

**Article I: Reserved**

**Article II: Reserved**

**Article III: Requirements of Applicants**

1. Meeting with Applicants Prior to Refusal. The Committee, solely within its discretion, may permit an Applicant attend a Committee Meeting prior to the Applicant's submission of a zoning application to Licensing and Inspections. Such meetings shall be informational only, and no vote of the members shall be taken.
2. Plan Submission Requirements. Prior to an appearance before a Public RCO Meeting, an Applicant shall coordinate with WICA and the Chair to provide descriptive and supporting materials concerning the Applicant's plans of development. Such descriptive and supporting materials shall be provided before a Public RCO Meeting for WICA's distribution and shall, at a minimum, consist of the following:
  - a. For the development of new structures or alteration of existing structures, the following is required:
    - i. Photos of existing structures and site
    - ii. Site plans showing the existing conditions and proposed improvements, including but not limited to streets, lots, alleys, buildings and structures, parking and circulation, loading and storage areas, trees and landscaping, setbacks of buildings and parking areas from adjacent lots and right-of-ways, encroachments, and other improvements.
    - iii. For existing lots and proposed development greater than 10,000 square feet: Existing and proposed grades.
    - iv. Floor plans, indicating uses of all areas.
    - v. Architectural renderings and elevations of all buildings
    - vi. Details or cut sheets of significant proposed exterior site elements, including but not limited to fences, lighting, landscaping, trash enclosures, street furniture, building façade materials and paving materials
  - b. For applications including any use variance requests, the following is required:
    - i. Narrative description of proposed uses
    - ii. Photos of existing structures and site
    - iii. Floor plans, indicating uses of all areas
    - iv. Names and contact information of principal operators of proposed use
    - v. If proposed nonresidential use or multi-family use:
      1. Proposed days and hours of operation
      2. Delivery schedule
      3. Trash pickup schedule
      4. Number of employees or volunteers who will regularly be present on site during hours of operation
      5. Anticipated number of clients, customers or visitors anticipated on site during hours of operation
      6. Proposed use of outdoor or exterior areas of the site during hours of operation

7. If the proposal involves a relocation of an existing entity or business to the site in question: a description of the existing operation at its existing or prior location.
3. Application Materials. An Applicant is required to furnish WICA with the required submission materials as described above no less than one (1) week prior to the scheduled Public RCO Meeting, for posting on WICA's website and further distribution. Failure to provide said materials to WICA within this timeframe may necessitate the postponement or cancellation of the Public RCO Meeting and cause WICA to seek a continuance of the appeal to the Zoning Board of Adjustment.

#### **Article IV: Scheduling and Conduct of Public RCO Meetings**

1. When WICA is designated a "Coordinating RCO" and is required to coordinate and hold a public meeting pursuant to the Philadelphia Zoning Code or PCPC regulation, prior to an Applicant's appearance before the ZBA or the Civic Design Review Committee, such meeting shall also constitute a meeting of Zoning Committee.
2. Meeting Schedule. The Chair and the WICA President will work with the Applicant and any other applicable RCOs to schedule a Public RCO Meeting regarding the Applicant's plans. All efforts shall be made to schedule a meeting where at least 10-days' notice can be provided to neighbors and community members, and where said meeting will be held at least 10 days prior to the ZBA hearing.
3. Advertisement of Public RCO Meeting. WICA will advertise the date and purpose of the Public RCO Meeting in all available forms, including newspaper, social media, and printed flyers. Advertisements will contain the date, time and location of the meeting, a neutral description of the Applicant's proposal, a statement that a vote will be taken to measure support or opposition, and the residency qualifications to vote (described in **Section 5.b** below). Social media posts should be repeated on a regular basis until the day of the meeting. Such advertisement shall not relieve the Applicant of their responsibilities under the Philadelphia Zoning Code to provide the required notice.
4. Committee Coordination Meeting. Prior to an appearance before a Public RCO Meeting, an Applicant shall appear before the Committee to present and explain their proposal. Such meeting shall only be a fact-finding meeting only, and a vote of members will not be taken. This meeting will ensure all the application materials required in Article III above are provided, and will aid in disseminating accurate information to the WICA General Membership.
5. Conduct of Public RCO Meeting. The following shall govern the conduct of the Public RCO Meeting:
  - a. All attendees will be asked to sign in, providing their names, addresses, phone numbers, and email addresses. Proof of residency shall be required in order to vote, which may be by a driver's license, ID card with address, or lease or utility bill.
  - b. The Committee shall preside over the Public RCO Meeting, calling the meeting to order, providing the initial questions and comments to each applicant. The Chair of the Zoning Committee moderates the meetings.

