

CDR MEETING NOTIFICATION

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FROM: R. David Schaaf, RA Director of Urban Design, Philadelphia City Planning Commission
RE: **CDR Meeting Notification – Tentative Agenda**, Materials for Review, and Procedure

On behalf of the Philadelphia City Planning Commission's Civic Design Review Committee, I am sending this notification that the next public meeting of the Civic Design Review (CDR) Committee is scheduled for 1:00 p.m. on **Tuesday, April 4, 2017** in Room 18-029 of the One Parkway Building, 1515 Arch Street, Philadelphia, PA. The meeting agenda is attached. Licenses & Inspections (L&I) has informed the City Planning Commission that the following project must be considered and assessed:
165-205 Carson St, 156-178 Conarroe St, 156-162 Gay St (St. Mary's Rehabilitation Project Master Plan District).

See <http://www.phila.gov/CityPlanning/projectreviews/Pages/CivicDesignReview.aspx> for additional meeting information, as well as your project materials submitted to the CDR Committee for review.

REMINDER: Required Community Meeting

Section 14-303(12) of the Philadelphia Zoning Code requires that the Local RCO(s) convene, organize, and conduct a public meeting with the applicant and members of the community to discuss the proposal. The meeting must happen within 45 days of the applicant being notified that CDR is required.

NOTE: Please provide the following required written documentation ASAP, and no later than one business day before the date of the scheduled CDR meeting:

Local RCO Responsibilities:

- Provide written documentation of the meeting and actions taken at the meeting to the Civic Design Review Committee at <cdr@phila.gov>.
- If no meeting was held within the required 45-day timeframe, written documentation that the applicant has made a good faith effort.

Project Applicant Responsibilities:

- Provide written documentation of the meeting and actions taken at the meeting to the Civic Design Review Committee at <cdr@phila.gov>.
- If no meeting was held within the required 45-day timeframe, written documentation that the applicant has made a good faith effort.

REMINDER: RCO Representative Seat at a CDR Committee Meeting

Local RCO Responsibilities:

- At least one week before the date of the scheduled Civic Design Review meeting for the project, the Local RCO(s) shall nominate a representative to the PCPC Executive Director. Inform the Executive Director at <cdr@phila.gov>.
- If there is more than one Local RCO whose boundaries include the project site, the Local RCOs may select up to two representatives. Inform the Executive Director at <cdr@phila.gov>.