

A decorative graphic on the right side of the page features three overlapping circles of varying sizes, each composed of concentric rings in shades of gray. Two thin, light gray lines intersect at the top left and extend diagonally across the page, framing the circles.

# **Fishtown Neighbors' Association Zoning Committee Procedures**

**3/28/2010**

# Table of Contents

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<b>A. TERMS</b> .....	<b>3</b>
<b>B. DEFINITIONS</b> .....	<b>4</b>
<b>C. ZONING COMMITTEE PROCEDURES</b> .....	<b>9</b>
<b>D. ZONING COMMITTEE: COMPOSITION AND MEMBERSHIP</b> .....	<b>10</b>
<b>E. COMMUNITY MEETINGS</b> .....	<b>15</b>
<b>F. VOTING PROCEDURES</b> .....	<b>19</b>
<b>G. APPENDIX ONE: FNA BOUNDARIES</b> ..... ERROR! BOOKMARK NOT DEFINED.	
<b>H. APPENDIX TWO: FORMS</b> .....	<b>23</b>

## A. Terms

The following terms and their corresponding abbreviations appearing throughout this document are hereby named:

<b>Term</b>	<b>Abbreviation</b>
Community Meeting	CM
Executive Chair, Zoning Committee	EC
Fishtown	FT
Fishtown Neighbors' Association	FNA
FNA Board of Directors	BOD
FNA General Membership	GM
FNA General Membership Meeting	GMM
FNA Zoning Committee	ZC
Information Officer, Zoning Committee	IO
Large-Scale Development	LDEV
Licensing and Inspections	L&I
Program Officer, Zoning Committee	PO
Project Manager(s), Zoning Committee	PM(s)
Small-Scale Development	SDEV
Zoning Board of Adjustments	ZBA
Zoning Committee Meeting	ZCM
Zoning Committee Procedures	ZCP

**Table 1: Terms and Abbreviations**

## B. Definitions

The following terms appearing in this document are hereby defined:

**Fishtown:** The *Fishtown* section of Philadelphia shall be recognized<sup>1</sup> as encompassing the area within the boundaries of:  
Delaware Avenue to Laurel Street; Laurel Street to Front Street; Front Street to Norris Street; Norris Street to Trenton Avenue; Trenton Avenue to Frankford Avenue; Frankford Avenue to York Street; York Street to the Delaware River. All border streets include odd and even addresses.

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**Ad Hoc Meeting:** A meeting that may be scheduled after a community meeting. This usually occurs if there are issues of concern to the local voters that can not be resolved within the time period designated for the community meeting. Connected to one project, there may be one or several Ad Hoc meetings. The attendees are typically local voters, the Zoning Committee Project Manager, and may at some point in the process be attended by the developer if the local voters and PM agree that this would be beneficial to the process. These meetings are non-voting and do not require flyering or notice in the newspapers. The Ad Hoc Meeting is usually followed by another Community Meeting, where a vote is taken.

**Adult:** For the purposes of this document, an adult is defined as any person aged 18 years or older.

**Commercial Unit:** One space zoned as retail, commercial, light commercial, or industrial, regardless of income-, age-, ability-expectation level or lease terms for occupant.

**Community Meeting:** Any meeting (1) open to all Fishtown neighbors and (2) usually, but not exclusively, having to do with zoning issues.

**Community Voter:** Any eligible voter as defined in section *B Definitions* who can verify that (1) s/he lives within the boundaries of Fishtown as stated above, but (2) who has not already been determined to be a local voter for a given project.<sup>2</sup>

**Developer:** Any legal person(s) who wish(es) to initiate a development project, *development*, as defined herein.

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<sup>1</sup> See *Figure 1: FNA Boundaries* on page 22.

<sup>2</sup> Such voter category determinations are made on a per-project basis and are dependent on the exact location of the project in question.

