visible from the sidewalk;
  - 10.6.6.2 Include direct access from adjacent streets, allow for multiple points of entry, and, where applicable, integrate public transit stops or stations;
  - 10.6.6.3 Incorporate amenities such as benches, seats, tables, fountains, drinking fountains, and interpretive historical markers., provided this guideline shall not apply to master plan reviews.
- 10.6.7. The project is encouraged to integrate sustainable design elements that:
- 10.6.7.1 Reuse the existing building stock when possible;

- 10.6.7.2 Incorporate existing on-site natural habitats and landscape elements into the design;
- 10.6.7.3 Incorporate functional storm water control features such as rain gardens, swales, and green roofs to store, slow and/or reduce rainwater runoff from the site;
- 10.6.7.4 Site and mass buildings to maximize daylight for exterior spaces and minimize shading on adjacent sites.

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

### 11.1. **Nomination Criteria**

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

- 11.1.1. An /NCO shall consist of an area of at least two blocks by two blocks and no more than 25 blocks, unless otherwise authorized by the Executive Director;
- 11.1.2. No portion of the /NCO shall be contained within a historically-designated district on the Philadelphia Register of Historic Places or a district for which notice of proposed designation has been sent pursuant the Zoning Code;
- 11.1.3. At least 70 percent of the /NCO's area must be of residential use and zoned Residential;
- 11.1.4. No more than 20 percent of the /NCO's area shall consist of vacant lots; and
- 11.1.5. The /NCO must possess a consistent architectural character as a result of a concentration of residential buildings of similar character or a continuity established by an overall plan.

### 11.2. **Nomination Process**

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

- 11.2.5. The Executive Director shall forward the proposed enabling ordinance to City Council to be introduced at its discretion.

## 12. REGISTERED COMMUNITY ORGANIZATIONS (RCOs)

### 12.1. Registry<sup>26</sup>

- 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<sup>27</sup>

- 12.2.1. An organization must meet the minimum qualifying criteria established by the Zoning Code to qualify for RCO registration.
- 12.2.2. In addition to those subjects enumerated in the Zoning Code, similar subjects for any required adopted statement of purpose shall include land use, zoning, development, or preservation.
- 12.2.3. Organizations required by the Zoning Code to meet certain membership requirements shall define the organization's membership in its governing rules or bylaws and without discrimination against any protected class protected under the Philadelphia Fair Practice Ordinance.
- 12.2.4. Organizations required by the Zoning Code to meet certain leadership election requirements shall elect leadership in a manner consistent with the process included in the organization's governing rules or by-laws.

### 12.3. Registration<sup>28</sup>

Organizations shall apply for RCO registration with the Commission as specified in the Zoning Code and the provisions of this subsection 12.3.

#### 12.3.1. Application Period.

- 12.3.1.1 The Commission shall accept applications for RCO registrations between June 1st and June 30th of each year. At the discretion of the Executive Director, the registration period may be extended.
- 12.3.1.2 If an RCO's registration status is due to expire during a given year and the RCO does not submit an application that is approved by the Commission, it will be removed from the registry at the close of that application period. An organization that allows its RCO status to lapse may reapply during a subsequent registration period.
- 12.3.1.3 If a completed application form is submitted and a good faith effort is made to submit all required documents during the registration period, the Executive Director, on behalf of the Commission, may accept revised or additional supporting documentation as part of an RCO's application for up to 30 days following the close of that registration period.

12.3.2. Application Requirements.

12.3.2.1 Registration submissions must include a completed application form. The application form will be provided by the Commission.

12.3.2.2 Registration applications for any organization must include all information required by the Zoning Code. 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 supplemental information to be considered complete:

- .1 The organization's official name and street address;
- .2 The names, addresses and contact information of the organization's primary contact person and secondary contact person;
- .3 The name of the person designated to participate in the Civic Design Review process;
- .4 The organization's adopted statement of purpose;
- .5 The organization's governing rules or bylaws, including the organization's geographic boundaries and a description of its leadership selection process;
- .6 A description or illustration of the boundaries of the organization's geographic area of concern;
- .7 The organization's preferred means of notification via e-mail or regular mail, and the provision of an electronic or postal mail address at which the organization is to be contacted;
- .8 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;
- .9 An example of a notice used by the organization to publicly announce its meetings;
- .10 Any additional application materials deemed necessary by the Executive Director to determine an organization's compliance with these regulations and the Zoning Code.

