

Chestnut Hill Community Association DEVELOPMENT REVIEW COMMITTEE GUIDELINES

I. PURPOSE

The Development Review Committee (DRC) is the primary review committee within the Physical Division of the Chestnut Hill Community Association (CHCA). The Physical Division provides active stewardship of land use planning and zoning issues within the community, and communication with the City of Philadelphia and its various agencies and representatives, as their responsibilities affect Chestnut Hill. The CHCA bylaws define the physical boundaries of the CHCA.

The purpose of the DRC is to:

- A. Serve as a forum to the Chestnut Hill community for public and private property-related interests and concerns as they pertain to zoning, planning, preservation, public utilities and facilities and environmental matters.
- B. Serve as the lead in performing community review of all proposed zoning matters requiring a review (variance, special exception, or zoning change) as referred by the City of Philadelphia to the Chestnut Hill Community Association. In this capacity, it conducts meetings as a Registered Community Organization (RCO), as required by City Zoning Code.
- C. Serve as the convening committee of Chestnut Hill RCO's and relevant organizations, including the Chestnut Hill Conservancy, Chestnut Hill Business District, Friends of the Wissahickon, and 9th Republican Ward, as these organizations choose to participate.
- D. Serve as the public venue for all interested community members to listen, comment, and question on property-related matters.
- E. Make a report and recommendation to the Board of Directors of the CHCA (Board) as appropriate. The final CHCA position to be rendered to the City of Philadelphia on all zoning matters will be decided by the Board unless it, or its Executive Committee, as directed by CHCA bylaws, authorizes the DRC to submit the CHCA position to the City. Membership on the DRC does not preclude a member RCO from submitting their own position directly to the Philadelphia Zoning Board of Adjustment.

II. MEMBERSHIP

- A. Appointment and Qualifications. The members of the and manner in which each such member shall be appointed shall be as follows:

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- i. The Vice President – Physical Division of the CHCA (VP- Physical), as appointed according to CHCA bylaws.
 - ii. Co-Chairs, as recommended by the VP Physical, and appointed by the President of the CHCA, with the approval of the Board. At any given meeting, one co-chair serves as Chair.
 - iii. One member of the Streetscape Committee of the CHCA, appointed by the Streetscape Committee.
 - iv. Two members of the Land Use Planning and Zoning Committee (“LUPZC”) of the CHCA, appointed by the LUPZC.
 - v. One member of any other committee of the CHCA Physical Division as may from time to time exist (Traffic, Parking, Trees, etc.), agreed to by the VP Physical and appointed by their committee members.
 - vi. One member each of the Boards of Chestnut Hill RCO’s including the Chestnut Hill Conservancy, the Friends of the Wissahickon, and the 9th Republican Ward (all known as “Interlocking Director Members”).
 - vii. One member each of the Boards of the Chestnut Hill Business District (CHBD) and the Chestnut Hill Parking Foundation (CHPF”, (all known as “Interlocking Director Members”).
 - viii. If at any time a member of the DRC is found to not be performing to the satisfaction of the committee, as agreed upon by them, a co-chair shall request the VP Physical or CHCA President to address the concern with the member, and then by discussion with the CHCA committee and interlocking organization as necessary.
- B. Alternates. In the event that the appointed member cannot attend, each member shall appoint an alternate member from their committee or board to attend and vote as a member of the DRC.
- C. CHCA Membership. Each CHCA committee member of the DRC must be a member of the CHCA; this requirement does not apply to members from other organizations.
- D. Term. All members of the DRC other than the VP- Physical , may serve 2 two year terms or until their successors have been approved by the CHCA Board and have attended their first DRC meeting. Each Member shall serve until his or her successor is appointed. In the case of a vacancy, it shall be the responsibility of the appointing committee to immediately select a replacement.

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III. MEETINGS

All DRC meetings are public, to be held in a regularly published location as listed in the *Chestnut Hill Local* and on the CHCA website.

- A. Schedule: DRC meetings are the third Tuesday of each month, at 7:00 pm, in an accessible location. The chair or co-chair shall supply an agenda that includes action items as well as other items to be discussed.
- B. Minutes: Every meeting shall be recorded by a minute-taker. Minutes are to be reviewed at the next month's meeting for approval and then listed in the CHCA website.
- C. Quorum: For the purposes of voting on a RCO decision, a quorum shall consist of no less than four people.
- D. Rules of Conduct: DRC meetings shall be conducted in accord with the discretion of the DRC Chair and as informed by Roberts Rules of Order.
- E. Executive Session: DRC maintains the option of going into executive session to discuss matters unrelated to RCO property reviews. The subject category will be announced prior to going into executive session. The Chair of the DRC meeting is responsible for chairing the executive session and its attendees. If an RCO-related vote is needed, the DRC will first come out of executive session.
- F. Special Meetings: a Co-Chair of the DRC or not less than one-third of all of the members of the DRC may call special meetings of the committee at any time. Such meetings shall be open to the public. RCO-related matters must be publicized in the *Chestnut Hill Local* prior to holding the special meeting.
- G. An annual meeting of the DRC shall be held at calendar-year end to review all the actions and goals of the DRC. An end-of-year activities list will be presented to the CHCA board.