**Development:** Any construction or renovation that involves, *by definition*, (1) the altering, expanding, and/or changing of either the interior or exterior of an existing edifice, and/or (2) the proposal of a change in any otherwise recognized or recorded use on a zoned parcel, and/or (3) the erecting of an edifice on any otherwise recognized, recorded and/or zoned parcel found within the boundaries of Fishtown, as herein defined, *for which the developer is required to seek a zoning variance, zoning change, or fast track zoning variance.*

**Eligible Voter:** See *[Eligible] Individual Voter* and *[Eligible] Business Voter*, each as defined below. Also see *Valid Vote*.

**[Eligible] Business Voter:** Any **owner** of a legally established business which is (1) physically located within the boundaries of Fishtown as defined herein and/or (2) which maintains its business address within the boundaries of the same. A business voter will be deemed to be either a local or a community voter based on the location of his/her business.

**[Eligible] Individual Voter:** Any adult who (1) is a Fishtown resident and (2) wishes to participate in a vote.

**Executive Chair of Zoning Committee (EC):** Head of the Zoning Committee and chief project manager. Answers directly to the FNA Board of Directors.

**Experts/Invited Guests:** Outside experts and other guests (*e.g.*, council persons, police officers, EPA officials) who are invited to a meeting to (1) provide needed background, (2) offer valuable insight, or (3) offer their expert opinion on a given project.<sup>3</sup>

**Fast Track Zoning Variance:** Type of zoning variance which allows certain projects to be voted on by the ZBA without a hearing and without provisos, provided no one objects either in person or by letter. Projects which could be granted a Fast Track Zoning Variance are: (1) all decks; (2) all certificate cases; (3) any changes of FAR or height less than or equal to 10% or 1 foot; (4) locations of cell towers; (5) changes to internal portions of campuses that do not affect the perimeter. While the ZBA still recommends that developers with such plans confer with the neighborhood group, there is no requirement that they do so.

**FNA Board of Directors:** Board of Directors of the Fishtown Neighbors' Association.

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<sup>3</sup> Such information may be in the form of an oral or printed presentation, a written commentary/statement, or any combination of the same.

**Good Standing, [Members In]:** Any Fishtown resident or business owner who (1) pays the proper dues as stated in the FNA bylaws and (2) maintains such dues current. Members in good standing are eligible to be members of the Zoning Committee and/or to hold any office of the same.

**Informational Meeting:** A meeting held prior to a developer submitting a zoning application. These meetings are not voting meetings and are usually held for larger projects where the developer would like neighborhood input prior to applying for zoning. A developer interested in having an Informational Meeting must go through the Zoning Committee's pre-screening process. Following the pre-screening, the Zoning Committee will further discuss the project and notify the developer whether or not an Informational Meeting will be granted. The granting or denial of a meeting is based on a simple majority vote among the Zoning Committee members. If the Meeting is denied, the Zoning Committee will inform the developer of the reason(s) for the denial and recommend improvements or amendments to the current plan that may make it more likely to successfully obtain an Informational Meeting.

**Large-scale Development:** Any Fishtown project that meets one (1) or more of the following criteria:

1. Consisting of four (4) or more residential units<sup>4</sup>
2. Intended as industrial or commercial
3. Intended for a designated:
  - a. "brown field" site
  - b. an otherwise known contaminated site
  - c. any site suspected of the same.<sup>5</sup>

**Local Voter:** A *local voter* is defined by the ZBA as *any resident who lives within 500 linear feet (approximately one city census block) of a project's location.*<sup>6</sup> In an effort to be inclusive of neighbor opinions, the Zoning Committee shall expand this definition to include (1) 500 linear feet in **either direction** in the case of a project being proposed for a corner property and (2) any properties on adjacent streets.

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<sup>4</sup> The Zoning Committee shall work with large-scale developers regarding voluntary contributions to the FNA for areas such as: neighborhood beautification, recreational facilities, senior programs, and the like.

<sup>5</sup> Any site which has been cleared as a potential contamination problem, both through proper testing and clearance by the proper governmental agencies, and which does not meet any of the other remaining three (3) requirements so as to be designated a large-scale development, may be consequently reclassified, for purposes of zoning committee projects, as a small-scale development.