12.3.3. Determination of Eligibility and Appeals.

12.3.3.1 As specified by the Zoning Code, the Executive Director shall, on behalf of the Commission, 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.

- 12.3.3.2 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.
  - 12.3.3.3 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.
  - 12.3.4. Updates and Corrections. An RCO may submit a written request to the Executive Director to correct or update its registration information at any time. This request shall be submitted or verified by the primary contact person as listed on the RCO's current registration unless the primary contact is unavailable due to death, medical condition, or other exceptional circumstances. The Executive Director may request additional documentation to verify any modification to an RCO's registration information.
  - 12.3.5. Falsified Information. 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<sup>29</sup>**
- 12.4.1. Commission Notice. The Commission shall provide notice to applicants and others under such conditions and including such information and attachments as indicated in the Zoning Code.
  - 12.4.2. Coordinating RCO Selection.
    - 12.4.2.1 The Executive Director shall, on behalf of the Commission, advise the appropriate District Councilmember to select a Coordinating RCO, as applicable under the requirements of the Zoning Code.
    - 12.4.2.2 If a Coordinating RCO is not selected by the District Councilmember within four (4) days of this request, the Executive Director, on behalf of the Commission, may determine that the time for providing notice is about to expire and, in such cases, shall select the Coordinating RCO, in accordance with the Zoning Code.
    - 12.4.2.3 The Executive Director shall advise the District Councilmember that 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.
  - 12.4.3. RCO Notification, Meeting, and Documentation Requirements.
    - 12.4.3.1 All RCOs and applicants shall adhere to the requirements for notification, neighborhood meetings, and meeting documentation provided in the Zoning Code.
    - 12.4.3.2 RCO meetings required by the Zoning Code shall only take place after the applicant has completed the notification requirements of the Zoning Code.

- 12.4.3.3 If the applicant has not completed the notification requirements of the Zoning Code prior to the scheduled meeting date, the RCO meeting shall 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 of these regulations.
- 12.4.3.4 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.
- 12.4.3.5 At least two (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 and submit the Meeting Summary Form provided by the Commission, in accordance with the Zoning Code. The Meeting Summary Form shall be accompanied by a written statement documenting 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 Meeting Summary 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<sup>30</sup>**

**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.
- 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.

12.5.1.4 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 RCO shall disclose this interest during the public meeting, and include such disclosure in the text of its Meeting Summary Form or written statement to the Zoning Board of Adjustment or CDR Committee (as applicable). The Commission also recommends that said individual be excluded from participation in the review of that application. Any RCO that intentionally fails to disclose such interest as required above may, at the discretion of the Executive Director, and in consultation with the Inspector General, have its RCO registration suspended or revoked.

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:

- .1 Non-responsiveness to applicants.
- .2 Failure to coordinate meetings with other RCOs whose registered boundaries include the applicant's property.
- .3 Failure to publicize meetings.
- .4 Failure to hold meetings within 45 days of an appeal, subject to any extenuating circumstances described in the Zoning Code.
- .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 the procedural requirements of this subsection three (3) or more times during its two-year registration as an RCO, 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.

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.

12.5.4. Notice. The Executive Director shall provide written notice to any RCO that has its RCO registration status suspended or revoked.

12.5.5. Appeals. Any decision made by the Executive Director to suspend or revoke an RCO's registration status may be appealed by the RCO for review at a meeting of the Commission. An appeal shall be made in writing by the RCO within 30 days of written notice from the Executive Director that the RCO's registration status was suspended or revoked.

12.5.6. Authority. The authority of the Executive Director to suspend the registration of an RCO pursuant to this subsection 12.5 is subject to the Philadelphia Code and any additional grant of authority created through an ordinance enacted by the Philadelphia City Council.

