

# FRANCISVILLE NDC VOLUNTEER ZONING COMMITTEE (RCO) (FVZC) POLICY – PROCEDURES – GOVERNING - RECRUITMENT

*Drafted February 18, 2018 – Revised July 23, 2018 – Revised June 2019*

## **PURPOSE/Boundaries**

The Francisville NDC Volunteer Zoning Committee (FVZC) is a NON-Voting project review committee. Our aim is to promote prudent land use and economic development, in keeping with the Francisville Neighborhood Comprehensive Plan pertaining to the *Francisville Neighborhood* whose **boundaries are defined as the West Side of Broad Street from Fairmount Avenue to Girard Avenue, the South Side of Girard Avenue from Broad Street to Corinthian Avenue, The East Side of Corinthian Avenue from Girard Avenue to Fairmount Avenue, the North side of Fairmount Avenue from Corinthian Avenue to Broad Street.** **Note that our primary focus is the revitalization of the Ridge Avenue Commercial Corridor from Broad Street to Girard Avenue and all flanking streets on both sides. We support the growing density and diversity of housing options that serve all demographics and support the revitalization of the Ridge Avenue Commercial Corridor.**

**Recruiting Volunteers for the FVZC;** Residents are informed at the community meetings that they can volunteer to serve on the FVZC to pre-view projects before going to the community for review and voting. Contact information is collected from interested individuals and they are added to our volunteer pool. When a FVZC meeting is scheduled we notify all the available volunteers in the pool. Individuals may volunteer for as long as they like and attend as many pre-screening meetings as they wish. Our only policy for holding the pre-screening meetings is that at least (2) volunteers be present for the review. The only office held by a volunteer committee member is the Chair. The Chair keeps the review meeting on agenda and generally chairs the community voting meeting. The Chair can change at every meeting as needed. We are all leaders! We encourage all members to chair from time to time if they can.

**Other volunteer staff assisting in zoning related matters** on behalf of the Francisville Community can include: residents, business and property owners, other community organization representatives and FNDC Staff assigned to following up after the voting meetings. Our methods of information dissemination for community voting meetings include announcement via email, social media and 20 message boards strategically located in the neighborhood.

The Current Volunteer Member are listed below. Please feel free to reach out to anyone directly with questions or comments.

1. Penelope Giles (Resident & Representing Francisville NDC as the sponsoring organization)  
[Penelope@francisvillendc.org](mailto:Penelope@francisvillendc.org)
2. Joseph McLaughlin, [Joe.McLaughlin@sodexo.com](mailto:Joe.McLaughlin@sodexo.com), (Resident & former FNDC Board Member 2010 – 2016)
3. Con Roach (Resident, volunteer since 2008) Does not wish to be contacted
4. Mathen Pullukattu [mathenjp@gmail.com](mailto:mathenjp@gmail.com) (Resident, volunteer since 2010)

5. Joined 2019: Jeanette Parker (Marsha) [parkerjeanette7720@gmail.com](mailto:parkerjeanette7720@gmail.com), Long-term Resident & Crossing Guard
6. Joined 2019: Ms. Vickey Glover [vicky.glover922@gmail.com](mailto:vicky.glover922@gmail.com), Long-term Resident
7. Joined 2019: Mrs. Vivian Gonzales [vivian.gonzales.ortiz@gmail.com](mailto:vivian.gonzales.ortiz@gmail.com), Long-term Resident
8. Joined 2019: Ms. Bradley, [ms.bradley54@yahoo.com](mailto:ms.bradley54@yahoo.com), New Resident
9. Joined: 2019 Mr. Spence Kass: [skass@kassarchitects.com](mailto:skass@kassarchitects.com), Long-term resident / Architect

### **POLICY/Procedures**

When a zoning variance is requested for a property within the boundaries of Francisville, the FVZC will be convened to hear the matter prior to a community meeting to determine next steps for the project. If it is determined that the matter must be heard by the community verses a “Near Neighbor Meeting” for minor requests, this preliminary meeting must be held not more than 3 weeks prior to the Community Voting Meeting. If this is not possible the applicant will be asked to submit and request for a continuance with the Zoning Board of Adjustment. When the meeting date and time have been determined the Coordinating RCO must notify all registered interested parties.

Developers presenting to the Francisville Volunteer Zoning Committee shall supply the following at the preliminary Meeting:

- Floor plans that demonstrate compliance with residential/commercial codes.
- Project Narrative; including details about scale, measurements, and renderings.
- Zoning Board of Approval denial notice.
- All applicable business permits and/or licenses.
- Any other information/materials that may help glean better understanding of the project.
- Names of the parties involved in the project e.g, landowner, developer, attorney, etc. If the project is an LLC, all shareholders will be identified individually. If an LLC is owned by another LLC, all parties involved will disclose their financial interest in either of the entities to the board.

