

**AMENDMENTS TO SECTION 12 OF THE REGULATIONS OF THE
 CITY PLANNING COMMISSION (“REGISTERED COMMUNITY ORGANIZATIONS
 (RCOs)”)**

Section 12 of the regulations of The City Planning Commission (“Registered Community Organizations (RCOS)”) are hereby amended as follows:

Deletions in ~~Strikethrough~~
 Additions in **Bold**

12. REGISTERED COMMUNITY ORGANIZATIONS (RCOs)

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12.3 Registration

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. Except as provided in the Zoning Code, any organization 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. **Where the boundaries submitted do not follow streets, waterways, rail lines or similar physical features, the Commission will register the boundaries to follow such features. In doing so, an RCO's registered boundaries may be larger than the boundary submitted.**
- .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, which may include, but is not limited to, verification that the organization has authorized the individual filing the application to register the organization as an RCO and has approved the listed primary contact person, secondary contact person, and person designated to participate in the Civic Design Review process.

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, **with the exception of changes to registered boundaries. Changes to an RCO's registered boundaries will only be processed during the annual RCO registration period.** 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.
- 12.3.6 Voluntary Suspension of RCO Registration.
 - 12.3.6.1 An RCO may submit a written request to the Executive Director to voluntarily suspend its RCO registration due to dissolution of the organization, suspension of operations, inability to fulfill the obligations of the Zoning Code and these regulations, or any other reason specified by the RCO.
 - 12.3.6.2 A request for voluntary suspension of RCO registration shall be submitted or verified by the primary contact person as listed on the RCO's current registration.
 - 12.3.6.3 The Executive Director may request additional documentation to verify the request to suspend an organization's RCO registration.
 - 12.3.6.4 The Executive Director shall, on behalf of the Commission, make such determination to grant or deny the request and shall provide written notice to the organization as to whether its request has been granted or denied.
 - 12.3.6.5 If an organization's request for voluntary suspension of RCO registration is granted, such suspension shall remain in effect until the RCO status of the organization was due to expire.
 - 12.3.6.6 An organization that has voluntarily suspended its RCO status may reapply for RCO registration subject to the Zoning Code and these regulations during the next registration period.
 - 12.3.6.7 If an organization's request for voluntary suspension of RCO registration is denied, the RCO's registration shall remain in effect until the RCO status of the organization was due to expire.

