

EMAN Zoning Committee RCO Voting Policy and Procedure

EMAN serves as the Recognized Community Organization (RCO) for Philadelphia Zoning Board of Adjustment (ZBA) variance appeals in our service area. E Mt Airy extends north-south from Cresheim Valley Road to E Washington Lane and east-west from Stenton Ave to Germantown Ave. This 1.5 square mile area is home to 18,679 residents, who live in 8,941 housing units.

This document summarizes EMAN's RCO Voting Policy and Procedures for variance appeal requests filed by project developers when L&I has refused to approve the Zoning Permit Application.

EMAN RCO Variance Appeal Voting Policy

Residents who live within EMAN's borders, or within a project's 250ft City defined near neighbors' zone, are eligible to vote during the EMAN RCO meetings. The Applicant's development team, project owner, or those who have a vested financial interest in the project are not eligible to vote in their own EMAN RCO variance case. Business owners, employees and property owners who do not reside in E. Mt Airy are not eligible to vote in EMAN RCO meetings. Only E. Mt Airy residents attending the RCO meeting are eligible to vote.

Up to 2 eligible adult residents per household are allowed to vote on a project. Households over 2 adults will be treated as provisional votes subject to verification.

EMAN RCO Voting Procedures:

1. The designated EMAN RCO Zoning Committee representative will provide RCO meeting participants with the following information prior to calling for the variance appeal vote:
Date of EMAN RCO Variance Appeal Residential Neighbors Voting Meeting: _____
Appeal for a Variance case number: _____
Applicant(s): _____
Project Owner(s): _____
Applicant(s) Legal Representative if any: _____
APPEAL PROJECT Address: _____
RCO Meeting Location/ZOOM as appropriate _____
Date of Scheduled ZBA meeting: _____
2. Prior to distributing the vote form to RCO attendees, the designated EMAN RCO Zoning Committee representative shall:
 - Instruct Applicant(s), their representatives and ineligible EMAN RCO Voting attendees to leave ZOOM or the room as appropriate.
 - Inform attendees that the voter registration form must be completed in full for their vote to be counted.
 - Accurately state the terms of the Applicant's proposal presented for a vote.
 - Inform attendees that the vote calls for a **YES-NO-ABSTAIN** response in the appropriate column.
 - Inform attendees on how the City specifies Near Neighbors and to check the Near Neighbors map to establish their Near Neighbor status at <https://www.phila.gov/rconotification/>
 - Inform attendees that RCO Voter Registration information they supply is kept confidential.
 - Provide specific instructions on how to complete and submit their vote.
 - Advise attendees that the votes will be reviewed by a 3-member Zoning Committee Voter Review Team and that voter registrations that the Team finds do not meet the voter eligibility and/or Near Neighbor criteria will be set aside as provisional votes that must be resolved by the Zoning Committee and the voter within 72 hours of the vote.

EMAN RCO Variance Appeal Meeting

Voter Registration and Residential Neighbors Voting Form

E Mt Airy extends north-south from Cresheim Valley Road to E Washington Lane and east-west from Stenton Ave to Germantown Ave. This 1.5 square mile area is home to 18,679 residents, who live in 8,941 housing units.

To be completed by the voter

Name: _____

Home Address: _____ Apt: _____

Provisional Vote Contact Method: Phone, email or Text: _____

RCO Voter Eligibility Status:

I certify that I am an eligible EMAN RCO voter:

☐ I am a resident of E. Mt. Airy.

☐ I am at least 18 years old.

☐ The address above is my accurate and current permanent home/residential address, **not my business or employment address.**

RCO NEAR NEIGHBOR STATUS (check 1):

☐ I live within 250 feet of the Project Address and thereby qualify as a **NEAR Neighbor, as specified on the City's Near Neighbor Map.**

☐ I am an E Mt. Airy residential neighbor but live farther than 250 feet of the Project Address.

☐ I don't know.

Conflict of Interest Status

☐ I am not employed by or under consideration for employment or contract services by the Applicant development team or project owner in any capacity. I am not financially/directly invested in the project in any capacity.

☐ I have not been pressured in any way or offered employment or other financial incentives as to how to cast my vote, nor am I a private or corporate investor in the Applicant's project.

CAST YOUR RCO VOTE (check only one)

YES _____

NO _____

Abstain _____

Zoning Committee Notes on Voter Eligibility: