FAQs FOR IN-PERSON MEETINGS WITH REMOTE OPTION
PHILADELPHIA HISTORICAL COMMISSION, 9:00 A.M., FRIDAY, NOVEMBER 13, 2026

The Philadelphia Historical Commission will meet in person. The Historical Commission's meeting will include a remote component so that applicants, property owners, and the public may attend in person or remotely on Zoom, based on their preference. The Commissioners and staff will attend the Historical Commission's meeting in person. The Historical Commission will meet in Conference Room 18-029 on the 18th Floor of the City office building at 1515 Arch Street, across from Love Park at the northeast corner of 16th and Arch Streets. Visitors to the building must go through security in the lobby, including passing through a metal detector and showing a photo ID. Once through security, take the second bank of elevators to the 18th floor. After exiting the elevator, follow the signs to the City Planning Commission and Historical Commission Conference Room, Conference Room 18-029. Please sign into the meeting when entering the meeting room.

Q: How do I watch and/or listen remotely to the in-person meetings of the Historical Commission?
A: The Historical Commission is holding in-person meetings with a hybrid, remote option on Zoom. You may attend the Historical Commission's meetings in person at 1515 Arch Street or remotely on Zoom. The advisory committees are holding remote only meetings using Zoom. You can watch/listen and speak remotely during the meetings using your computer, tablet, or smartphone on Zoom. You can listen and speak on your telephone.

To participate on Zoom using your computer, tablet, or smartphone, click on the following link:
Historical Commission on November 13, 2026, 9:00 a.m.
Link: https://us02web.zoom.us/j/81935042022?pwd=2QBk3TTKCrjHhVHyRQbDVBwbbf26gs.1
Passcode: 183622

To participate on the telephone, call the following telephone number: 267-831-0333
Historical Commission on November 13, 2026, 9:00 a.m.
Webinar ID: 819 3504 2022#
Participant ID: #
Passcode: 183622#

Please note that public meetings are recorded. By participating in the meeting, you are consenting to be recorded. After the meeting, a recording of it will be available on the Historical Commission's website at https://www.phila.gov/departments/philadelphia-historical-commission/recordings-of-public-meetings/

Q: How do I participate in the in-person meetings of the Historical Commission?
A: The Historical Commission meets on the second Friday of the month in Conference Room 18-029 on the 18th Floor of the City office building at 1515 Arch Street, also known as the One Parkway Building, across from Love Park at the northeast corner of 16th and Arch Streets. Applicants, property owners, and the public may attend the Historical Commission's meetings in person or on Zoom. For those attending in person, you must go through security in the lobby of the building at 1515 Arch Street, including passing through a metal detector and showing a photo ID. Once through security, take the second bank of elevators to the 18th floor. After exiting the elevator, follow the signs to the City Planning Commission and Historical Commission Conference Room, Conference Room 18-029. Please sign into the meeting when entering the meeting room and take a seat at the rear of the room in the audience section. Please note that the meetings typically last between three and five hours.

Q: How do I participate in the meetings remotely?
A: Property owners and owner's representatives may participate in the reviews of building permit applications proposing work to historic properties and nominations proposing designations of properties. The public may comment on permit applications and nominations. The Historical

Commission and its advisory committees provide public comment periods during each review. Use the information above to log into the Zoom meeting. If you are watching the live meeting with your computer or smartphone on Zoom or listening on your telephone, you may speak live. To speak live on Zoom, you must indicate your desire to speak. You can indicate your desire in advance of the meeting by sending an email with your name and the address of the matter of interest to preservation@phila.gov.

If you are participating remotely on a smart device, you can indicate your desire to speak during the meeting by using the Raise Hand feature in Zoom. Please raise your hand even if you have indicated your desire to speak in an email. Please do not raise your hand until the matter of interest is being considered. Once you have indicated your desire to speak, a Zoom host will cue you to speak when it is your turn. You will need to unmute yourself. Once you have spoken, please lower your raised hand.

