

**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** ~~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. **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. 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.**

**12.4. Meetings with Registered Community Organizations Required by the Zoning Code**

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. **Code and these regulations.**

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. **Code and these regulations.**

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 **An RCO shall not consider an agreement designed to provide a benefit within the RCO's registered boundaries as a condition of support of an application subject to the neighborhood notice and meeting requirements of the Zoning Code, unless the RCO has provided prior written notice of such agreement as provided in this subsection.**

**.1 The RCO considering an agreement designed to provide a benefit within the RCO's registered boundaries shall make such agreement available for public inspection and shall provide the Coordinating RCO, for inclusion in the announcement of public meeting at which the application is subject to review, with:**

**(.1) A summary of the provisions of the proposed agreement;**

**(.2) The geographic area that would benefit from the proposed agreement; and**

**(.3) The expected benefit provided by the proposed agreement.**

**.2 A Coordinating RCO shall not be subject to penalty pursuant to subsection 12.5 based on the failure of a participating RCO to provide proper notice of an agreement designed to provide a benefit within the RCO's registered boundaries as provided in this subsection.**

~~12.4.3.5~~ **12.4.3.6** 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**

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,~~ **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~~ **An RCO that shall not attempt** ~~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~~ **payment**, services, **donations, or contributions**, either

financial or in-kind, from an applicant or other party, as a **direct or implied** condition of fulfilling its obligations outlined in these regulations and the Zoning Code. 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. Upon request of the Commission, the terms of any community benefits agreement shall be disclosed to the Office of the Inspector General.

- .1 **Except as provided in 12.5.1.3, an RCO shall not solicit payment, services, donations, or contributions, either financial or in-kind, from any applicant, including their agent, or other associated party, that has filed an application within the RCO's registered boundaries subject to the neighborhood notice and meeting requirements of the Zoning Code until either:**
  - (.1) **All applicable Zoning Board decisions, Commission decisions, and civic design reviews, are issued or completed; or**
  - (.2) **The application is considered abandoned by the Department of Licenses and Inspections in accordance with Title 4, Subcode "A" of the Philadelphia Code.**
  
- .2 **All RCOs shall report annually to the Commission all payments, services, donations, or contributions received during the previous calendar year from any individuals, companies, or agents involved in any application within the RCO's registered boundaries subject to the neighborhood notice and meeting requirements of the Zoning Code during such period that the RCO was subject to the requirements of this subsection 12.5.1.2.3. Such reporting shall include but be not limited to agreements designed to provide a benefit within the RCO's registered boundaries. An RCO shall only be required to report such payments, services, donations, or contributions received from the date these regulations take effect or the date the organization becomes registered as an RCO, whichever is later. The annual report shall:**

- (.1) **Be in a form deemed satisfactory by the Executive Director;**
- (.2) **Include the parties involved in the agreement, the date of the agreement, a summary of the provisions of the agreement, including, for any agreement designed to provide a benefit within the RCO's registered boundaries, the geographic area benefiting from the proposed agreement and expected benefit provided by the proposed agreement;**
- (.3) **Be received by the Commission no later than January 31st of each year, provided the reporting deadline may be extended at the discretion of the Executive Director; and**
- (.4) **Be posted by the Commission on the Commission's website for at least one year.**

**.3 An RCO that fails to follow the requirements of this subsection 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~~ **any application subject to the neighborhood notice and meeting requirements of the Zoning Code** on the applicant's participation in an agreement designed to ~~bestow~~ **provide** a benefit ~~to the geographic area that the RCO represents~~ **within the RCO's registered boundaries** 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 **designed to provide a benefit within the RCO's registered boundaries** shall be disclosed to the Office of the Inspector General. **General for review, investigation, and findings, as appropriate.**

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.
  - .6 Failure to provide the coordinating RCO with information required by these regulations for inclusion in the announcement of public meeting.**
- 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.