FAQs for Meetings of the Historical Commission and Architectural Committee
Architectural Committee, 9:00 a.m., Tuesday, November 24, 2026, On Zoom Only
Historical Commission, 9:00 a.m., Friday, December 11, 2026, In Person and on Zoom

The Historical Commission reviews building permit applications with a two-step process. The advisory Architectural Committee reviews the application first and makes a recommendation. The Historical Commission then reviews the application and Committee's recommendation and renders a decision. The Architectural Committee meets remotely on Zoom only. The Philadelphia Historical Commission meets in person but includes a remote option so that applicants, property owners, and the public may attend remotely on Zoom. The Historical Commission and its staff attend in person and encourage in-person attendance.

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, 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. Conference Room 18-029 is straight ahead out of the elevators, at the end of the corridor that runs south.

Q: How do I watch and/or listen to the hybrid meetings of the Historical Commission and remote meetings of the Architectural Committee?
A: The Architectural Committee is holding remote only meetings on Zoom. The Historical Commission is holding in-person meetings with a remote option on Zoom. You may attend the Historical Commission's meetings in person or on Zoom. On Zoom, you can watch/listen and speak during the live 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 links:
Architectural Committee meeting, November 24, 2026, see agenda for times
Link: https://us02web.zoom.us/j/82540769533?pwd=FPF2aat6apxvBh6jLaEKKTOQoiGYCs.1
Passcode: 497981
Historical Commission on December 11, 2026, 9:00 a.m.
Link: https://us02web.zoom.us/j/89205989229?pwd=wvzysoKrVH0dA1HOasfJitB2LOMd93.1
Passcode: 964558

To participate on the telephone, call the following telephone number: 267-831-0333
Architectural Committee meeting, November 24, 2026, see agenda for times
Webinar ID: 825 4076 9533#
Participant ID: #
Passcode: 497981#
Historical Commission on December 11, 2026, 9:00 a.m.
Webinar ID: 892 0598 9229#
Participant ID: #
Passcode: 964558#

Please note that remote public meetings are recorded. By participating in the meeting, you are consenting to be recorded. Recordings of all remote meetings are 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 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 are encouraged to attend the Historical Commission's meetings in person but may attend 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. Conference Room 18-029 is straight ahead out of the elevators, at the end of the corridor that runs south. Please sign in when you arrive at the meeting.

Q: How do I participate in meetings remotely?
A: Property owners or 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 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 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 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 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 Commission/Committee and other attendees be able to see me?
A: The Historical Commission and its committees allow cameras for applicants, property owners and their consultants, and nominators who are participating remotely 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/Committee, 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 meetings of the Historical Commission and its advisory committees 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 or property owner will be present his/her case, the public will be provided with an opportunity to comment, the applicant or property owner will be provided with an opportunity to respond to the public comment, and the Committee will discuss the matter and reach a recommendation by motion and vote. All votes that do not have unanimous consent will be taken by roll call.

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, just as they would be at an in-person 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: Applicants, property owners and their consultants, 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 will display architectural plans, photographs, and other documents for all to see. Applicants, property owners, consultants, and nominators may send visual materials in advance of meetings to preservation@phila.gov for incorporation into the meeting presentation but may not control the presentation itself during the meetings for security reasons.

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.