

South Kensington Community Partners

Zoning Variance Approvals Procedures

Adopted June 2011 by the SKCP Board of Directors



South Kensington Community Partners
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Acronyms Used in this Document:

ZC *Zoning Committee*

ZCC *Zoning Committee Chair*

CZM *Community Zoning Meeting*

DRC *Design Review Committee*

DRCC *Design Review Committee Chair*

ZBA *Zoning Board of Adjustment*

SKCP Zoning Variance Approvals Procedures

1. PURPOSE AND SCOPE OF THIS DOCUMENT

This document serves to outline the process by which individuals seeking a zoning variance approval within the South Kensington Community Partners (SKCP) Service Area will be required to engage the community in pursuit of its support for the proposed new development, change in land use, or alteration of an existing structure that does not conform to the parcel's zoning requirements. **The SKCP Service Area is the north side of Girard Avenue to the south side of Berks Street; from the west side of Front Street to the east side of 6th Street.** The SKCP Zoning Variance Approvals Procedures document sets forth roles of organizational bodies engaged in the process, sequences of meetings and community presentations, rules for community votes, and so on, in order to clearly define and standardize these processes and to condition the expectations of developers, community members, and SKCP committees.

Should a simple majority of ZC members vote to revise the process and procedural document, a proposed revised zoning variance approvals process must be submitted in full in writing to the Board of Directors. Upon receiving a proposed revised zoning variance approvals process, the Board of Directors will vote to either approve the revision (through a simple majority) or give comments to provide input for a second round of revision. Until a new process is approved by the Board of Directors, the previously approved process of zoning variance approvals shall continue to structure the activities and procedures of the Zoning Committee (ZC) and Design Review Committee (DRC).

2. ORGANIZATIONAL BODIES AND ROLES

2A. Zoning Committee (ZC)

Purpose of the Zoning Committee

The Zoning Committee's purpose is to **facilitate a public forum for the discussion and review of zoning variance requests through community vote** for all applications occurring within the SKCP Service Area, and to convey the community vote at the Zoning Board of Adjustment (ZBA) hearings for variance requests. When appropriate, the ZC may also share the community position with council-people, and city agencies with jurisdiction over the proposal (Philadelphia City Planning Commission, Philadelphia Housing Authority, Philadelphia Industrial Development Corporation, the Office of Housing and Community Development, etc.).

The ZC is a neutral body that conveys information about zoning in KS to the community, and gives voice to resident concerns and hopes for the neighborhood and its development.

Zoning Committee Membership

Zoning Committee Membership is open to all interested residents of Kensington South who are willing and able to devote time to the process. Members are expected to attend Community Zoning and Zoning Committee Meetings regularly, and to participate in the execution of said meetings.

Members are encouraged to be active participants in other community activities/committees. The ZC is limited to 16 members, inclusive of the Zoning Committee Chair (ZCC). Membership can be revoked by a majority vote of the committee if a member fails to attend 20% of the ZC meetings, or otherwise does not actively participate in the responsibilities of membership. Members of the ZC are expected

to keep themselves abreast of and participate in city-wide efforts regarding the zoning code. The ZC may also hosts occasional community meetings to educate residents about the zoning process, bring in relevant guest speakers, and discuss community concerns around zoning issues; members are expected to participate in these meetings as well

All members of the ZC must maintain neutrality on all projects while representing the ZC.

Zoning Committee Roles and Responsibilities

Responsibilities of ZC members include:

- > Assist the SKCP office staff, as needed, with the intake of new projects and necessary follow-up with applicants after the Community Zoning Meeting (CZM)
- > Posting and monitoring meeting flyers at public locations throughout the neighborhood, and delivering to neighbors within 500' of project location.
- > Facilitate CZM, assist with maintaining decorum at meetings
- > Manage sign-in sheets, voter address confirmation, and distribution and collection of completed ballots
- > Take minutes for each project presentation and discussion, and then ensure these are typed into Word document and given to the SKCP office staff to be kept with project files.
- > Count ballots and verify votes after CZM
- > Write and approve letters to ZBA reflecting the results of the community vote on projects
- > Attend ZBA hearings to present KS community vote/letter
- > Assist with monitoring projects and their adherence to provisos included with the SKCP support letter and accepted by the ZBA; advise the SKCP office when provisos are not being adhered to, so that it may work with city agencies to bring the project into compliance.

Outside of CZM, meetings of the membership of ZC will be held on an ad hoc basis. These meetings will typically be scheduled to occur in the hour before the monthly meeting.

Zoning Committee Chair (ZCC)

The Zoning Committee Chair (ZCC) oversees the zoning process and ensures that the ZC is able to carry out their duties. The ZCC is appointed by the Board of Directors for a two-year term. If the chair steps aside during that two-year period, the Board of Directors will select another candidate to complete the chair's term. **The ZCC does not vote on projects, even when they would otherwise be eligible to vote.**

2B. Design Review Committee (DRC)

Purpose of the Design Review Committee

The Design Review Committee (DRC) is a sub-committee of the ZC and its **purpose is to review projects and advise applicants on design and construction issues related to a proposed project.** Qualifications needed to serve on the DRC are outlined below.

The DRC meets the first Wednesday of the month to review projects in advance of each project's CZM. Other ZC members may attend, but are asked only to observe the proceedings. The DRC is permitted to invite additional design or building professionals when an additional opinion would be valuable.

Design Review Committee Membership

The DRC is comprised of design professionals who live and/or work within the boundaries of Kensington South. Design and building professionals interested in serving on the DRC should contact the SKCP offices; they should provide a resume or similar outline of their credentials. Potential members of the DRC can also be recommended directly by the SKCP Board.

The potential member will be invited to attend a single review meeting. After the meeting a blind vote by the current DRC members will be held to determine acceptance of the new member into a trial committee membership period lasting two meetings. At the end of the trial period they are either accepted as a full acting member or asked to step down. Membership must be an odd-number (e.g. 3, 5, 7, etc.), and may not exceed 9 members, and any member that misses three consecutive meetings may be asked to step down. Members of the DRC as members of ZC are expected to undertake the ZC responsibilities of facilitating and maintaining decorum at CZ meetings, writing and approving letters to the ZBA, and attending ZBA hearings.

Design Review Committee Chair (DRCC)

The Design Review Committee Chair (DRCC) oversees the activities of the DRC. The DRC Chair is elected by the DRC annually. If the chair steps aside during that time, the DRC will select another candidate to complete the chair's term.

2C. SKCP Office Staff

The SKCP Office staff will assist the ZC through the execution of the following aspects of the work of the ZC and DRC.

- > Be the first point of contact for applicants and ensure they receive the requisite documents and forms for consideration of their application
- > Schedule projects for review in conjunction with ZC
- > Create and photocopy flyers for community meetings (to be posted and monitored by ZC committee)
- > Create map of locations of eligible voters, which will be posted on SKCP website, included in SKCP weekly e-newsletter and monthly zoning e-newsletter sent one-week in advance of community zoning meetings, and on the meeting flyer.