If you are participating remotely on the telephone, you can indicate your desire to speak during the meeting by using the Raise Hand feature by pressing *9. Please raise your hand even if you have indicated your desire to speak in an email. Please do not raise your hand until the matter of interest is being considered. Once you have indicated your desire to speak, a Zoom host will cue you to speak when it is your turn. You can unmute yourself by pressing *6.

You may also send written comments via email until 12:00 noon one business day before the meeting. To email comments, send them to preservation@phila.gov. Comments received before noon one business day prior to the meeting will be forwarded to the Commission and committee members.

Q: If I watch the live meeting on my computer, tablet, or smartphone on Zoom, will the Commissioners and other attendees be able to see me?
A: The Historical Commission allows cameras for applicants, property owners and their consultants, and nominators to be enabled during their reviews. However, they are not obligated to enable their cameras and may participate with audio only. Owing to security concerns, the cameras for members of the public will not be enabled; they may participate with audio only. You will be able to see the Commission, staff, applicants, and nominators as well as the shared visual presentation, but you will not see members of the public who comment or other attendees.

Q: Will my computer, tablet, or smartphone work with Zoom?
A: The first time you use Zoom Webinar with a computer, tablet, or smartphone, please allow a few extra minutes to register and download an app. You can test your device in advance to ensure that it is compatible with Zoom by clicking on this https://zoom.us/test.

Q: Where can I find the meeting agenda and materials?
A: The meeting agendas and meeting materials including building permit applications and nominations are available in the usual place on the Historical Commission's website at https://www.phila.gov/historical.

Q: How are the hybrid and remote meetings being conducted?
A: With the exception that the participants will be physically remote from one another and connected by Zoom and telephone, the hybrid and remote meetings of the Historical Commission will be conducted in the same manner that they are conducted in person. The Historical Commission will follow the meeting processes laid out in its Rules & Regulations and Guidelines for Conduct at Philadelphia Historical Commission Meetings, which can be found on the Historical Commission's website at https://www.phila.gov/historical. For each agenda item, the staff will provide an overview of the matter, the applicant, nominator, and/or property owner will present their case, the public will be provided with an opportunity to comment, the applicant and/or property owner will be provided with an opportunity to respond to the public comment, and the Commission will discuss the matter and reach a decision by motion and vote.

Q: Will my comments be incorporated into the official record of the meeting?
A: Yes, all comments offered in advance in writing via email and offered during the public comment sections of the meeting will be noted in the official meeting minutes and incorporated into the official record of the meeting.

Q: As a property owner, nominator, or a member of the public, can I share photographs, architectural plans, or other visual materials during the meeting using Zoom?
A: No, property owners, nominators, and attendees may offer written and/or spoken comments, but may not share visual materials with the other participants during the meeting. The Historical Commission's staff will display architectural plans, photographs, and other application and nomination materials submitted in advance of the meeting for all to see.

Q: Will the meeting be recorded?
A: Yes, the meeting will be recorded. The recording of the meeting will be available for viewing after the meeting. By participating in the meeting, participants are giving their consent to be recorded. A link to the recording will be provided on the Historical Commission's website at https://www.phila.gov/departments/philadelphia-historical-commission/recordings-of-public-meetings/

Q: Does the Historical Commission ever collect fees from its applicants or other participants?
A: Please note that the Historical Commission has learned that **fraudulent emails** requesting payments from applicants and property owners working with the Historical Commission have been sent from fake email accounts ending with the domain names **@usa.com** and **@mail.com**. The Historical Commission will never request payments from applicants or property owners under any circumstances. Any such email communication is fraudulent and should be marked as spam and deleted. Please be advised:

- **Do NOT reply to the fraudulent emails.**
- **Do NOT click on any links contained in the emails.**
- **Do NOT open any attachments included in the emails.**
- **The Historical Commission does NOT request payments from applicants or property owners under any circumstances. Such payment requests are fraudulent and should be marked as spam and deleted.**

If you suspect you have received a fraudulent email, please mark it as spam and delete it immediately. If you have any questions or concerns regarding the validity of an email claiming to be from the Historical Commission, please contact preservation@phila.gov or call 215-686-7660. Thank you for your vigilance.