<sup>6</sup> This determination is made by the zoning committee on a per-project basis and is directly dependent on the exact location of the project itself. In the case of a larger, intra-neighborhood development projects, the zoning committee reserves the right to expand this definition as needed on a per project basis, but not to contract it, in accordance with the neighborhood notification criteria as established by the ZBA.

**Proof of Voter Eligibility:** A potential voter must be able to show (1) a **valid** form of picture identification **together with** (2) evidence that s/he currently resides or owns property within the boundaries of Fishtown as defined within section *B Definitions*.

**Residential Unit:** One living space, zoned residential (house, flat, condo, apartment, penthouse) regardless of income-, age-, or ability-expectation level for the occupant.

**Rip-vote Process:** Each voter tears into the letter (*Y* or *N*) printed on his/her ballot, indicating his/her choice. Process for use in all community meetings. Writing instrument not required in order to vote.

**Small-scale Development:** Any Fishtown development project which is (1) residential, (2) of less than four units and (3) is not situated on a contaminated site. That is, any Fishtown development which does not meet any of the criteria for the definition of *Large-Scale Development* as specified in section *B Definitions*.

**Sevening-Off [Voter Sign-In Sheets]:** A standard procedure used in official counting methods. Lines on sign-in sheets are closed off as indicated in Section I, Figure 2, attached, so that the official tallies as recorded cannot be added to.

**Simple Majority:** For voting purposes, the greater number of votes cast—either in favor of or against a proposed project—shall constitute a simple majority. Such a vote suffices to pass all motions and votes.<sup>7</sup> For informational purposes only, a separate tally will be maintained of the votes of community voters and local voters.

**Valid Forms of Identification:**

Option 1: Any one (1) piece from the following:

1. PA state-issued, non-driving ID card with a Fishtown address
2. PA state-issued driver's license with a Fishtown address
3. US Passport with a Fishtown address

Option 2: Voters who cannot produce a piece of documentation from the above list must produce (1) a **valid picture ID** (*e.g.*, school, employments, insurance, US-issued legal permanent resident card, US Passport, state-issued ID, military ID, or other, with a former address) **together with** (2) a piece of current<sup>8</sup> mail **addressed to him/her** at a valid Fishtown address.<sup>9</sup>

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<sup>7</sup> The term *simple majority* is defined in and employed throughout this document in order to standardize with the current FNA general membership meeting procedures.

<sup>8</sup> Current shall be defined by the Zoning Committee in conjunction with the FNA Board of Directors. A generally accepted and frequently used definition is within either sixty (60) or ninety (90) days of the date in question.

<sup>9</sup> In an effort to ensure maximum community democratic participation, zoning committee members shall work on a case-by-case basis if necessary with any and all neighbors with personal identification hurdles, in order to establish their voter eligibility.

**Valid Vote:** One (1) card ballot per eligible [individual or business] voter, per projects. Valid votes are determined to be any card which matches the card colors, patterns, and/or symbols as distributed during check-in and which constitutes one of the following:

- (1) an unambiguous vote of *Yes*
- (2) an unambiguous vote of *N*;
- (3) an unambiguous abstaining vote.

No individual may cast more than one valid vote per project. No individual voter may be both a *local* and *community* voter for the same projects. Recognized business voters are permitted the equivalent of one (1) vote per establishment, per project. No business voter may be both a *local* and a *community* voter for the same project. The developer of the project being presented, his/her spouse, immediate family members and/or representatives may not cast votes.