- > Maintain files for each project containing all application materials (intake form, materials supplied by applicant, minutes from DRC and CZ meetings, ballots and sign-in sheets, and other applicable documents)
- > Attend ZBA hearings to present KS community vote/letter if ZC or DRC member is unavailable

3. INTAKE APPLICATION PROCEDURE

The first step for an applicant seeking the community's support for a zoning variance request is to contact the SKCP office. Applicants will be provided with an intake form (see appendix) to be completed as soon as possible and returned to the office.

The applicant is also required to submit the following to the SKCP office:

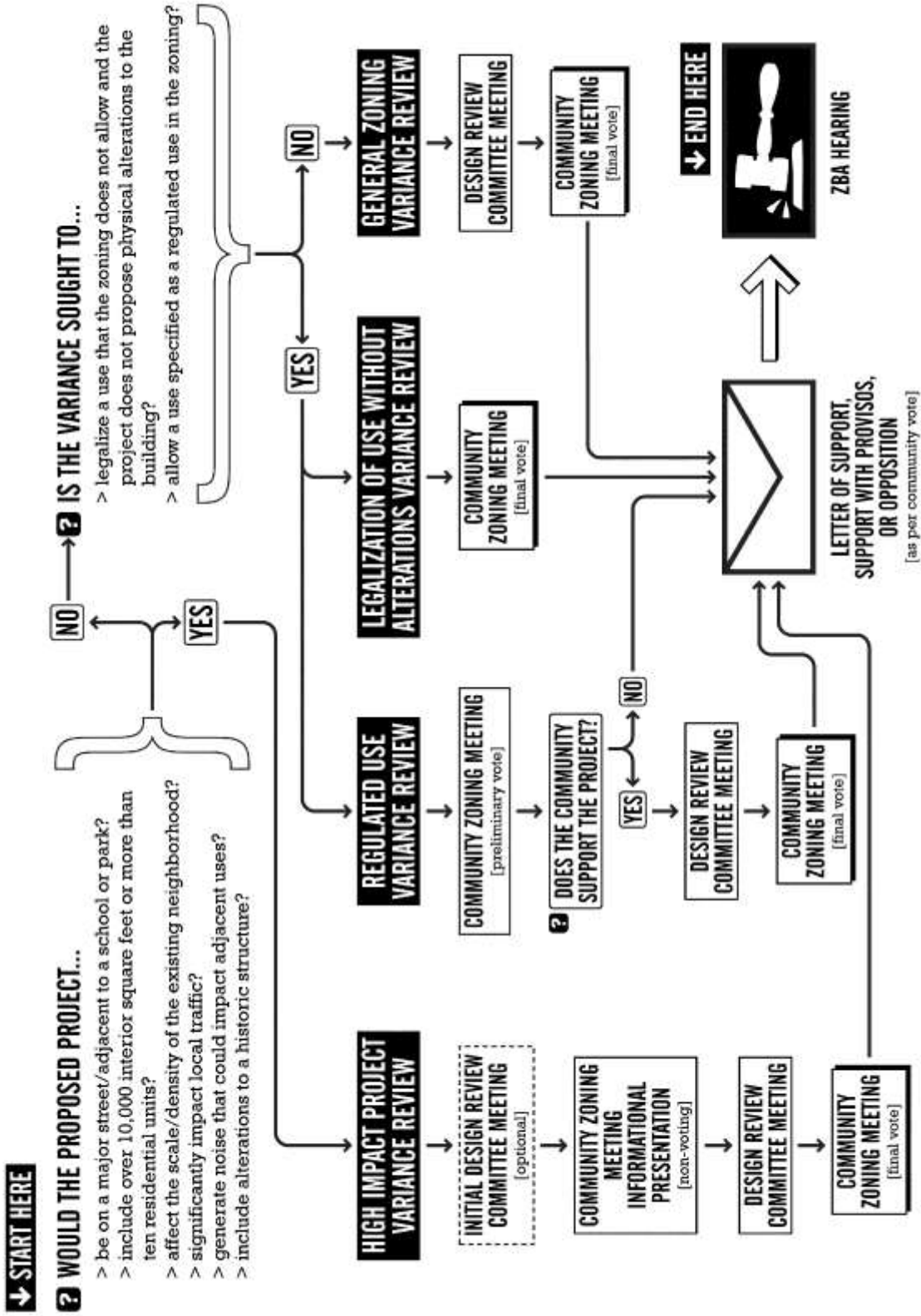
- Copy of the Zoning Refusal (if available)
- Site plan that includes the context of the adjacent properties
- Existing site photographs, and floor plans
- Depending upon the scale of the project, elevations, sections, and renderings may be requested.

In order to provide the DRC with enough information to meaningfully discuss the project, drawings submitted to SKCP must: have a definite program (number of residential or commercial units, or other programmatic specifications), be measured and to scale, indicate square footages of rooms, and accurately represent the proposed design. Additional information may be requested in advance of Community Zoning Meeting.

Should an applicant fail to provide the aforementioned drawings or specifications at least one week in advance of DRC meeting, the ZCC or DRCC reserve the right to move the community presentation or vote to a later date.

Digital submission of the required documents is preferred, but paper documents are also accepted.

SKCP ZONING VARIANCE REVIEW FLOW CHART



4. REVIEW PROCESSES

Review Process Determination

After reviewing the application form and submitted materials, the DRCC, ZCC, and the SKCP office will determine which of the four zoning variance approvals processes is most appropriate. The applicant will be notified of this decision within five business days. The four review processes are: **General Zoning Variance Review, Regulated Use Variance Review, Legalization of Use without Alterations Variance Review, and High Impact Project Variance Review.** The criteria for each process vary and are outlined below, full details of each step are described in Sections 4A-4D.

General Zoning Variance Review (see Section 4A for complete details)

If the zoning variance sought is not a request for a Regulated Use or for the Legalization of Use without Alterations, or is not considered to be a High Impact Project, it is most likely that the proposed project will be subject to the General Zoning Variance Review process. The steps of this process include the following:

1. **Design Review Committee Meeting**
2. **Community Zoning Meeting (VOTE)**

Regulated Use Variance Review (see Section 4B for complete details)

If the zoning variance sought is a request for a Regulated Use and the project also involves proposed physical alterations to the building, but is not considered to be a High Impact Project, it is most likely that the proposed project will be subject to the Regulated Use Variance Review process. The steps of this process include the following:

1. **Preliminary Vote at Community Zoning Meeting**
2. **Design Review Committee Meeting**
3. **Community Zoning Meeting (VOTE)**

Legalization of Use without Alterations Variance Review (see Section 4C for complete details)

If the zoning variance sought is not for a Regulated Use or High Impact Project but for the legalization of a use without proposed alterations to the existing building, it is most likely that the proposed project will be subject to the Legalization of Use without Alterations Variance Review process. However, the DRCC and ZCC reserve the right to initiate the General Zoning Variance Review process under certain circumstances. The singular step of this process is the following:

1. **Community Zoning Meeting (VOTE)**

High Impact Project Variance Review (see Section 4D for complete details)

High Impact Projects are those that have a potentially significant impact on the surrounding community and future development. These projects therefore have a more extensive process with the community with greater opportunity for public input and increased awareness of the proposed project. The ZCCC, DRCC, and the SKCP office staff exercise their own discretion in determining whether a proposed project will be considered a High Impact Project. For list of possible reasons a project would be considered High Impact see section 4D.