### 13. **ENERGY EFFICIENCY AND ENVIRONMENTAL DESIGN IN CONSTRUCTION OF BUILDINGS**

#### 13.1. **Alternative Standards for Green Building or Site Floor Area or Height Bonus<sup>31</sup>**

Pursuant to the Zoning Code, a floor area or height bonus may be awarded to an eligible building or site that is designed for certification at the LEED Platinum or Gold levels or certification by an equivalent green building or neighborhood development rating system as approved by the Commission. The following green building or neighborhood development rating systems are approved by the Commission as being equivalent:

13.1.1. National Association of Home Builders' "National Green Building Standard" (NGBS)

13.1.1.1 "Emerald" certification under NGBS shall be considered equivalent to "Platinum" certification under LEED.

13.1.1.2 "Gold" certification under NGBS shall be considered equivalent to "Gold" certification under LEED.

13.1.2. The United States Environmental Protection Agency's "ENERGY STAR Multifamily New Construction" (MFNC) program

13.1.2.1 Certification under the MFNC program shall be considered equivalent to "Gold" certification under LEED.

13.1.3. Passive House Institute US' "PHIUS+ Certification Program" (PHIUS+)

13.1.3.1 Certification under PHIUS+ shall be considered equivalent to "Platinum" certification under LEED.

13.1.4. Passive House Institute's "Certified Passive House Program"

- 13.1.4.1 Certification under the Certified Passive House Program shall be considered equivalent to “Platinum” certification under LEED.
- 13.1.5. Enterprise Community Partners’ “Enterprise Green Communities Program” (EGC)
  - 13.1.5.1 Certification under ECG shall be considered equivalent to “Gold” certification under LEED.
- 13.1.6. International Living Future Institute’s “Living Building Challenge”.
  - 13.1.6.1 Any certification received under the Living Building Challenge shall be considered equivalent to “Platinum” Certification under LEED.
- 13.2. **Energy Efficiency and Environmental Design in City Public Works Projects<sup>32</sup>**
  - 13.2.1. Scope

Pursuant to § 17-111 of the Philadelphia Code, the Commission hereby adopts the following regulations to implement the requirement that every City contract for the design or construction of a large City public works project that: (1) based on the characteristics of the project, is capable of meeting the minimum program requirements for the LEED rating system intended for New Construction and Major Renovations; and (2) involves the expenditure of primarily City capital dollars, shall include requirements intended to ensure that the finished product will achieve a LEED Silver Certification rating.
  - 13.2.2. Administration
    - 13.2.2.1 The primary responsibility for implementation of § 17-111 resides with those City departments that write and manage City contracts for the design and construction of large City public works projects. This is consistent with the purpose of § 17-111, to improve the City’s capacity to design, construct, and operate high performance buildings.
    - 13.2.2.2 All departments that enter into contracts described in Section 13.2.1 hereof shall incorporate appropriate requirements for LEED projects in Requests for Proposals (RFPs), contracts for design services, contracts for construction services, and contracts for other services as necessary for eligible projects. City departments and their contractors shall track and document the ability of a project to achieve a LEED Silver certification through project milestones such as Budget Call, all stages of design development, construction, and building and systems commissioning.
    - 13.2.2.3 The Commission shall work with other departments to promote compliance with § 17-111 through the Capital Program process, including the review of departmental requests and the development of the Recommended Capital Program.
    - 13.2.2.4 The Executive Director shall, upon request from a department, provide informal guidance on whether a proposed project meets criteria that would require compliance with the LEED Silver rating specified in § 17-111.

13.2.2.5 The Executive Director shall convene an advisory group to review submissions from departments for formal consideration by the Executive Director of alternative standards or exceptions for department projects. The advisory group shall include but not be limited to representatives of the applicant department, the Commission, Finance, Law, the Department of Public Property (Capital Program Unit), and the Office of Sustainability. Following the review process, the Executive Director shall provide the department with a determination, as set forth in Section 13.2.3.4.