## C. Zoning Committee Procedures

1. ZCP Document: Scope and Purpose
  - a. The purpose of this document shall be to establish ***in procedure*** and set down in writing, systematic, orderly, and transparent protocols for the formation, expansion, and functioning of a Fishtown Zoning Committee. Such protocols and procedures for said committee shall include, but not be limited to, the following:
    - i. Scope, purpose, and limits
    - ii. Composition
    - iii. Officers
    - iv. Duties and responsibilities for members
    - v. Ethical conduct of members
  - b. In addition, the purpose of this document shall be to establish ***in practice*** and set down in writing, systematic, orderly, and transparent protocols for:
    - i. Fishtown resident verification and voting process
    - ii. Fishtown residents' participation in public debate at meetings sponsored by the Zoning Committee
    - iii. Zoning Committee representation both before, and/or in the name of, Fishtown residents
    - iv. Zoning Committee representation to both developers and other outside constituencies
    - v. Developers' and other outside constituencies' representation before Fishtown residents.
2. ZCP Documents: Limits
  - a. It shall be recognized that this document:
    - i. Is considered to be one of **standing rules** and, as such, may be subject to revision, amendment, and/or change, in accordance with the FNA procedure for the same.
    - ii. Such changes shall be brought to the attention of the FNA Board of Directors, once instituted.
    - iii. Revisions shall be incorporated in the ZCP, and the document shall then be re-dated and re-issued, both in print and on the website.
  - b. A current copy of the ZCP shall be present at all ZCMs and at all GMMs.
  - c. A current copy of the ZCP shall be available on the FNA website at all times.

## D. Zoning Committee: Composition and Membership

### 1. Purpose and scope

- a. The expressed purpose of the ZC, as much as reasonably possible, shall be to:
  - i. Gather information;
  - ii. Perform fact-finding;
  - iii. Both (1) function as the first point of contact for and (2) represent the community to potential developers and other outside interests; and ultimately
  - iv. Work with developers to (1) facilitate and (2) ready for presentation to neighbors, projects planned for spaces of a residential, commercial, or industrial nature that fall within the boundaries of Fishtown.<sup>10</sup>
- b. The Zoning Committee shall treat Fishtown residents, developers, and outside interests in an unbiased manner.

### 2. Structure and composition

The ZC shall be comprised of members in the positions as outlined in section *D Zoning Committee: Composition and Membership* of this document.

- i) Three (3) officers:
  - (1) Executive Chair
  - (2) Program Officer
  - (3) Information Officer
- ii) ZC members:
  - (1) Project Managers
  - (2) Staff Members

### 3. Duties and responsibilities

- a. **Executive Chair (EC):** Reports on and is ultimately responsible for all ZC activities. Oversees work of PMs and is responsible for PM workload/flow. Signs off on letters to the ZBA. Elected annually by ZC members in January (after the January GMM) and is subject to approval by the Board of Directors. Chairs all ZCMs and any other special zoning-related meetings to be held. Answers directly to the FNA Board of Directors.
- b. **Program Officer (PO):** Responsible for maintaining master calendar of dates, times, and deadlines, both internal and external, of

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<sup>10</sup> Readiness to present shall be determined in accordance with the *Developer Information/Presentation Checklist* to be developed by the Zoning Committee itself. Developers not meeting such criteria shall not be permitted to come before the neighbors.

importance to the Zoning Committee. Schedules all developers for appearances at ZCMs. Schedules all ZCMs. Responsible for approving developer to be scheduled for CM. Chairs ZCM in the event of scheduling conflict for, or recusal of, EC. Forwards documentation (e.g., checklist, design guidelines) to developers after initial contact. Answers directly to EC.

- c. **Information Officer (IO):** Liaison to FNA public relations person. Solely responsible for disseminating accurate and timely information regarding any/all matters deemed by the ZC to be of neighborhood interest. Must also submit copy to ZC for review before submitting information to the FNA PR person and/or media outlets. Takes accurate minutes of all ZC meetings and distributes them to all members in a timely fashion. Responsible for choosing alternate in his/her own absence. Responsible for archiving all information on each project, including vote tallies. Answers directly to EC.
- d. **Project Managers (PMs):** ZC members who serve as direct liaisons to developers.<sup>11</sup> Responsible for gathering all necessary information, working with the PO to schedule developers' subsequent appearances before the committee and the community, coordinating project flyering and publicity notifications, introducing the project at community meeting(s), drafting the ZBA letter, and submitting the draft to ZC for review and revision. Takes accurate minutes of all ZC meetings and distributes them to all members in a timely fashion. Reports to EC.
- e. **Staff members:** Additional members of the ZC who are in training to become PMs and who assist in all other practical and/or administrative tasks of the ZC.