1. **Design Review Committee Meeting (optional)**
2. **Informational Presentation Meeting**
3. **Design Review Committee Meeting**
4. **Community Zoning Meeting (VOTE)**

4A. General Zoning Variance Review

If the zoning variance sought is not a request for a Regulated Use or for the Legalization of Use without Alterations, or is not considered to be a High Impact Project, it is most likely that the proposed project will be subject to the General Zoning Variance Review process. When this determination has been made, the applicant will be notified within 5 business days. The applicant will be asked to present the proposed project to the DRC not less than one week after the DRC has received the applicant's submitted materials.

The applicant is also required to submit the following to the SKCP office:

- Copy of the Zoning Refusal (if available)
- Site plan that includes the context of the adjacent properties
- Existing site photographs, and floor plans
- Depending upon the scale of the project, elevations, sections, and renderings may be requested.

In order to provide the DRC with enough information to meaningfully discuss the project, drawings submitted to SKCP must: have a definite program (number of residential or commercial units, or other programmatic specifications), be measured and to scale, indicate square footages of rooms, and accurately represent the proposed design. Additional information may be requested in advance of Community Zoning Meeting.

Should an applicant fail to provide the aforementioned drawings or specifications at least one week in advance of DRC meeting, the ZCC or DRCC reserve the right to move the community presentation or vote to a later date.

Digital submission of the required documents is preferred, but paper documents are also accepted.

Design Review Committee Meeting

The purpose of the Design Review Committee meeting is to give the DRC an opportunity to review the proposed project and provide the applicant with feedback relating to community, design, and construction issues prior to their meeting with the community as a whole. The suggestions of the DRC are intended to strengthen proposed projects; however, the community vote will determine whether the ZC supports or does not support variance requests. In other words, the **opinions of the DRC will not necessarily have any bearing on the outcome of the subsequent community vote nor the decision of the ZC**, aside from the single vote the DRC may cast as a body at the CZM, to be determined by majority vote (by members in attendance at CZM) and cast by the DRC Chair or DRC Representative at the CZM.

After the meeting with the DRC, the CZM date will be scheduled with the applicant. In most cases the project will be added to the next CZM agenda; however, applicants can request a later meeting if additional time is required to make revisions to the proposed project. Applicants are expected to make revisions as agreed upon during the DRC meeting and revised drawings are to be submitted to SKCP one week prior to the scheduled CZM date.

The DRC reserves the right to waive an initial meeting with the applicant, in which case the proposed project will simply be presented at the next CZM.

Community Zoning Meeting (CZM)

Community Zoning Meetings are held on the third Wednesday of the month and are the forum for residents to hear a presentation from the applicant, ask questions about the requested variance, have a private discussion between the residents, the ZC, and the DRC, and cast a vote on the variance requested. **The CZM is the forum where residents who are eligible to vote, vote on projects.**

> General Zoning Variance Review Voting Eligibility Catchment Area

As set forth in Section 6B, the extents of the Voting Eligibility Catchment Area for General Zoning Variance Review is drawn 1/4 mile from each side of the parcel boundary of the proposed project site. Residents, business owners, and property owners falling within this area must meet all other voting eligibility requirements set forth in Section 6B.

> General Zoning Variance Review Meeting Notification

CZM meetings and agendas will be announced on the SKCP website, in the weekly e-newsletter, monthly zoning e-newsletter sent one-week in advance of community zoning meeting, and in *The Spirit* and *North Star* newspapers; flyers with meeting information will be posted at the project site and public locations throughout the neighborhood, and delivered to addresses within 500' of proposed project.

> General Zoning Variance Review Meeting Procedure

Upon entering the meeting, all attendees are asked to sign-in. Attendees eligible to vote should show required proof of residency to the administrator managing the sign-in sheet. The administrator will indicate on the sign in sheet the attendee's voting eligibility and give the attendee a color-coded ballot (a different color for each project being presented); **one ballot per person will be collected at the completion of the presentation and discussion.**

At the start of the meeting, the ZCC or designated representative will give a brief summary of why the applicant needs a variance in that particular zoning classification. The applicant then gives a presentation of the proposed project. After this presentation, residents are invited to ask the applicant questions pertaining to the project. Time for questions will vary depending upon the project. After questions are addressed, the applicants are asked to leave the meeting.

The DRC will then present to the community their thoughts on the design of the project and the suggestions that were given to the applicant at the DRC meeting. The purpose of this presentation is to provide the community with additional information prior to casting their vote.

A discussion, facilitated by Zoning Chair or designated ZC representative, among members of the community will follow. The length of this discussion will vary depending upon the project.

The discussion facilitator will initiate a discussion of potential provisos, or clauses that add conditions to statements of support, to be added to the ballot. The proviso process is further outlined in Section 6C.

At this juncture, the members of the DRC and ZC in attendance may initiate a discussion of deferring the vote until another meeting. In some rare instances, especially in which there is inadequate information presented regarding the project or if there has been some kind of

procedural error, it may be felt that holding a vote on a given project at that time would not be a fair representation of true community support. In this case, eligible voters will be asked if they prefer to wait to vote until missing information has been provided or the procedural error has been addressed. A simple majority will defer voting on the project until the next CZM. Should the next CZM occur after the ZBA hearing date, a representative from the ZC, DRC, or office staff will submit letter to ZBA requesting a continuance and the community's reason for the request.

If no discussion deferring the vote arises, the meeting attendees will commence with the voting process to determine whether the community supports or opposes the project. Eligible voters will then cast their ballots in favor of or opposed to the project.

At the completion of the presentation and discussion, the DRC will take an internal vote with members in attendance. The DRC as a committee will be allowed one vote at the community meeting to be determined by majority vote (by members in attendance at CZM) and cast by the DRCC or DRC Representative at the CZM. Should there be a tie, the DRC will not cast a vote. For all projects, votes will be counted at the end of the meeting. Attendees wishing to know the outcome of the vote will need to wait until the conclusion of the meeting or contact the SKCP office at a later time. The Letter of Support, Support with Provisos, Opposition, or request for continuance reflecting the results of the vote will be drafted by the ZC after the CZM. This letter must be approved by the DRCC, and the Board of Directors prior to submission to the ZBA, council people, or other city agencies.

4B. Regulated Use Variance Review

If the zoning variance sought is a request for a Regulated Use, but is not considered to be a High Impact Project, it is most likely that the proposed project will be subject to the Regulated Use Variance Review process. When this determination has been made, the applicant will be notified within five business days. The applicant will be asked to present the proposed project, and will be added to the agenda of the next available CZM. The Regulated Use Variance Review process may include two community votes. A preliminary vote is held to determine whether the community supports the regulated use variance, aside from any building alterations concerns. If the community supports the regulated use variance, a second vote will be held to determine the community's support for the specific building alterations proposed.