13.2.2.6 The Commission, consistent with the directive of § 17-111(5) to prepare and provide to Council an annual summary of the status of City projects that are subject to the terms of § 17-111, shall include in its summary those projects that are tracking LEED Silver certification as well as those that are following alternative standards or exceptions.

### 13.2.3. Alternative Standards or Exceptions

13.2.3.1 A department may submit a request for an alternative standard or exception to the Executive Director and advisory group, with documentation as set forth in Section 13.2.4, when the department has reason to believe that achievement of LEED Silver certification by a particular City public works project would be inconsistent with LEED minimum program requirements and/or in conflict with other City priorities, including but not limited to:

- .1 The use of federal or state funding in connection with a particular project;
- .2 Historic preservation goals;
- .3 Overall life-cycle costs of no more than 10 percent above the expected life-cycle costs of a similar project for which silver-level LEED certification is not sought.

13.2.3.2 Alternative standards or exceptions shall be described in the submission, and considered by the Commission and advisory group, using categories, prerequisites, and credits comparable to those on the project checklists for the most current LEED rating system for new construction and major renovations.

13.2.3.3 Alternative standards or exceptions for a project shall be considered among the Commission, the contracting department, and the advisory group. Alternative standard options may include one or more of the following:

- .1 City support for a petition to the Green Building Certification Institute (GBCI) to accept alternative performance standards for LEED points in the rating system for new construction and major renovation. This is especially important in instances where City or regional standards may be more strict and relevant than LEED requirements;
- .2 Registration and silver-level certification under a more appropriate LEED rating system;

- .3 Registration and certification at the basic level of a LEED rating system for new construction and major renovation;
- .4 LEED registration but not certification;
- .5 Compliance with LEED prerequisites; or
- .6 Compliance in certain categories with high levels of performance above building code minimums under another third party rating program.

13.2.3.4 The consideration of alternative standards or exceptions shall proceed as follows:

- .1 Upon receipt of a complete submission (as defined in Section 13.2.4 hereof), the Executive Director shall forward all materials to the advisory group for the purpose of review. The advisory group shall confer on whether the submission meets the criteria for alternative standards or exceptions;
- .2 If the project requires evaluation of multiple criteria, the Executive Director shall invite the department requesting the alternative standards or exceptions to a meeting at which the plans and criteria will be discussed with the advisory group. At this meeting the department may be expected to answer questions pertaining to project design, funding, and appropriate exceptions or standards. The department may bring experts and additional documentation;
- .3 The advisory group may recommend that the Executive Director endorse alternative standards or exceptions proposed by the department, endorse different alternative standards or exceptions, reject alternative standards or exceptions, or defer a decision in order to obtain more information;
- .4 The Executive Director shall communicate its decision to endorse or reject alternative standards and exceptions in writing to the department and the Director of Finance;
- .5 The Executive Director shall have 60 days from the Commission's receipt of a complete submission requesting alternative standards or submissions (as defined in Section 13.2.4 hereof) within which to endorse or reject alternative standards or exceptions. If no action is taken by the Executive Director within that time, alternative standards or exceptions proposed by a department shall be deemed endorsed.