4. Membership on Zoning Committee: conditions and responsibilities

- a. All participants in the ZC shall be drawn **only from FNA members in good standing.**
- b. All ZC members shall abide by the following conditions of membership:
  - i. All participants, in assuming ZC membership, agree to be present at each of the monthly ZCMs and to accept and execute the duties of the positions assigned to them, as defined in the ZCP, including their presence at CMs when required.
  - ii. ZC membership shall be, and remain on, a purely voluntary basis.

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<sup>11</sup> Two PMs shall be assigned to large-scale projects when necessary.

- c. Members shall be free to step down at any point prior to the maximum allowable time limit for service.
  - Barring exigent circumstances requiring a ZC member's need to immediately remove him/herself from the ZC, members wishing to step down shall be asked to notify the EC in writing of such a decision with (1) a minimum of 60 days prior notice and preferably (2) no pending projects under his/her supervision.
- d. Removal from Zoning Committee: conditions
  - i. Any ZC member who:
    - 1. Misses more than three (3) regularly scheduled ZCMs within a calendar quarter; or
    - 2. Misses a CM for which s/he is required to be present, without prior notification
 may be asked to tender in writing his/her immediate resignation.

5. Recusal from Project Management

- a. All ZC members shall be cognizant of their duty to work towards and to uphold the principles of ethics and transparency surrounding both FNA zoning and voting processes.
- b. To that end, all ZC members shall adhere to the following criteria for recusal set forth below:
  - i. No ZC member shall be a project manager on any project put forth by any person/s or group with whom the ZC member (a) maintains a personal relationship or (b) is professionally involved.
  - ii. Conversely, no ZC member shall be a project manager on any proposal put forth by any person/s or group with whom the ZC member is in direct professional competition.

6. Inherent and serious conflict(s) of interest

- a. The ZC shall strive to err on the side of caution when determining potential conflicts. To that end, ZC members shall be aware of the following *per se* conflicts of interest with ZC membership:
  - i. The (1) offer of, (2), solicitation of, or (3) acceptance of remuneration for ZC service, either direct or indirect
  - ii. Acting as Power of Attorney for any developer doing business in Fishtown
  - iii. Acting as a Notary Public or legal witness of any kind for the same
  - iv. Acting as an accountant or otherwise as a tax preparer or representative before any tax authority for the same
  - v. Acting in any other capacity as an advocate, either paid or on a voluntary basis, before any other local, state, or federal agency or authority for the same.

- b. Any and all activity as stated above shall be deemed to directly constitute an (1) inherent and (2) serious conflict of interest on the part of any ZC member engaged in the same.
  - c. Any ZC member found engaging in any of the abovementioned activity shall be asked to tender his/her **immediate resignation**.
7. Procedures for committee member recusal
- a. Any ZC member with a potential conflict of interest is responsible for bringing said potential conflict before the committee, **before** business with the developer(s) in question begins.
  - b. A ZC member shall **publicly** [at the ZCM] recuse him/herself, based on the information regarding said project and the developer(s) involved available to the ZC member at the time. The ZC member shall recuse him/herself **before** the new project in question is assigned.
  - c. Determinations regarding conflict of interest that are not clear-cut shall be brought to a vote at the ZCM.
    - i. A simple majority shall determine whether or not a conflict is deemed to exist.
    - ii. The ZC member shall abide by such decision.
  - d. In the event that a ZC member becomes aware of a potential conflict of interest *after being assigned to a project*, s/he is obliged to tell the EC straight away. A new project manager shall then be assigned.
8. Recusal from meeting chairmanship
- a. The EC shall recuse him/herself from chairing any ZCM for which the same conditions stated above apply.
  - b. Cognizant of the leadership position that s/he holds respecting the ZC, the FNA, and the neighbors themselves, the EC shall in addition
    - i. Recuse him/herself from chairing any CM or LM for which the same conditions apply, in accordance with the procedure set out on page 13 of this document.
    - ii. The EC shall notify both the FNA Board of Directors and the PO when s/he is recusing him/herself from chairing a meeting.
9. Zoning Committee meetings
- a. In the interest of maximizing (1) transparency and (2) neighborhood participation, ZCMs shall be open to any and all Fishtown neighbors, irrespective of either ZC or FNA membership.