The applicant is also required to submit the following to the SKCP office:

- Copy of the Zoning Refusal (if available)
- Site plan that includes the context of the adjacent properties
- Existing site photographs, and floor plans
- Depending upon the scale of the project, elevations, sections, and renderings may be requested.

In order to provide the DRC with enough information to meaningfully discuss the project, drawings submitted to SKCP must: have a definite program (number of residential or commercial units, or other programmatic specifications), be measured and to scale, indicate square footages of rooms, and accurately represent the proposed design. Additional information may be requested in advance of Community Zoning Meeting.

Should an applicant fail to provide the aforementioned drawings or specifications at least one week in advance of DRC meeting, the ZCC or DRCC reserve the right to move the community presentation or vote to a later date.

Digital submission of the required documents is preferred, but paper documents are also accepted.

Regulated Use Variance Review Preliminary Vote at Community Zoning Meeting (CZM)

Community Zoning Meetings are held on the third Wednesday of the month and are the forum for residents to hear a presentation from the applicant, ask questions about the requested variance, have a private discussion between the residents, the ZC, and the DRC, and cast a vote on the variance requested. In this case, the Preliminary Vote is the forum held to determine whether the community members who are eligible to vote support the regulated use variance, while building alteration discussions are tabled until a second vote if the Preliminary Vote results in support for the project.

> Regulated Use Variance Review Voting Eligibility Catchment Area

As set forth in Section 6B, the extents of the Voting Eligibility Catchment Area for General Zoning Variance Review is drawn 1/4 mile from each side of the parcel boundary of the proposed project site. Residents, business owners, and property owners falling within this area must meet all other voting eligibility requirements set forth in Section 6B.

> Regulated Use Variance Review Meeting Notification

CZM meetings and agendas will be announced on the SKCP website, in the weekly e-newsletter, monthly zoning e-newsletter sent one-week in advance of community zoning meeting, and in *The Spirit* and *North Star* newspapers; flyers with meeting information will be posted at the project site and public locations throughout the neighborhood, and delivered to addresses within 500' of proposed project.

> Regulated Use Variance Review Preliminary Vote Meeting Procedure

Upon entering the meeting, all attendees are asked to sign-in. Attendees eligible to vote should show required proof of residency to the administrator managing the sign-in sheet. The administrator will indicate on the sign in sheet the attendee's voting eligibility and give the attendee a color-coded ballot (a different color for each project being presented); **one ballot per person will be collected at the completion of the presentation and discussion.**

At the start of the meeting, the ZCC or designated representative will give a brief summary of why the applicant needs a variance in that particular zoning classification. The applicant then gives a presentation of the proposed project. After this presentation, residents are invited to ask the applicant questions pertaining to the project. Time for questions will vary depending upon the project. After questions are addressed, the applicants are asked to leave the meeting.

The DRC will then present to the community their thoughts on the design of the project and the suggestions that were given to the applicant at the DRC meeting. The purpose of this presentation is to provide the community with additional information prior to casting their vote.

A discussion, facilitated by Zoning Chair or designated ZC representative, among members of the community will follow. The length of this discussion will vary depending upon the project.

The discussion facilitator will initiate a discussion of potential provisos, or clauses that add conditions to statements of support, to be added to the ballot. The proviso process is further outlined in Section 6C.

At this juncture, the members of the DRC and ZC in attendance may initiate a discussion of deferring the vote until another meeting. In some rare instances, especially in which there is inadequate information presented regarding the project or if there has been some kind of procedural error, it may be felt that holding a vote on a given project at that time would not be a fair representation of true community support. In this case, eligible voters will be asked if they prefer to wait to vote until missing information has been provided or the procedural error has been addressed. A simple majority will defer voting on the project until the next CZM. Should the next CZM occur after the ZBA hearing date, a representative from the ZC, DRC, or office staff will submit letter to ZBA requesting a continuance and the community's reason for the request.

If no discussion deferring the vote arises, the meeting attendees will commence with the voting process to determine whether the community supports or opposes the project. Eligible voters will then cast their ballots in favor of or opposed to the project.

At the completion of the presentation and discussion, the DRC will take an internal vote with members in attendance. The DRC as a committee will be allowed one vote at the community meeting to be determined by majority vote (by members in attendance at CZM) and cast by the DRCC or DRC Representative at the CZM. Should there be a tie, the DRC will not cast a vote. For all projects, votes will be counted at the end of the meeting. Attendees wishing to know the outcome of the vote will need to wait until the conclusion of the meeting or contact the SKCP office at a later time. If the majority of eligible voters oppose the regulated use variance, a letter reflecting the opposition will be drafted by the ZC after the CZM. This letter must be approved by the DRCC, and the Board of Directors prior to submission to the ZBA, council people, or other city agencies.

Design Review Committee Meeting

The purpose of the Design Review Committee meeting is to give the DRC an opportunity to review the proposed project and provide the applicant with feedback relating to community, design, and construction issues prior to their meeting with the community as a whole. The DRC will review the results of the Preliminary Vote with the applicant, as well as summarize any potential provisos that were discussed at the previous CZM. The suggestions of the DRC are intended to strengthen proposed projects; however, the community vote will determine whether the ZC supports or does not support variance requests. In other words, the opinions of the DRC will not necessarily have any bearing on the outcome of the subsequent community vote nor the decision of the ZC, aside from the single vote the DRC may cast as a body at the CZM, to be determined by majority vote (by members in attendance at CZM) and cast by the DRC Chair or DRC Representative at the CZM.

After the meeting with the DRC, the Final Vote CZM date will be scheduled with the applicant. In most cases the project will be added to the next available CZM agenda; however, applicants can request a later meeting if additional time is required to make revisions to the proposed project. Applicants are expected to make revisions as agreed upon during the DRC meeting and revised drawings are to be submitted to the SKCP one week prior to the scheduled CZM date.

Regulated Use Variance Review Final Vote at Community Zoning Meeting (CZM)

A Final Vote will be held at the subsequent CZM (or a later CZM, at the request of the applicant), the forum held to determine whether the community members who are eligible to vote support the project in its entirety, taking into account both the impacts of the regulated use variance, as well as proposed building alterations.

> Regulated Use Variance Review Voting Eligibility Catchment Area

As set forth in Section 6B, the extents of the Voting Eligibility Catchment Area for General Zoning Variance Review is drawn 1/4 mile from each side of the parcel boundary of the proposed project site. Residents, business owners, and property owners falling within this area must meet all other voting eligibility requirements set forth in Section 6B.

> Regulated Use Variance Review Meeting Notification

CZM meetings and agendas will be announced on the SKCP website, in the weekly e-newsletter, monthly zoning e-newsletter sent one-week in advance of community zoning meeting, and in *The Spirit* and *North Star* newspapers; flyers with meeting information will be posted at the project site and public locations throughout the neighborhood, and delivered to addresses within 500' of proposed project.

> Regulated Use Variance Review Final Vote Meeting Procedure

Upon entering the meeting, all attendees are asked to sign-in. Attendees eligible to vote should show required proof of residency to the administrator managing the sign-in sheet. The administrator will indicate on the sign in sheet the attendee's voting eligibility and give the attendee a color-coded ballot (a different color for each project being presented); one ballot per person will be collected at the completion of the presentation and discussion.