13.2.4. Submission Requirements

- 13.2.4.1 A submission by a department to the Commission for formal consideration of alternative standards or exceptions shall state the specific LEED minimum program requirements, or LEED categories, prerequisites, and points, with which the department's project is inconsistent or which is in conflict with other City priorities. Submissions shall directly reference the version of the LEED rating system under which the project would seek certification if determined to be eligible and required under § 17-111.
- 13.2.4.2 Five printed copies and one electronic copy of a submission shall be forwarded to the Executive Director, and shall include:
- .1 A cover letter addressed to the Executive Director;
  - .2 A brief narrative of the project, including project ownership, purpose, gross floor area affected by the project, project costs, project funding amounts and sources, and timing or phasing;
  - .3 A copy of the initial RFP, if applicable;
  - .4 Site or floor plans sufficient in detail to describe the location and scope of work involved in the new construction or major renovation;
  - .5 Documentation and justification for potential exceptions or alternate standards proposed by the department;
  - .6 If alternative standards and exceptions were not requested in the initial stages of the project, documentations of the project milestones or stages when it became evident that the requirements for LEED silver-level certification could not be met, and the reasons why alternative standards and exceptions are subsequently proposed; and
  - .7 Any other information which the department considers relevant.
- 13.2.4.3 After initial review of the submission, the Commission may request additional information.
- 13.2.5. Appeals
- 13.2.5.1 The process of project review, and the consideration of potential alternative standards and exceptions, should be collaborative and mutually beneficial for departments, the Commission, and the overall goal of advancing high performance building practices in the City.
- 13.2.5.2 In the event that a department disagrees with the decision by the Executive Director to endorse or reject alternative standards or exceptions, the Executive Director shall convene a meeting with the department Director or Commissioner, the Finance Director, and the Director of the Office of Sustainability, or their designees, to resolve outstanding issues. If a consensus cannot be reached, the final decision as to the applicable standards shall be made by the Commission.

**14. URBAN REDEVELOPMENT**

**14.1. Redevelopment Areas and Redevelopment Area Plans<sup>33</sup>**

14.1.1. The Commission shall certify Redevelopment Areas and adopt a Redevelopment Area Plan for each Redevelopment Area, pursuant to the Pennsylvania Urban Redevelopment Law.

14.1.2. The Commission may update or readopt a Redevelopment Area Plan. Failure to update or readopt a Redevelopment Area Plan shall not invalidate a Redevelopment Area Plan.

**14.2. Blight Certifications<sup>34</sup>**

The Commission may certify property as blighted for acquisition by the Philadelphia Redevelopment Authority pursuant to the Pennsylvania Urban Redevelopment Law. Such certification shall be contingent on a report, adopted by the Commission, certifying a property or properties as blighted.

**14.3. Review of Redevelopment Proposals and Agreements<sup>35</sup>**

The Executive Director is hereby authorized, on behalf of the Commission, to fulfill the Commission's duties pursuant to the Pennsylvania Urban Redevelopment Law, to issue recommendations on Redevelopment Proposals and agreements that authorize the acquisition, condemnation, or transfer of property provided that:

14.3.1. The item is consistent with previous Commission approvals for the same property and proposes a use that is consistent with the adopted Redevelopment Area Plan; or

14.3.2. The property or properties included in the item are less than 10,000 sq. ft. in aggregate area.

**15. DELEGATIONS TO THE EXECUTIVE DIRECTOR<sup>36</sup>**

15.1 In making recommendations and decisions pursuant to the delegations set out in these Regulations, the Executive Director shall use the Director's discretion, based on a review of the subject bill or matter and prior general consultation with the Commission, to determine whether the bill or matter is sufficiently similar to a past approval or recommendation, or of sufficiently minimal impact, as to make the Commission's further

review unnecessary. Any approval or recommendation made pursuant to these Regulations shall expressly so note in the approval or recommendation itself.

15.2 The Executive Director shall regularly provide the Commission with itemized lists of recommendations and decisions made by the Executive Director on behalf of the Commission pursuant to the authority set forth in these Regulations.

15.3 Notwithstanding the delegations set out in these Regulations, the Chair of the Commission may require review and recommendation by the full Commission in any particular case.

