

LUPZC

Chestnut Hill Community Association LAND USE PLANNING & ZONING COMMITTEE GUIDELINES

I. PURPOSE

- A. The Land Use Planning and Zoning (LUPZC) Committee is a standing committee of the Chestnut Hill Community Association (CHCA). CHCA By-Laws call on LUPZC to review all problems affecting land use within the community and to make recommendations for action by the CHCA Board. LUPZC functions as a technical advisory committee of the Physical Division of the CHCA. LUPZC is composed of professionals in architecture, landscape architecture, city planning, law, real estate, finance, and related fields. LUPZC's professional perspective and experience is intended to help provide the CHCA Board, Committees, related entities, and applicants with objective guidance and recommendations on:
 - i. Changes in land uses, buildings, plans, and zoning, and their impacts on near neighbors and the broader community;
 - ii. The aesthetics and feasibility of proposed projects;
 - iii. The general compliance of proposed projects with land use and design guidelines approved by or in association with the CHCA;
 - iv. The consistency of proposed projects with "best practices" for comparable projects, and;
 - v. The compliance of projects with Philadelphia Codes.
- B. LUPZC meetings provide a public forum in which project applicants may formally or informally present projects for detailed review, question, and comment by Committee members and the public.
- C. LUPZC members may represent the CHCA on committees or working groups designed to resolve differences between project applicants and neighbors or to promote or refine plans and guidelines that affect the broader community.

II. MEMBERSHIP

- A. LUPZC shall be composed of a maximum of 12 voting members. The CHCA President and CHCA Vice-President, Physical Division shall be ex-officio, non-voting members unless they are already members of LUPZC, or unless their vote is needed for a quorum. There shall be no other non-voting members.
- B. No fewer than 9 of the maximum of 12 voting members must be educated or practicing as architects, landscape architects, or city planners; 2 of the voting members shall be educated or practicing in the complementary fields of law, real

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estate, finance, or other related fields. The 12th voting member can be used flexibly, to supplement the 9 professionals or to supplement the 2 complementary members. Additionally, an advisory, non-voting seat is available for a lawyer who, without voting responsibility, is also free of the requirements listed in “C” below.

- C. It is expected that members live, work, or own property, in Chestnut Hill.
- D. All new LUPZC members, provided they meet the qualifications for membership, must be first elected to the LUPZC Committee by its members and then appointed by the President of the CHCA with Board approval.
- E. LUPZC voting members are expected to attend all meetings, but shall attend at least 75% of all meetings that are held within a 12-month period to remain in good standing. Members attending fewer than 75% of held meetings will be designated as inactive. An inactive member can be restored with voting privileges at the discretion of the Co-Chairs.
- F. A Committee member’s term of office shall be indefinite as long as attendance requirements are met.

III. CHAIRPERSON

- A. Two Co-Chairs, with one designated as Chair prior to each meeting may share the position of Chair. For any given LUPZC meeting, the presiding Chair may designate a substitute Chair for that month's meeting.
- B. In order to qualify as a Co-Chair, a candidate must have a minimum of one full year of participation on LUPZC as a member in good standing, and must be a CHCA Member.
- C. Co-Chairs will take office upon the CHCA President's appointment and Board approval and will serve for a 2-year period until or unless re-appointed, until a successor is appointed.
- D. The Co-Chairs will represent LUPZC on the Development Review Committee (DRC).

IV. VOTING

- A. For voting purposes, one third of the active members of LUPZC shall constitute a quorum, though in no event shall fewer than four active members be considered

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a quorum. Without a quorum, no official meeting reviews, recommendations, or votes shall take place.

- B. Each LUPZC member present shall be entitled to one vote, although the Chair votes only in the case of a tie.
- C. A Co-Chairperson, present but not acting as Chair for the meeting, is entitled to vote on all agenda items.
- D. If the Vice President of the Physical Division is a member of LUPZC, such person is entitled to vote on all agenda items.
- E. Proxy votes are not permitted, since it is presumed that information presented at the meeting will contribute significantly to the decisions made by the LUPZC members. Members unable to attend may, however, send a written statement or opinion to be read at the meeting.
- F. LUPZC 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 LUPZC member:
 - i. Has been professionally retained for the project;
 - ii. Has a financial interest in the project, and/or;
 - iii. Has some other significant and material relationship to the project.
- G. Items are passed by a simple majority. In cases where LUPZC members recuse themselves, a minimum of four voting members is still required to maintain a quorum.

V. OPERATING PROCEDURES

- A. LUPZC meetings are customarily scheduled at 8:00 pm on the first Thursday of each month. The Chair will communicate with committee members prior to the meeting to confirm attendance. In the absence of a quorum, the President of the CHCA or the Vice President - Physical Division can serve as a voting member of the committee. At the option of the Chair, LUPZC meetings may be skipped due to a lack of agenda items or to take a summer break in August.
- B. In coordination with staff, the Chair shall provide the time, place, and agenda for a LUPZC meeting to the CHCA and Chestnut Hill Local by Monday at noon of the week prior to the scheduled LUPZC meeting to allow the Local to publish the information both the week before and the week of the LUPZC meeting.

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- C. Projects seeking review by the CHCA generally receive their initial review by the Development Review Committee (DRC) of the CHCA Physical Division. The DRC may refer projects to LUPZC for additional review, comment, and subsequent recommendation back to DRC. Projects may also be reviewed initially by LUPZC at the request of the DRC Chairperson or Physical Division Vice-President, with the understanding that a report or presentation on the project will also be provided at a subsequent DRC meeting.
- D. Representatives of projects seeking review by the CHCA shall obtain a Development Review Committee Application from the CHCA office, and complete and submit the application to the CHCA office. LUPZC will also use the DRC Application as the basis for its review.
- E. LUPZC functions as an arm of the CHCA's role as a Registered Community Organization (RCO) and as such will perform RCO-designated reviews only at scheduled meetings and in public session.
- F. A Refusal from the Philadelphia Department of Licenses and Inspections is required of the applicant in order for LUPZC to review their application.
- G. Executive Session: LUPZC 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 LUPZC meeting is responsible for chairing the executive session and its attendees. If an RCO-related vote is needed, the LUPZC will first come out of executive session.
- H. As stipulated by the DRC, LUPZC requires that projects be presented by both a design professional and either the Owner or the Owner's delegated representative.
- I. Project reviews at LUPZC meetings will generally consist of: presentation by representatives of the project; questions and discussion between LUPZC members and project representatives; questions and comments from neighbors and community members; and Committee discussion and action.
- J. The LUPZC Chairperson or a representative may be called by the Vice President – Physical Division to attend CHCA Executive Board meetings to explain project details and LUPZC recommendations.
- K. It is the desire of the LUPZC Committee that as a matter of standard procedure, LUPZC Committee recommendations that have been passed by the DRC should be presented to the Board for approval, discussed and voted upon, before the Board makes some other motion on the issue.