At the start of the meeting, the ZCC or designated representative will give a brief summary of why the applicant needs a variance in that particular zoning classification. The applicant then gives a presentation of the proposed project. After this presentation, residents are invited to ask the applicant questions pertaining to the project. Time for questions will vary depending upon the project. After questions are addressed, the applicants are asked to leave the meeting.

The DRC will then present to the community their thoughts on the design of the project and the suggestions that were given to the applicant at the DRC meeting. The purpose of this presentation is to provide the community with additional information prior to casting their vote.

A discussion, facilitated by Zoning Chair or designated ZC representative, among members of the community will follow. The length of this discussion will vary depending upon the project.

The discussion facilitator will initiate a discussion of potential provisos, or clauses that add conditions to statements of support, to be added to the ballot. The proviso process is further outlined in Section 6C.

At this juncture, the members of the DRC and ZC in attendance may initiate a discussion of deferring the vote until another meeting. In some rare instances, especially in which there is inadequate information presented regarding the project or if there has been some kind of procedural error, it may be felt that holding a vote on a given project at that time would not be a fair representation of true community support. In this case, eligible voters will be asked if they prefer to wait to vote until missing information has been provided or the procedural error has been addressed. A simple majority will defer voting on the project until the next CZM. Should the next CZM occur after the ZBA hearing date, a representative from the ZC, DRC, or office staff will submit letter to ZBA requesting a continuance and the community's reason for the request.

If no discussion deferring the vote arises, the meeting attendees will commence with the voting process to determine whether the community supports or opposes the project. Eligible voters will then cast their ballots in favor of or opposed to the project.

At the completion of the presentation and discussion, the DRC will take an internal vote with members in attendance. The DRC as a committee will be allowed one vote at the community meeting to be determined by majority vote (by members in attendance at CZM) and cast by the DRCC or DRC Representative at the CZM. Should there be a tie, the DRC will not cast a vote. For all projects, votes will be counted at the end of the meeting. Attendees wishing to know the outcome of the vote will need to wait until the conclusion of the meeting or contact the SKCP office at a later time. The Letter of Support, Support with Provisos, Opposition, or request for continuance reflecting the results of the vote will be drafted by the ZC after the CZM. This letter must be approved by the DRCC, and the Board of Directors prior to submission to the ZBA, council people, or other city agencies.

4C. Legalization of Use without Alterations Variance Review

If the zoning variance sought is not for a Regulated Use or High Impact Project but for the legalization of a use without proposed alterations to the existing building, it is most likely that the proposed project will be subject to the Legalization of Use without Alterations Variance Review process. However, the DRC and ZC reserve the right to initiate the General Zoning Variance Review process under certain circumstances.

The applicant will be notified within 5 business days of SKCP receiving the intake application that the proposed project will be subject to a Legalization of Use without Alterations Variance Review. The applicant will be asked to present the proposed project to the CZM, and will be added to the agenda of the next available meeting.

The applicant is also required to submit the following to the SKCP office:

- Copy of the Zoning Refusal (if available)
- Site plan that includes the context of the adjacent properties
- Existing site photographs, and floor plans
- Depending upon the scale of the project, elevations, sections, and renderings may be requested.

In order to provide the DRC with enough information to meaningfully discuss the project, drawings submitted to SKCP must: have a definite program (number of residential or commercial units, or other programmatic specifications), be measured and to scale, indicate square footages of rooms, and accurately represent the proposed design. Additional information may be requested in advance of Community Zoning Meeting.

Should an applicant fail to provide the aforementioned drawings or specifications at least one week in advance of DRC meeting, the ZCC or DRCC reserve the right to move the community presentation or vote to a later date.

Digital submission of the required documents is preferred, but paper documents are also accepted.

Community Zoning Meeting (CZM)

Community Zoning Meetings are held on the third Wednesday of the month and are the forum for residents to hear a presentation from the applicant, ask questions about the requested variance, have a private discussion between the residents, the Zoning Committee, and the Design Review

Committee, and cast a vote on the variance requested. The CZM is the forum where residents who are eligible to vote, vote on projects.

> **Legalization of Use Variance Review Voting Eligibility Catchment Area**

As set forth in Section 6B, the extents of the Voting Eligibility Catchment Area for General Zoning Variance Review is drawn 1/4 mile from each side of the parcel boundary of the proposed project site. Residents, business owners, and property owners falling within this area must meet all other voting eligibility requirements set forth in Section 6B.

> **Legalization of Use Variance Review Meeting Notification**

CZM meetings and agendas will be announced on the SKCP website, in the weekly e-newsletter, monthly zoning e-newsletter sent one-week in advance of community zoning meeting, and in *The Spirit* and *North Star* newspapers; flyers with meeting information will be posted at the project site and public locations throughout the neighborhood, and delivered to addresses within 500' of proposed project.

> **Legalization of Use Variance Review Meeting Procedure**

Upon entering the meeting, all attendees are asked to sign-in. Attendees eligible to vote should show required proof of residency to the administrator managing the sign-in sheet. The administrator will indicate on the sign in sheet the attendee's voting eligibility and give the attendee a color-coded ballot (a different color for each project being presented); **one ballot per person will be collected at the completion of the presentation and discussion.**

At the start of the meeting, the ZCC or designated representative will give a brief summary of why the applicant needs a variance in that particular zoning classification. The applicant then gives a presentation of the proposed project. After this presentation, residents are invited to ask the applicant questions pertaining to the project. Time for questions will vary depending upon the project. After questions are addressed, the applicants are asked to leave the meeting.

The DRC will then present to the community their thoughts on the design of the project and the suggestions that were given to the applicant at the DRC meeting. The purpose of this presentation is to provide the community with additional information prior to casting their vote.

A discussion, facilitated by Zoning Chair or designated ZC representative, among members of the community will follow. The length of this discussion will vary depending upon the project.

The discussion facilitator will initiate a discussion of potential provisos, or clauses that add conditions to statements of support, to be added to the ballot. The proviso process is further outlined in Section 6C.

At this juncture, the members of the DRC and ZC in attendance may initiate a discussion of deferring the vote until another meeting. In some rare instances, especially in which there is inadequate information presented regarding the project or if there has been some kind of procedural error, it may be felt that holding a vote on a given project at that time would not be a fair representation of true community support. In this case, eligible voters will be asked if they prefer to wait to vote until missing information has been provided or the procedural error has been addressed. A simple majority will defer voting on the project until the next CZM. Should the next CZM occur after the ZBA hearing date, a representative from the ZC,

DRC, or office staff will submit letter to ZBA requesting a continuance and the community's reason for the request.

If no discussion deferring the vote arises, the meeting attendees will commence with the voting process to determine whether the community supports or opposes the project. Eligible voters will then cast their ballots in favor of or opposed to the project.