16. **EXTENSIONS**<sup>37</sup>

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

17. **[Deleted]**.<sup>38</sup>

**ENDNOTES**

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- 1 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the renumbering of the Philadelphia Home Rule Charter Section 3-800 to Section 3-908.
  - 2 Revised under amendments to regulations promulgated March 17, 2016, effective June 27, 2016, regarding the Commission's authority to establish regulations concerning the Civic Design Review requirements of major amendments to master plans under Ordinance No. 150766; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding various duties and responsibilities of the Commission under the Philadelphia Code and the Pennsylvania Urban Redevelopment Law.
  - 3 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the addition, modification, and deletion of various definitions pertaining to these regulations.
  - 4 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the renumbering of the Philadelphia Home Rule Charter Section 3-800 to Section 3-908 and an amendment to such section revising the composition of the Commission.
  - 5 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding changes to the required officers of the Commission.
  - 6 Revised from Conflict of Interest Regulation, promulgated June 13, 1973, effective July 13, 1973; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the submission of disclosure documentation.
  - 7 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding compliance with the Pennsylvania Sunshine Act.
  - 8 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the number of Commission members needed for the presence of a quorum to reflect revisions to the composition of the Commission under the Philadelphia Home Rule Charter Section 3-908 and the clarification of requirements for Commission action.
  - 9 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding Commission agenda posting requirements and certain technical changes.
  - 10 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the requirements and procedures for recognition by the Commission of plans other than those prepared by the Commission or a public or quasi-public agency.
  - 11 From regulations promulgated May 1, 2009, effective June 1, 2009, regarding delegation of certain Commission powers to the Executive Director and regarding encroachment ordinances that affect the City's Physical Development Plan. Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the length of time under which the Executive Director is authorized to provide legislative recommendations, the delegation to the Executive Director of legislative recommendations concerning the sale or purchase of real property, and the Executive Director's authority to extend the review period for legislation.
  - 12 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding certain technical changes to submission requirements for subdivision review.
  - 13 Revised under amendments to regulations promulgated November 19, 2013, effective December 30, 2013, regarding the inclusion of the Complete Streets Handbook Checklist in the master plan submission requirements; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the inclusion of a written City Council request or a copy of the introduced legislation in the master plan submission requirements certain technical changes.
  - 14 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the inclusion of a written City Council request or a copy of the introduced legislation in the master plan amendment submission requirements and requests for additional materials by the Executive Director.
  - 15 Revised under amendments to regulations promulgated March 17, 2016, effective June 27, 2016, regarding the establishment of criteria for required Civic Design Review of major amendments to master plans as permitted through Ordinance No. 150766; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the criteria for master plans subject to Civic Design Review.
  - 16 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the clarification of submission requirements for zoning and building permit applications and certain technical changes.
  - 17 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding requests for additional materials by the Executive Director for landscape plan submissions and additional requirements for parking landscape plans.
  - 18 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the clarification of additional submission requirements for building permits in /NCO Districts.