- b. The Zoning Committee will screen all projects prior to scheduling a Community Meeting. The purpose of the screening process is to:
  - i. Determine whether the developer is requesting a zoning change, a zoning variance, a fast track zoning variance, or an informational community meeting
  - ii. Determine the appropriate next steps for the project
  - iii. Determine the need and timing for scheduling a Community Meeting for the project
  - iv. Ensure that developers have adequate information in order to schedule the Community Meeting.
  
- c. The Zoning Committee may at its discretion and on a majority vote determine whether or not a Community Meeting is appropriate for fast track zoning variance projects or informational meetings. If a project is not in keeping with the neighborhood design guidelines or if there is anticipated neighborhood opposition, the Zoning Committee will write a letter to the ZBA objecting to the fast track process and requesting a community meeting.

#### 10. Zoning committee reporting procedures

- a. At every GMM the Zoning Committee shall provide a written briefing of all upcoming community zoning meetings as well as the results of the previous month's meetings.
  
- b. Said report shall be available for distribution to general meeting attendees and shall include as much of the following information as possible:
  - i. The address of the property
  - ii. A brief description of the work being proposed
  - iii. The type of meeting (*i.e.*, informational, voting, or both)
  - iv. The date, time, and location of said meeting
  
- c. The EC shall make him/herself available at the GMM for follow-up questions and points of clarification on the monthly briefing, as time and the Board of Directors President permit.

## E. Community Meetings

### 1. Scheduling

- a. In an effort to maximize community knowledge and participation, CMs shall be regularized and standardized when and wherever possible.
- b. In an effort to allow sufficient public debate on projects, three CMs shall be held each month whenever possible, except when not required by project demands.
- c. In an effort to promote general accessibility, CMs shall be held in the main gym of the Fishtown Recreation Center whenever possible.

### 2. Neighborhood notification

- a. In an effort to maximize community notification, CMs shall be posted in community papers whenever possible.
- b. In an effort to maximize community notification, CMs shall be posted on all Fishtown websites and/or online calendars.
- c. In an effort to maximize notification of immediate neighbors, flyers for upcoming meetings shall be distributed by the ZC to residents who meet the project's *local voter* criteria.

### 3. Voter verification process

- a. All neighbors wishing to vote must be determined to be *eligible* prior to the commencement of each CM.
- b. Voters are determined to be *eligible* as one of the following:<sup>12</sup>
  - i. Business voter
  - ii. Individual voter
- c. Each voter, whether business or individual, shall be determined to be either a *local* or a *community* voter for each project to be voted on.<sup>13</sup>

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<sup>12</sup> *Voter eligibility* is defined in section *B Definitions* of this document.

<sup>13</sup> The terms *local voter* and *community voter* are defined in section *B Definitions* of this document.

- d. Persons who cannot demonstrate Fishtown residency or who do not wish to vote shall not be issued a voting card.<sup>14</sup>
- e. Experts/invited guests: [outside] experts and other guests (*e.g.*, council persons, police officers) may be invited to a CM, in order to provide needed background or insight on a given project.
- f. No such persons in attendance at a CM shall be give a card to vote, unless:
  - i. S/he can prove that s/he meets the criteria established for voter eligibility as defined in section *B Definitions*.
  - ii. In the interest of transparency, any such experts who are themselves Fishtown residents shall identify themselves as such before speaking.<sup>15</sup>

#### 4. Neighbor/Voter check-in

- a. Check-in for all potential voters shall take place in the front of the room that will hold the CM, unless, under the circumstances, it would be more appropriate to hold the check-in outside of the room that will hold the CM.<sup>16</sup>
- b. *Voter sign-in sheets* shall be employed to record eligibility of voters.<sup>17</sup>
- c. For each eligible voter, four (4) necessary criteria shall be established:
  - i. Voter's identity
  - ii. Voter's Fishtown address as either (a) residential or (b) business
  - iii. Voter's eligibility as either (a) individual or (b) business
  - iv. Voter's status as either (a) local or (b) community.
- d. Based on the above criteria, each voter shall be issued an appropriate voting card (*i.e.*, a local or community voting card).