At the completion of the presentation and discussion, the DRC will take an internal vote with members in attendance. The DRC as a committee will be allowed one vote at the community meeting to be determined by majority vote (by members in attendance at CZM) and cast by the DRCC or DRC Representative at the CZM. Should there be a tie, the DRC will not cast a vote. For all projects, votes will be counted at the end of the meeting. Attendees wishing to know the outcome of the vote will need to wait until the conclusion of the meeting or contact the SKCP office at a later time. The Letter of Support, Support with Provisos, Opposition, or request for continuance reflecting the results of the vote will be drafted by the ZC after the CZM. This letter must be approved by the DRCC, and the Board of Directors prior to submission to the ZBA, council people, or other city agencies.

4D. High Impact Project Variance Review

High Impact Projects are those that are considered by the ZC to have a potentially significant impact on the surrounding community and future development, and therefore should have a more extensive process with the community with greater opportunity for public input and increased awareness of the proposed project. The ZCC and DRC exercise their own discretion in determining whether a proposed project will be considered a High Impact Project, likely as a result of (but not limited to) one or more of the following conditions:

- > The proposed project has frontage on a major artery, commercial or industrial corridor; this includes, but is not limited to: Girard Avenue, Germantown Avenue, Cadwallader Street from Girard Avenue to Master Street, and American Street.
- > The proposed project is adjacent to a school or park.
- > The proposed or existing structure is over 10,000 gross square feet or includes more than ten residential units.
- > The proposed project will significantly affect the scale and/or density of the existing neighborhood.
- >The proposed project will significantly impact local traffic.
- > The proposed project includes alterations to an existing structure that adds or has the potential to add historic and/or architectural value to the neighborhood.

If the ZCC, DRCC, and the SKCP office staff determine that the proposed project will be subject to the High Impact Project Variance Review process, the applicant will be notified within 5 business days of receipt of the intake form from the applicant. The applicant will be given the option to present the proposed project to the DRC prior to giving an Informational Presentation to the community. If the applicant requests a meeting with the DRC, the meeting will occur not less than one week after the DRC has received the applicant's submitted materials. If the applicant chooses to present to the community without first meeting with the DRC, the Informational Presentation meeting will be added to the agenda of the next available CZM.

The applicant is also required to submit the following to the SKCP office:

- Copy of the Zoning Refusal (if available)
- Site plan that includes the context of the adjacent properties
- Existing site photographs, and floor plans
- Depending upon the scale of the project, elevations, sections, and renderings may be requested.

In order to provide the DRC with enough information to meaningfully discuss the project, drawings submitted to SKCP must: have a definite program (number of residential or commercial units, or other programmatic specifications), be measured and to scale, indicate square footages of rooms, and accurately represent the proposed design. Additional information may be requested in advance of Community Zoning Meeting.

Should an applicant fail to provide the aforementioned drawings or specifications at least one week in advance of DRC meeting, the ZCC or DRCC reserve the right to move the community presentation or vote to a later date.

Digital submission of the required documents is preferred, but paper documents are also accepted.

Initial Design Review Committee Meeting (optional)

The purpose of the initial Design Review Committee meeting is to give the DRC an opportunity to review the proposed project and provide the applicant with feedback relating to community, design, and construction issues prior to their meeting with the community as a whole. The suggestions of the DRC are intended to strengthen proposed projects; however, the community vote will determine whether the ZC supports or does not support variance requests.

After the meeting with the DRC, the CZM Informational Presentation date will be scheduled with the applicant. In most cases the project will be added to the next CZM agenda if scheduling allows. Applicants are expected to make revisions as agreed upon during the DRC meeting and revised drawings are to be submitted to SKCPSKCP one week prior to the scheduled CZM date.

High Impact Project Variance Review Community Zoning Meeting Informational Presentation

Held on the third Wednesday of the month as a part of a regularly scheduled CZM, this preliminary informational presentation is an opportunity for the community to learn about the proposed project and express its concerns and hopes for the project directly to the zoning variance applicant. This initial discussion does not include a vote, but aims to provoke a productive dialogue to help the applicant better anticipate how to secure the community's support for the variance application.

At the start of the meeting, the ZCC or designated representative will give a brief summary of why the applicant needs a variance in that particular zoning classification. The applicant then gives a presentation of the proposed project. After this presentation, residents are invited to ask the applicant questions pertaining to the project and to engage in discussion with the applicant

If the applicant met with the DRC prior to the Informational meeting, the DRC will present to the community their thoughts on the design of the project and the suggestions that were given to the applicant at the DRC meeting.

The discussion will be facilitated by the ZCC and the DRC. The length of this discussion will vary depending upon the project. The discussion facilitator will initiate a discussion of potential concerns the community would like to see the applicant address in the applicant's next presentation to the community. Once an initial list of concerns has been composed, a "show of hands" majority vote will determine which items will be discussed with the applicant in the subsequent DRC meeting.

>High Impact Project Variance Review Informational Presentation Meeting Notification

CZM meetings and agendas will be announced on the SKCP website, in the weekly e-newsletter, monthly zoning e-newsletter sent one-week in advance of community zoning meeting, and in *The Spirit* and *North Star* newspapers; flyers with meeting information will be posted at the project site and public locations throughout the neighborhood, and delivered to addresses within 500' of proposed project.

Follow-Up Design Review Committee Meeting

Following the CZM Informational Presentation, the applicant will be invited to meet with the DRC at its next available meeting. At this meeting, the applicant will present to the DRC any changes to or new information regarding the proposed project since it was last presented to the community.

The committee will review with the applicant the list of the community's concerns composed at the close of the CZM Informational Presentation. Additionally, the DRC will express its own concerns, which should be carefully considered, as the DRC casts a vote on the project.

After the meeting with the DRC, the Voting CZM date will be scheduled with the applicant. In most cases the project will be added to the next available CZM agenda; however, applicants can request a later meeting if additional time is required to make revisions to the proposed project. Applicants are expected to make revisions as agreed upon during the DRC meeting and revised drawings are to be submitted to the SKCP one week prior to the scheduled Voting CZM date.

The applicant is also required to submit the following to the SKCP office:

- Copy of the Zoning Refusal (if available)
- Site plan that includes the context of the adjacent properties
- Existing site photographs, and floor plans
- Depending upon the scale of the project, elevations, sections, and renderings may be requested.

In order to provide the DRC with enough information to meaningfully discuss the project, drawings submitted to SKCP must: have a definite program (number of residential or commercial units, or other programmatic specifications), be measured and to scale, indicate square footages of rooms, and accurately represent the proposed design. Additional information may be requested in advance of Community Zoning Meeting.

Should an applicant fail to provide the aforementioned drawings or specifications at least one week in advance of DRC meeting, the ZCC or DRCC reserve the right to move the community presentation or vote to a later date.

Digital submission of the required documents is preferred, but paper documents are also accepted.