- 19 From amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the additional submission requirements for building permit applications of developments earning the public space zoning bonus.
- 20 From amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the additional submission requirements for building permit applications requiring facade review or parking garage review.
- 21 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding Civic Design Review Committee quorum requirements, meeting notice, agenda posting, and adherence to the Pennsylvania Sunshine Act.
- 22 Revised under amendments to regulations promulgated March 17, 2016, effective June 27, 2016, regarding the clarification of Registered Community Organization representation on the Civic Design Review Committee; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the composition of the Civic Design Review Committee as enacted through Ordinance No. 160966 and certain technical changes.
- 23 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding Civic Design Review application completeness, recommendation summaries, and recommendation forwarding.
- 24 Revised under amendments to regulations promulgated November 19, 2013, effective December 30, 2013, regarding the inclusion of a site plan, the Complete Streets Handbook Checklist, and requests for additional materials by the Executive Director in Civic Design Review submission requirements; Revised under amendments to regulations promulgated March 17, 2016, effective June 27, 2016, regarding the application of Civic Design Review submission requirements for major amendments to master plans and the inclusion of the Commission's Sustainability Questionnaire in Civic Design Review submission requirements; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding revisions to Civic Design Review submission requirements for site surveys, site plans, and the number of submission copies, the inclusion of a written response to recommendations in in Civic Design Review submission requirements, Civic Design Review submission deadlines, and certain technical changes.
- 25 Revised under amendments to regulations promulgated March 17, 2016, effective June 27, 2016, regarding the clarification of Civic Design Review Committee review guidelines for master plans and amendments to master plans. Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the clarification of Civic Design Review Committee review guidelines for master plans and amendments to master plans and certain technical changes.
- 26 Revised under amendments promulgated February 4, 2014, effective March 6, 2014, regarding the implementation of certain changes to Registered Community Organizations enacted through Ordinance No. 130657;
- 27 Revised under amendments to regulations promulgated March 21, 2013, effective April 22, 2013, regarding the implementation of certain changes to Registered Community Organizations enacted through Ordinance No.120889. Revised under amendments promulgated February 4, 2014, effective March 6, 2014, regarding the implementation of certain changes to Registered Community Organizations enacted through Ordinance No. 130657; Revised under amendments promulgated April 20, 2016, effective June 27, 2016, regarding the clarification of certain requirements for Registered Community Organizations, including the establishment of standards of conduct; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the implementation of certain changes to Registered Community Organizations and neighborhood notice and meetings, including provisions enacted through Ordinance No. 161003-A, Ordinance No. 170285, and Ordinance No. 180504.
- 28 Revised under amendments to regulations promulgated March 21, 2013, effective April 22, 2013, regarding the implementation of certain changes to Registered Community Organizations enacted through Ordinance No.120889. Revised under amendments promulgated February 4, 2014, effective March 6, 2014, regarding the implementation of certain changes to Registered Community Organizations enacted through Ordinance No. 130657; Revised under amendments promulgated April 20, 2016, effective June 27, 2016, regarding the clarification of certain requirements for Registered Community Organizations, including the establishment of standards of conduct; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the implementation of certain changes to Registered Community Organizations and neighborhood notice and meetings, including provisions enacted through Ordinance No. 161003-A, Ordinance No. 170285, and Ordinance No. 180504.
- 29 Revised under amendments to regulations promulgated March 21, 2013, effective April 22, 2013, regarding the implementation of certain changes to Registered Community Organizations enacted through Ordinance No.120889. Revised under amendments promulgated February 4, 2014, effective March 6, 2014, regarding the implementation of certain changes to Registered Community Organizations enacted through Ordinance No. 130657 Revised under amendments promulgated April 20, 2016, effective June 27, 2016, regarding the clarification of certain requirements for Registered Community Organizations, including the establishment of standards of conduct; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the implementation of certain changes to Registered Community Organizations and neighborhood notice and meetings, including provisions enacted through Ordinance No. 161003-A, Ordinance No. 170285, and Ordinance No. 180504.
- 30 From amendments promulgated April 20, 2016, effective June 27, 2016, regarding the clarification of certain requirements for Registered Community Organizations, including the establishment of standards of conduct; Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the implementation of certain changes to Registered Community Organizations and neighborhood notice and meetings, including provisions enacted through Ordinance No. 161003-A, Ordinance No. 170285, and Ordinance No. 180504.

- 31 From amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding accepted alternative standards for green building or site floor area or height bonuses, in accordance with §14-702 of the Philadelphia Code and revised from Commission Resolution No. 1, resolved April 23, 2019.
- 32 From regulation regarding § 17-111 of the Philadelphia Code, promulgated September 10, 2010, effective October 12, 2010.
- 33 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the responsibilities and duties of the Commission related to redevelopment areas and area plans under the Pennsylvania Urban Redevelopment Law.
- 34 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the responsibilities and duties of the Commission related to blight certifications under the Pennsylvania Urban Redevelopment Law.
- 35 Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding the responsibilities and duties of the Commission related to redevelopment proposals and agreements under the Pennsylvania Urban Redevelopment Law and the authorization of the Executive director to issue recommendations on such proposals and agreements on behalf of the Commission.
- 36 From regulations promulgated May 1, 2009, effective June 1, 2009, regarding delegation of certain Commission powers to the Executive Director and regarding encroachment ordinances that affect the City's Physical Development Plan. Revised under amendments to regulations promulgated October 15, 2019, effective November 18, 2019, regarding certain technical changes.
- 37 From regulations promulgated May 1, 2009, effective June 1, 2009, regarding delegation of certain Commission powers to the Executive Director and regarding encroachment ordinances that affect the City's Physical Development Plan.
- 38 Adopted July 30, 2012, rescinded December 30, 2013, regarding plan of development approval in the Central Delaware Riverfront Overlay District as enacted through Ordinance No. 120431.