- c. The Applicant shall make their presentation, at the conclusion of which comments and questions will be invited by those present. In order for everyone to have a fair chance to participate, community members are asked to speak only when recognized by the chair. Committee members and other residents will be invited to make comments or questions. At the conclusion of resident comments and questions, the Applicant will be invited to depart the meeting and the Committee will initiate a discussion and debate with the remaining meeting attendees. The vote will be taken at the conclusion of this discussion.
  - d. Voting. Both members and nonmembers of WICA are permitted to vote at the conclusion of the meeting; however, only those residents who are located within the boundaries of the WICA service area, as well as those who qualify as a “near neighbor” and received notice to that effect (i.e. those within 250’ of the Applicant’s site or those who live on the same hundred-numbered block as the project’s street address), and who claim their primary residence at that address, irrespective of their residence in WICA’s service area, may vote. Only those present at the meeting are permitted to submit a vote.
  - e. Conflicts of Interest. Persons with conflicts of interest with the Applicant, including those who stand to benefit financially and materially from the outcome of the vote, as well as employees, agents, or contractors of the Applicant, and the Applicant themselves, are not permitted to vote.
6. Vote Tabulation. The tallies of the votes taken at the Public RCO meeting will be presented and recorded in two ways for presentation to the ZBA: 1) the overall vote of all attendees at the property, and 2) the vote of “near neighbors”, as defined in **Section 5.d** above.
  7. Recording and Posting of Conclusion of Meeting. The results of the vote taken at the Public RCO Meeting will be posted to the WICA website within 48 hours of the meeting’s conclusion.

#### **Article V: Stated Position on Zoning Applications**

1. Position on Application. The vote recorded at the Public RCO meeting will be the major, but not the only, factor in determining the position of the Committee/WICA, as defined below.
2. Letter to ZBA. The Zoning Committee’s position is communicated to the ZBA in a letter from the Zoning Committee Chair taking one of four possible positions, based upon the results of the Public RCO meeting:
  - a. Support – reflects a consensus, though not necessarily unanimity, among Zoning Committee and community members in favor of the application.
  - b. Non-Opposition – reflects a generally favorable disposition toward the application among Zoning Committee and community members, but recognizes significant opposition by some near-neighbors and/or other interested parties.
  - c. Deferral – reflects division among Zoning Committee and community members to the degree that the Zoning Committee cannot assume either a favorable or unfavorable position, and therefore defers to the ZBA.
  - d. Opposition – reflects a consensus, though not necessarily unanimity, among Zoning Committee and community members against the application.

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3. Mediation and Continuance of ZBA Hearing. If an application is opposed by near neighbors of the proposed use, the Committee shall offer the applicant the option of submitting the application to mediation and continuing the meeting on that application. If the applicant requests mediation, a member or members of the Zoning Committee shall seek to facilitate a mutually acceptable agreement between the applicant and the presumably aggrieved neighbors. A reference to a mutually acceptable agreement, if any, between the applicant and the aggrieved neighbors shall be noted in the Committee's letter to the ZBA.
4. Attendance at ZBA Hearing. The Zoning Chair, WICA Board member or other designee of the Board shall attend the ZBA hearing to officially represent WICA and the position taken in the letter, including advocating for any provisos offered at the Public RCO meeting.

### ***Article VI: Amendments to Policies and Procedures***

Amendments to these Policies may be adopted by affirmative vote of the members, provided said amendments are offered for consideration at least one (1) week in advance of the meeting where a vote is to be held, and provided the amendments are offered in writing.