Before the scheduled Voting CZM, the DRC and ZC will draft a "Memorandum of Understanding" outlining any proposed commitments it is felt the applicant should make to respect the wishes and address the concerns of the community and DRC in order to gain their support and votes for approval. The Memorandum of Understanding should be received by the applicant no less than one week prior to the Voting CZM. With each item acting as a severable clause, the applicant is asked to initial each item he or she agrees to, and provide his or her signature in acknowledgement that the Memorandum of Understanding is a binding contract between the community and the applicant. Should the proposed project go forward and any of the agreements are broken, legal action may be taken against the applicant. The applicant must review the letter and return it to the SKCP office prior to the scheduled Voting CZM. The applicant's acceptance of Memorandum of Understanding commitments and signing of the agreement is not a guarantee that the community will vote to support the project.

Voting Community Zoning Meeting

Community Zoning Meetings are held on the third Wednesday of the month and are the forum for residents to hear a presentation from the applicant, ask questions about the requested variance,

have a private discussion between the residents, the Zoning Committee, and the Design Review Committee, and cast a vote on the variance requested. The CZM is the forum where residents who are eligible to vote, vote on projects.

> High Impact Project Variance Review Voting Eligibility Catchment Area

As set forth in Section 6B, the extents of the Voting Eligibility Catchment Area for High Impact Project Variance Review is drawn 1/2 mile from each side of the parcel boundary of the proposed project site. Residents, business owners, and property owners falling within this area must meet all other voting eligibility requirements set forth in Section 6B.

> High Impact Project Variance Review Meeting Notification

CZM meetings and agendas will be announced on the SKCP website, in the weekly e-newsletter, monthly zoning e-newsletter sent one-week in advance of community zoning meeting, and in *The Spirit* and *North Star* newspapers; flyers with meeting information will be posted at the project site and public locations throughout the neighborhood, and delivered to addresses within 500' of proposed project.

> High Impact Project Variance Review Community Zoning Meeting Voting Procedure

Upon entering the meeting, all attendees are asked to sign-in. Attendees eligible to vote should show required proof of residency to the administrator managing the sign-in sheet. The administrator will indicate on the sign in sheet the attendee's voting eligibility and give the attendee a color-coded ballot (a different color for each project being presented); one ballot per person will be collected at the completion of the presentation and discussion.

At the start of the meeting, the ZCC or designated representative will give a brief summary of why the applicant needs a variance in that particular zoning classification. The applicant then gives a presentation of the proposed project. After this presentation, residents are invited to ask the applicant questions pertaining to the project. Time for questions will vary depending upon the project. After questions are addressed, the applicants are asked to leave the meeting.

The DRC will then present to the community their thoughts on the design of the project and the suggestions that were given to the applicant at the DRC meeting. The purpose of this presentation is to provide the community with additional information prior to casting their vote.

A discussion, facilitated by Zoning Chair or designated ZC representative, among members of the community will follow. The length of this discussion will vary depending upon the project.

The discussion facilitator will initiate a discussion of potential provisos, or clauses that add conditions to statements of support, to be added to the ballot. The proviso process is further outlined in Section 6C.

At this juncture, the members of the DRC and ZC in attendance may initiate a discussion of deferring the vote until another meeting. In some rare instances, especially in which there is inadequate information presented regarding the project or if there has been some kind of procedural error, it may be felt that holding a vote on a given project at that time would not be a fair representation of true community support. In this case, eligible voters will be asked

if they prefer to wait to vote until missing information has been provided or the procedural error has been addressed. A simple majority will defer voting on the project until the next CZM. Should the next CZM occur after the ZBA hearing date, a representative from the ZC, DRC, or office staff will submit letter to ZBA requesting a continuance and the community's reason for the request.

If no discussion deferring the vote arises, the meeting attendees will commence with the voting process to determine whether the community supports or opposes the project. Eligible voters will then cast their ballots in favor of or opposed to the project.

At the completion of the presentation and discussion, the DRC will take an internal vote with members in attendance. The DRC as a committee will be allowed one vote at the community meeting to be determined by majority vote (by members in attendance at CZM) and cast by the DRCC or DRC Representative at the CZM. Should there be a tie, the DRC will not cast a vote. For all projects, votes will be counted at the end of the meeting. Attendees wishing to know the outcome of the vote will need to wait until the conclusion of the meeting or contact the SKCP office at a later time. The Letter of Support, Support with Provisos, Opposition, or request for continuance reflecting the results of the vote will be drafted by the ZC after the CZM. This letter must be approved by the DRCC, and the Board of Directors prior to submission to the ZBA, council people, or other city agencies.

5. LETTERS OF SUPPORT/OPPOSITION AND THE ZBA HEARING

Following a community vote, the ZCC or designated representative will draft a letter reporting the community vote results, as well as including a summary of any DRC concerns and any agreed upon provisos. The letter must be approved by the DRCC prior to presentation to the Board of Directors for approval.

The Letter of Support, Support with Provisos, or Opposition for the proposed project will be presented to the Board of Directors for approval prior to submission to the ZBA. The letter will be presented to the Board not later than the Monday following the CZM and will be reviewed before the end of that week.

The Board of Directors reserves the right to veto the Letter of Support, Support with Provisos, or Opposition if and only if it is suspected that a procedural error has been made during the review process and it is felt that the proposed project was not fairly reviewed by the community. The Board of Directors may not overrule the results of a community vote based on differing opinions or for any other discretionary reason. If approved by the Board, the letter will be considered the only official expression of support or opposition authorized by SKCP or any bodies within its purview.

A designated representative from the ZC will attend the ZBA hearing and express the community's opinion on the variance request. The designated representative will also be responsible for informing the applicant of the community decision (following the CZM), addressing outstanding community concerns, confirming that the ZBA decisions are recorded in SKCP zoning files, and staying informed about the project's progress.

6. GENERAL POLICIES

6A. CZM General Provisions

When a CZM meeting schedule has been set, the meeting and agenda will be announced on the SKCP website, in the weekly e-newsletter, monthly zoning e-newsletter sent one-week in advance of community zoning meeting, and in *The Spirit* and *North Star* newspapers; flyers with meeting information will be posted at the project site and public locations throughout the neighborhood, and delivered to addresses within 500' of proposed project.

Meeting attendees are expected to follow a Code of Conduct that will be presented prior to the introduction of the project(s) being presented (see appendix).

6B. CZM Voting Eligibility Requirements

Community members are eligible to vote if they meet both the General Voting Eligibility Requirements and the Voting Catchment Area Requirements.

General Voting Eligibility Requirements

Eligible voters must be at least 18 years of age and must reside, own a business or building, or represent an organization located in the voting area. Businesses, property owners, and organizational representatives are allowed a single vote. Without exception, proof of residency or ownership is required to vote. Proof of voting eligibility includes a valid driver's license or state issued ID card showing address inside the designated catchment area boundary or a utility bill showing address inside the designated catchment area boundary with a secondary means of identification validating the name on the utility bill (such as a voter registration card, credit card, etc.). Community members that do not provide proof that they reside or own a property or business within the designated boundary will not be eligible to vote.

If more than one member of a household wants to vote on a project, all members of the household must show valid proof of residency by either of the methods stated above.

Absentee or proxy votes are not permitted under any circumstances.