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<sup>14</sup> In an effort to (1) reflect recognized democratic principles and (2) promote maximum neighbor enfranchisement in the Fishtown voting process, ZC members shall endeavor to establish voter recognition for any neighbor with personal identification hurdles which might otherwise bar him/her from full and fair participation in the voting process.

<sup>15</sup> A Fishtown resident who has been invited to speak in a different or expanded capacity.

<sup>16</sup> The ZC shall make this determination on a project-by-project basis.

<sup>17</sup> See *Appendix Two: Forms*

- e. This process shall be repeated for all projects on the meeting docket. That is, voters who wish to vote on multiple projects being presented shall be given one card for each project at check-in.<sup>18</sup>
- f. This sign-in process shall be exacted for each potential voter.
- g. All who wish to attend the CM shall be admitted, regardless of their status as either eligible or ineligible with respect to voting.

## 5. Proceedings

- a. EC chairs CM.
- b. PMs are responsible for running CMs that correspond to their assigned projects. PMs for each project to be presented introduce both (1) the project and (2) its developers to the community, and take minutes of the proceedings.

## 6. Developer presentations

- a. Developers must come to the CM prepared to present floor plans, architectural drawings, footprints, aerials, lateral and side views, shade studies (where applicable), etc. as determined by and pre-arranged with PM(s) and the ZC.
- b. No more than two large developments shall be permitted to present per CM.
- c. Developers shall be permitted a maximum of twenty (20) minutes per project to make their presentations.<sup>19</sup>

## 7. Neighbor participation

- a. EC shall explain the following *Rules of Order* at each CM before beginning the public exchange.
  - a. Rules of Order:
    - 1. In an effort to maximize courteous, informed debate, the meeting will begin with a brief presentation by the developer.
    - ii. When the developer has completed his/her presentation, the PM will open the floor to questions and comments from

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<sup>18</sup> Voters may not necessarily, depending on the scope and location of each project, be given the same color card for each project on the docket. Voter category (local versus community) is determined by the proximity of the voter's residence to the project in question, for all intra-neighborhood developments.

<sup>19</sup> Developers must provide PMs with sufficient copies of the presentation for distribution at the CM.

attendees. All persons wishing to speak must raise their hands and wait to be acknowledged before speaking. Once all questions have been answered, the developer will leave the room and allow the attendees to talk amongst themselves before voting. Shouting, talking, or other disruptive behavior from the audience shall not be tolerated under any circumstances.

- iii. Impolite/unruly neighbors will be asked to leave.

## F. Voting Procedures

1. Ballot make-up
  - a. Two differently colored cards are in use for each project being voted on. Each color represents a type of voter, one color for those designated as *local* voters and the other for those designated as *community* voters.
  - b. Each voting card has both a *Y* and *N* clearly printed on it.
  - c. Each voting card also has the address of the project stamped on it. This serves to designate to the ZC the project being voted on.
  - d. At the end of the meeting, EC shall identify an Election Monitor, and the Election Monitor shall take control of the ballot box at that time. The Election Monitor shall have the following responsibilities:
    - i. Confirm that the vote collection box is free of ballots at the time he/she takes possession of it.
    - ii. Monitor the collection of all voting cards.
    - iii. Tally the voting cards when the vote is complete.
    - iv. Report the tally to EC and the voters present.
  - e. Rip-vote process<sup>20</sup> shall be in use.
2. Voting
  - a. Those eligible to vote may vote at any time after they have properly signed in and received a voting card. Voting shall be accomplished by placing the card in the collection box under the supervision of the Election Monitor.
  - b. At the end of the public forum time:
    - i. EC explains the rip-vote process and invites neighbors to vote.
    - ii. ZC members seven-off<sup>21</sup> the voter sign-in sheets, turn sheets in, and vote.
  - c. After providing sufficient time for voting cards to be placed in the collection box, the EC shall announce last call then announce the close of voting on that matter. Immediately thereafter, the Election Monitor and at least one member of the ZC shall count the votes cast on that matter and record the results. Where possible,

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<sup>20</sup> See definition of *rip-vote process* as provided in section *B Definitions* of this document.