Note: Petition forms signed by residents from the ZBA applicant or their representative are not accepted. The purpose of the Meeting is to have a transparent, public presentation by the ZBA applicant (or its representative) and vote by residents, mediated by the Francisville Volunteer Zoning Committee.

### **FVZC Meeting Facilitation – Volunteer Leadership Selection – Committee Volunteer Recruitment**

The FVZC (formally Registered as the Francisville NDC RCO) is currently acting as the Coordinating RCO for Francisville only. The volunteer committee reviews projects (un-biased – no voting) seeking variances and appeals to the Zoning Board of Adjustment (ZBA) before they are presented to the community. This practice was implemented ensure the presenter is indeed ready to go before the community or if only a “near neighbor” meeting is needed. We do not vote or make demands on the applicant regarding any aspects of their proposal at the review. Suggested revisions that would render the project more amenable to the general community concerns are offered. The applicant has the right to present “their” project as they see fit if they so choose. The FVZC meetings have been audio recorded since 2012. Community Voting Meetings have been audio recorded since 2005. All files are available to the public via our website and by request. If the review determines a community voting meeting is necessary, we schedule and facilitate the Meeting. A Zoning Committee member volunteers to moderate at community voting meetings and all members attending the meeting help with the

counting of votes and needed follow up after. If the review determines that only a “near neighbor” meeting is warranted, the applicant is required to notify the residents within 250 feet of the project as per the RCO regulations of the date, time and location of that meeting. If the near neighbor meeting results in a determination that the project must be moved the community, the process is repeated, and the Community Voting Meeting is scheduled and facilitated. If the applicant receives an unfavorable vote at the community meeting they are afforded the opportunity to make changes to the proposal based on community input and schedule another community voting meeting.

### **WHO IS ALLOWED TO VOTE at FVZC Facilitated Community Meetings?**

#### *Voter Eligibility*

Eligible voters must be at least 18 years old, and must reside, or own a business located in the Francisville Boundaries defined above. At the meeting, attendees sign in and provide proof of address: ID with current address or ID with an old address AND a recent utility bill in their name (gas, electric, or water). Attendees that can-not provide a document or proof that they reside or own a business within the designated boundary will not be eligible to vote unless they can be verified by a previous verified neighbor.

Residents who live within the one block radius of the property will have their vote taken first. Residents residing outside of this boundary will receive a “community vote”. A business is defined as a physical location that is owned and operated within the Francisville boundaries.

No individual may cast more than one vote per project. The developer or project owner gets 1 vote. An individual who owns property within the Francisville boundaries can vote. A business or LLC who owns property within the boundaries of Francisville can vote.

#### **Voting Meeting Procedures**

The designated chair/moderator opens the meeting by providing a brief explanation of the meeting procedures. Meeting announcements and guests will be allowed to use the first 15 minutes of the meeting

The applicant’s representative will present the plan and take Q&A. The applicant then leaves the room for the residents to discuss and express any additional concerns. At this time, provisos may be added by majority show-of-hands vote, the discussion and vote for which will be conducted by the meeting moderator. Prior to taking a vote, the moderator 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.

A vote is then conducted by raised hands. Votes are counted, and their separate totals are recorded, as well as the grand total (local and community combined). The applicant is brought back into the room for the announcement of the results.

A majority vote determines whether the community supports or opposes the proposal, but a near neighbor vote opposed—even if the majority is in support—will be considered indication that the impact on immediate residents may be negative and noted as such in the letter reporting the results to

the ZBA from FNDC. In case of a tie, the Francisville Volunteer Zoning Committee members will determine the course of action, which can include calling a second meeting, negotiating an agreement, or a conditional approval (in the form of a letter of support with requested provisos).

**Reporting the Meeting Results**

After the Meeting, a letter is sent to the applicant, the ZBA, the District Council office, and the Planning Commission by the Coordinating RCO, relaying the vote of support or opposition and detailing any specific concerns raised by residents. If the community votes to support the proposed projects with provisos, the provisos will be included in the letter. The letter must be approved by all immediate concerned parties before it is sent to the ZBA. All applicable city agencies will be CC'd.

**Volunteer CONFLICT OF INTEREST**

If anyone within the Francisville Volunteer Zoning Committee has a personal or financial interest in a matter before the committee, they shall give public disclosure of their interest at the relevant meeting/s.

**DOCUMENTATION**

Sign-in sheets from Meetings and letters to the ZBA will be kept by the coordinating RCO and they shall retain a copy of all project plans reviewed for twelve (12) months following the date of Project's ZBA final decision. All Project related materials can be destroyed after 12 months by the coordinating RCO.

**ADDENDUM DATED 6/25/2019**

This document was amended to reflect comments, concerns and suggested revisions submitted verbally at community voting meetings and will serve as the official governing document until such a time as the FVZC deems it necessary to revise again.