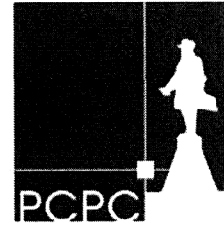


PHILADELPHIA CITY PLANNING COMMISSION

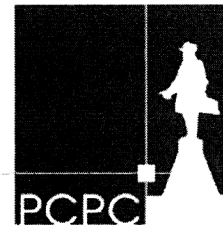


PROPOSED AMENDMENTS TO CITY PLANNING COMMISSION REGULATION NO. 12.

As Amended, January 28, 2014

779695

DEPARTMENT OF RECORDS
2014 FEB -4 AM 9:13



12. REGISTERED COMMUNITY ORGANIZATIONS (RCOs)

12.1 Registry

- 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

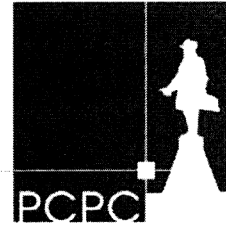
- 12.2.1 Registered Community Organizations (RCOs). Except for ward political committees and Pennsylvania municipal authorities that serve as either a neighborhood improvement district management association or special services district per §14-303(11A)(a)(.1) of the Zoning Code, an RCO must meet the minimum criteria established by §14-303(11A) of the Zoning Code. To qualify as an RCO, each organization shall have:
 - 12.2.1.1 An adopted statement of purpose concerning land use, zoning, or a similar subject such as planning, development, revitalization, and preservation, as well as rules or bylaws governing organizational operations.
 - 12.2.1.2 A geographic area of concern encompassing no more than 20,000 parcels, as defined by the Philadelphia Department of Records.
 - 12.2.1.3 Boundaries delimiting this geographic area of concern that are consistent with the organization’s governing rules or bylaws.
 - 12.2.1.4 Organizational membership drawn from residents, property owners, business owners or operators, or tenants from the organization’s geographic area of concern.
 - 12.2.1.5 Leadership chosen by the body at large, with a description of the organization’s leadership selection process included in its governing rules or bylaws.
 - 12.2.1.6 Meetings open to the general public and scheduled on a regular basis, but not less than once per calendar quarter. These meetings shall be announced publicly through media such as flyers, newsletters, newspaper notice, electronic or social media.
- 12.2.2 Conflict of Interest. Any RCO submitting a project for zoning approval or employed in a professional capacity in reference to the project shall not serve as an applicable RCO that project.

12.3 Registration

- 12.3.1 Organizations shall apply for RCO registration with the Commission as specified in §14-303(11A) of the Zoning Code.
- 12.3.2 New Registration Period. The Commission shall accept applications for new RCO registration requests between June 1st and June 30th of each year, except for the initial

779696
2019 FEB -4 AM 9:13

DEPARTMENT OF RECORDS



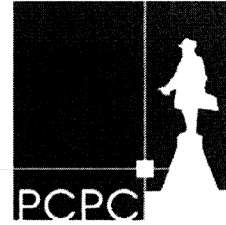
registration of RCOs required to implement the RCO provisions of the Zoning Code by March 1, 2014. The term of an RCO registration is two years.

- 12.3.3 Registration Renewal Period. The Commission shall accept applications for RCO registration renewal between June 1st and June 30th of each year. An organization that allows its RCO status to lapse may reapply as a new organization during a subsequent new registration period.
- 12.3.4 New registration and registration renewal submissions must include a completed application form provided by the Commission.
- 12.3.5 New registration and renewal applications for 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 information in order to be considered complete:
 - 12.3.5.1 The organization's official name and street address.
 - 12.3.5.2 The name of the organization's primary contact person.
 - 12.3.5.3 The name of the organization's representative for the Civic Design Review process.
 - 12.3.5.4 The organization's adopted statement of purpose.
 - 12.3.5.5 The organization's governing rules or bylaws, including the organization's geographic boundaries and a description of its leadership selection process.
 - 12.3.5.6 A description or illustration of the boundaries of the organization's geographic area of concern.
 - 12.3.5.7 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.
 - 12.3.5.8 The location and a schedule of the organization's public meetings for its two-year term of registration. All meetings must be announced publicly through media such as flyers, newsletters, newspaper notice, electronic or social media.
 - 12.3.5.9 An example of a notice used by the organization to publicly announce its meetings.
 - 12.3.5.10 The Executive Director may request additional application materials deemed necessary to properly evaluate an RCO registration request.
- 12.3.6 As specified by §14-303(11A)(c) of the Zoning Code, the Executive Director shall 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.
- 12.3.7 Organizations whose registration requests have been denied may submit revised or amended applications for reevaluation at the discretion of the Executive Director.