<sup>21</sup> *Sevining-off* shall indicate a close of the official voter registry for the particular matter about to be voted on. See definition in section *B Definitions* of this document.

counting shall be conducted in a space other than the room where the meeting is being held. EC remains in the meeting room.

- d. Meeting participants other than the Election Monitor and ZC members shall remain at least ten (10) feet away from the ballots during the tallying and recording process.

3. Vote-counting and tallying procedures

- a. Any neighbor who must leave before the conclusion of the meeting shall be welcome to cast his/her vote by placing his/her card(s) in the ballot collections box before leaving.
- b. No voter may cast more than one voting card per project presented.
- c. Un-torn voting cards shall be counted as abstaining. Abstaining cards shall be gathered, counted separately, and saved aside. *Such cards shall not be thrown away.*
- d. Voting cards with a *double tear* (both yes and no) shall be **discounted as invalid**. Invalid cards shall be gathered, counted separately, and saved aside. *Such cards shall not be thrown away.*
- e. Any cards turned in that do not match the card colors, patterns, and/or symbols as distributed during check-in shall be **discounted as fraudulent**. Fraudulent votes shall be separated out and counted. *Such cards shall not be thrown away.*
- f. *Local Votes* shall be counted separately and recorded.
- g. *Community Votes* shall be counted separately and recorded.
- h. The number of **valid** cards turned in shall be totaled and verified against the number of eligible voters confirmed from the summation of sign-in sheets.

4. Voting, tallying, and recording procedures

- a. Voting results are recorded and signed off on by ZC members who performed calculations on each.

- b. Volunteers may be asked to sign off, indicating that they felt the count was fair. Observers are welcome to register observations and/or objections in writing. Such contributions shall be publicly noted for the record upon re-convening and announcing results.
5. Vote-reporting procedures
- a. ZC member(s) and the Election Monitor return to the meeting room and turn written results into EC. Such results shall then be considered validated.
  - b. EC announces complete results.
  - c. Validated voting results shall be presented to the ZBA in the form of a letter, together with all project-relevant information produced by developers and experts and as gathered by the ZC. Chair turns official results over to IO for public dissemination.
  - d. Ballot box is returned to EC and verified empty for the beginning of next project on the meeting docket.
  - e. EC hands official written results to the IO to publish on the FNA Zoning Committee website.
  - f. PMs in charge of project collect all voting data and preserve it in a manila envelope to be placed in the archive for the corresponding project, together with the official tally.
  - g. At this time, EC invites those neighbors who do not wish to stay for the next project presentation to leave.

Process is repeated for any subsequent project to be voted upon at that meeting.

# G. Appendix One: FNA Boundaries



Figure 1: FNA Boundaries

## H. Appendix Two: Forms

### 1. Sample Community Meeting Sign-In Sheet

**FISHTOWN NEIGHBORS' VOTER CHECK-IN SHEET**

	<b>NAME</b>	<b>ADDRESS</b>	<b>ZIP CODE</b>	<b>LOC</b>	<b>COM</b>	<b>BUS</b>	<b>N/E</b>
1	Crystal STONE	1234 Fishtown Ave.	19125	X			
2	Rock STONE	1234 Fishtown Ave.	19125	X			
3	X. Bert SPEAKERMAN	EPA Washington, DC					X
4	Ken SINGTON-SOUTH	216 W. Master Street	19122				X
5	Buck DOE	2345 Frankford Avenue	19125		X		
6	Cash, Coyne & Buck, LLC	2347 Frankford Avenue	19125			X	
7	PRESSMAN'S DRY CLEANERS	456 E. Girard Avenue	19125			X	
8	Ben DOVER	789 E. Main Street	19125		X		
9	Lt. Knowle D. HOOD	26th Police District	19125				X
10	ma WALKER	1236 Fishtown Avenue	19125	X			
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							ZCM

**Figure 2: Sign-In Sheet**