IV. VOTING

- A. Quorum. For the purposes of voting on an RCO decision, a quorum shall consist of no less than four people.
- B. Eligibility. Voting: Each member including the Chair shall be entitled to one vote on any matter submitted to a vote of the DRC. The Chair only votes in the event of a tie. The DRC's vote is submitted as a recommendation to the CHCA Board for consideration of its final decision. The VP Physical Division shall not vote on the DRC unless they also serve as a member and representative of another CHCA Physical Division Committee.

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- C. Proxy votes. Proxy votes are not permitted, since it is presumed that information presented at the meeting will contribute significantly to the decisions made by the DRC members. Members unable to attend may, however, send a written statement or opinion to be read at the meeting.
- D. DRC members should be alert to potential conflicts of interest and shall recuse themselves from voting when a conflict of interest exists on a particular agenda item. Conflicts of interest arise from situations in which the DRC member:
 - Has been professionally retained for the project;
 - Has a financial interest in the project, and/or;
 - Has some other significant and material relationship to the project.

V. OFFICERS & STAFF

- A. Officers. The officers of the DRC are the Chair or Co-Chairs, who shall hold office for a term of one year or until their successors are appointed. The Chair of the DRC shall preside at all meetings of the DRC and shall perform such other duties as may be assigned by the DRC. Two Co-Chairs, with one designated as Chair prior to each meeting may share the position of Chair. In order to qualify as Co-Chair, a candidate must have one full year of serving on a CHCA Physical Division committee, and must be a member of the CHCA.
- B. Staff. The staff is compensated employees of the CHCA and include:
 - i) Executive Director. The Executive Director manages the staff assigned to the Physical Division, creates the weekly agenda of the Physical Division as it appears in the Chestnut Hill Local, and attends to any specific needs of the Physical Division as they arise.
 - ii) Recorder. The Recorder shall keep the minutes of all meetings of the DRC for review and approval at the immediately subsequent meeting. (NOTE: All minutes are also kept in the CHCA office and on the CHCA website.)
 - iii) Development Review Coordinator. The Development Review Coordinator communicates with applicants throughout the review process, assures that the DRC has all needed information for each DRC application and determines, in a consultation with the Chair, that an application is complete and ready for review by the DRC. Additionally, the coordinator provides weekly updates to the Executive Director, creates an annual review schedule, communicates with other community RCO's as needed, provides legislative and regulatory information to the Physical Division, drafts CHCA position letters to the Zoning Board of Adjustment (ZBA), attends hearings at the ZBA as needed, and assists for such other purposes as the DRC may request from time to time.

VI DEVELOPMENT REVIEW PROCEDURES

- A. DRC Application. All applicants seeking a zoning review for a variance, special exception, or zoning change must submit a complete DRC Application, as available for download from the CHCA website.
- B. DRC Presenter Checklist. All applicants must provide appropriate materials as identified in the DRC Presenter Checklist (available on the CHCA website) for presentation to the DRC Committee.
- C. DRC Review Process Schedule. An annual schedule of meetings, found on the CHCA website, identifies the Chestnut Hill committee review process, including initial review by the DRC, and referral for review by other committees as needed.
 - i) The review process is designed to take place within a 39-44 day window. If an application is deemed complete, the DRC will make every effort to complete the review process within this time frame and/or prior to the already-scheduled hearing before the Philadelphia Zoning Board of Adjustment (ZBA).
 - ii) The preliminary DRC committee review is to:
 - a) receive initial committee and community response to an applicant's proposal;
 - b) decide which member committees need to review the proposal in greater detail;
 - c) determine the suitability of the applicant's materials for those reviews and make recommendations for additional materials.
 - iii) Each member committee that reviews a proposal shall make a report back to the next DRC meeting.
 - iv) Subsequent to review by member committees, a second presentation is required to the DRC, which then provides a recommendation to the CHCA Board, which tenders the CHCA opinion to the City. Applicants are welcome to notify affected neighbors of the entire CHCA review schedule so they can attend any and all meetings. However, the second DRC review is always required as part of the process and will generally be considered the official RCO meeting.
 - v) Any modification to the schedule may only be taken by the concurrence of chairs or co-chairs, with support of DRC members and other affected committees. If there is no DRC meeting available between the time an application is submitted and the LUPZC committee meeting, co-chairs of the DRC may poll the committee about the possibility of referring the application directly to LUPZC (and other committees as needed), omitting the first DRC meeting. However, there must be time for the application to be listed in the print version of the Chestnut Hill Local prior to the meetings, and a Refusal from the City must be provided for those meetings to take place.