Any member of the community directly involved with the project presented is ineligible to vote. Examples of direct involvement include, but are not limited to, anyone serving as the project's architect or other design consultant, engineer, attorney, financial partner, realtor, resident who may have a direct role in approving funding or legislation relating to the project (i.e. elected officials), city employees who have a direct role in reviewing or regulating the project, etc..

Voting Catchment Area Requirements

Community members meeting the General Voting Eligibility Requirements are eligible to vote if they live, own a business, own real estate, or represent an organization located within 1/4 mile (for the General Variance Review, the Regulated Use Variance Review, and the Legalization of Use without Alterations Variance Review processes) or 1/2 mile (for the High Impact Project Variance Review process) from the furthest extents of the parcel boundaries of the proposed project. If the catchment area boundary includes less than half of a parcel, it should not be considered falling within the voting catchment area. Residents, property or business owners, organizations that fall within the catchment area are eligible to vote even if they are located outside the Service Area of SKCP.

Project-specific voting eligibility will be outlined in the weekly SKCP email newsletter and the meeting flyer. If a community member does not have access to the Internet, is not on the mailing list for the newsletter, or if they require clarification to the voting boundaries, they should call the SKCP office at 215-427-3463.

Voting Privacy

Voting is blind and at no time are residents required or expected to share their vote with anyone.

6C. Provisos

Prior to CZM voting and finalized at the end of the discussion between the ZC and the community, provisos may be added and should be considered when residents are casting their vote. The ZC meeting facilitator will present the discussed provisos to the eligible voters and their inclusion will be determined by a show-of-hands vote. Prior to casting the vote, the CZM facilitator will read the final ballot, including all agreed upon provisos. In cases where the option of provisos is to be added to the ballot, votes cast will either Support with Provisos, or Oppose.

If the community votes to support the proposed project with provisos, the provisos will become part of the Letter of Support with Provisos submitted to the ZBA, outlined as specific conditions that the community feels the proposed project must meet in order to earn the community's approval.

A designated member of the ZC will follow the construction progress and monitor adherence to provisos. At such time as provisos are not being adhered to, the ZC member will notify the SKCP office staff, who will work with the appropriate authorities (Licenses and Inspections, Philly311, Police or Fire Departments, etc.) to rectify the situation.

6D. Conflict of Interest Policy

It is expected that any conflict of interest or possibility of a conflict of interest be disclosed at the beginning of all meetings.

Disclosure by members of the ZC and DRC

ZC and DRC members choosing to speak at a Community Meeting shall disclose any Conflict of Interest prior to speaking. Conflicts of Interest include, but are not limited to, ownership of adjacent or nearby property, being a friend or relative of a presenter, or having active involvement in the project presented.

Board Members

Board members acting as voting community members are ineligible to participate in the Board approval process of the drafted Support/ No Support letter.

Ineligible Voters

Any member of the community directly involved with the project presented choosing to speak at a Community Meeting shall disclose any Conflict of Interest prior to speaking; and is ineligible to vote. Examples of direct involvement include, but are not limited to, anyone serving as the project's architect or other design consultant, engineer, attorney, financial partner, realtor, resident who may have a direct role in approving funding or legislation relating to the project (i.e. elected officials), city employees who have a direct role in reviewing or regulating the project, etc..

6E. Zoning Variance Review Process Records and Public Access

Documentation

All documents (plans, letters, meeting minutes, vote tallies, and any other relevant documents) will be kept on file in the SKCP office. These documents are available for interested parties to review.

Access to Eligible Voting Address Records

While the name of the voters and their specific vote is confidential, the addresses of voters are a matter of public record. Applicants or residents are within their rights to view a list of voting addresses at the SKCP office to validate the integrity of the process. These addresses are not posted or advertised anywhere, but interested parties are given access to those addresses if requested.

**Appendix 1:
Applicant Intake Form**

Zoning Variance Approval Request Intake Form

PRELIMINARY PROJECT REVIEW FORM

TODAY'S DATE

SITE ADDRESS

COUNCIL DISTRICT

APPLICANT

Name:

Address:

Phone:

Email:

Are you the owner of this property? Y N

If no, what is your relationship to project? _____

Is purchase of property contingent on zoning approval? Y N

DEVELOPER

CURRENT ZONING

PROPOSED ZONING

ZBA HEARING DATE (if known)

PROJECT DESCRIPTION

SKCP NOTES

**Appendix 2:
Sample Sign-In Sheet**

KSNAC Community Zoning Meeting

PROJECT

ADDRESS:

MEETING DATE:

Name (req'd)	Address (req'd)	Phone (optional)	E-Mail (optional)	Address confirmed by ZC?

**Appendix 3:
Sample Ballot**

ADDRESS OF PROJECT	MEETING DATE
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

ADDRESS OF PROJECT	MEETING DATE
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

ADDRESS OF PROJECT	MEETING DATE
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Appendix 4: Sample Letter of Support/Opposition

ZBA Chairperson
Zoning Board of Adjustment
Municipal Services Building
1401 J.F.K. Blvd.
Lower Level
Philadelphia, PA 19102

Re. Address (Cal. No.)

Dear ZBA Chairperson,

The proposed (*single family, multifamily, mixed-used, commercial, etc*) project located at _____ was presented to the community on _____. There were a total of _____ votes cast. The total votes in support of the proposed project were _____. The total votes opposed to the proposed project were _____.

The Design Review Committee (DRC) reviewed the proposed project with the Owner on _____ and made the following comments/ recommendations:

These comments/ recommendations were shared with the community during the (*date*) Community Meeting. The plans presented at the Community Meeting adequately addressed items 1 & 2; however, failed to adequately address item 3. The DRC voted (*in support / in opposition*) of the project.

The KSNAC Board reviewed the results of the vote and made a motion to *accept/deny*, the decision.

As a result of the community vote, the comments of the DRC, and the review by the KSNAC Board, the KSNAC *supports/ opposes* the proposed project (*with the following provisos*):

Sincerely,

KSNAC Zoning Chair
Kensington South Neighborhood Advisory Council
Finanta Building
1301 N. 2nd St.
Philadelphia, PA 19122
(215) 427-3463

Appendix 5: Community Zoning Meeting (CZM) Code Of Conduct

Although the Community Zoning Meetings are intended to be welcoming and friendly, order needs to be kept while holding a public meeting, as oftentimes many people have something to say. When attending the CZM, there are guidelines you need to follow:

- Cellphones will be turned off or put on vibrate
- Only one person shall speak at a time
- Persons wishing to speak shall raise their hand and wait to be called on by the meeting facilitator prior to asking their questions or making a comment
- All speakers shall be polite and not raise their voices
- Attendees shall not interrupt one another
- All speakers shall be respectful of others in attendance and shall not use offensive language
- All meetings observe equal opportunities and respect diversity of all community members. Racist, sexist, ageist, homophobic, and discriminatory language aimed at disabled people will not be accepted or tolerated. Please do not air personal views that are likely to offend
- All speakers will keep to the subject under discussion and speak briefly
- Unless there are exceptional circumstances, each person may speak only once on an issue until every other member wishing to speak has had the opportunity to do so

If any person in attendance does not abide by this Code of Conduct, they may be asked to leave the meeting