779697

2014 FEB -9 AM 9:13

DEPARTMENT OF RECORDS



- 12.3.8 An RCO may submit a written request to the Executive Director to correct or update their registration information at any time.

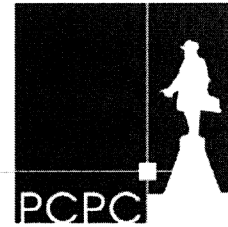
12.4 Meetings with Registered Community Organizations Required by the Zoning Code

- 12.4.1 Commission Notification to Zoning Permit Applicants. Within seven (7) days following an applicant's appeal to the Zoning Board of Adjustment for a variance or special exception or a Department of L&I finding that Civic Design Review is required, the Commission shall notify the applicant, and copy the District Councilmember and each applicable RCO, of the following:
 - 12.4.1.1 The neighborhood notice and meeting requirements of §14-303(12) of the Zoning Code.
 - 12.4.1.2 Contact information for each RCO whose boundaries include the applicant's property, and the name of the "Coordinating RCO" (see 12.4.2 below concerning the selection of a Coordinating RCO).
 - 12.4.1.3 Contact information for the District Councilmember whose district includes the applicant's property.
 - 12.4.1.4 A list of all property addresses that the applicant must notify per §14-303(12)(b)(.4)(.a) of the Zoning Code, namely every property on the same block as the applicant's property; every property on the blockface across the street from any frontage of the applicant's property; and every property any portion of which is within 200 feet of the applicant's property.
- 12.4.2 Selection of a Coordinating RCO. If the applicant's property is located within the geographic boundaries of more than one RCO, the Executive Director shall request the District Councilmember to select a "Coordinating RCO" prior to Commission notification of the Zoning Permit Applicant as specified in 12.4.1 above.
 - 12.4.2.1 If a Coordinating RCO is not selected by the District Councilmember within four (4) days of this request, the Executive Director shall select the Coordinating RCO.
 - 12.4.2.2 If there is no RCO whose geographic boundaries include the applicant's property, then the District Councilmember, or an organization designated by the District Councilmember, shall serve as the Coordinating RCO.
- 12.4.3 Zoning Permit Applicant Notification to RCOs and Others. Within ten (10) days following the Commission sending notice to an applicant as detailed in 12.4.1 above, the applicant shall notify each applicable RCO, the District Councilmember, the Executive Director, Zoning Board of Adjustment or Civic Design Review Committee (as applicable), and each property address provided by the Commission to the applicant as specified in 12.4.1.4 above. The content of this notice shall comply with §14-303(12)(d)(.2) of the Zoning Code.
- 12.4.4 RCO Meeting Requirements. As required by §14-303(12)(e) of the Zoning Code, RCO meetings with applicants must be open to the general public. In consultation with the

779698

2011 FEB 24 AM 9:14

DEPARTMENT OF RECORDS



applicant and other applicable RCOs, the Coordinating RCO shall set the date, time, and place of the public meeting to review the applicant's proposal. The Coordinating RCO shall provide notification to community members and other stakeholders of the date, time, and place of this RCO meeting.

- 12.4.4.1 The RCO meeting shall be scheduled within 45 days following an applicant's appeal to the Zoning Board of Adjustment or the Department of L&I's finding that Civic Design Review is required.
- 12.4.4.2 If no RCO meeting is held within the 45 day timeframe, the Coordinating RCO shall submit to the Zoning Board of Adjustment or Civic Design Review Committee (as applicable), the Executive Director, and the District Councilmember, written documentation of efforts made to schedule a meeting with the applicant and why no meeting was held.
- 12.4.5 Documentation Requirements Following the RCO Meeting. Within seven (7) days following the RCO meeting, the Coordinating RCO shall prepare a "meeting summary form," provided by the Commission, documenting any and all actions taken at the meeting. Other participating RCOs may also submit a meeting summary form. The form shall be submitted to the Executive Director, the Zoning Board of Adjustment or Civic Design Review Committee (as applicable), and the District Councilmember.
- 12.4.6 Failure to Submit an RCO Meeting Summary Form. The Commission shall notify the Coordinating RCO in writing of its failure to submit an RCO meeting summary form. Three failures by the Coordinating RCO to submit a required meeting summary form during its two-year registration period shall result in the organization's suspension for one year.

779699

DEPARTMENT OF RECORDS
2014 FEB -4 AM 9:14