

## CDR MEETING NOTIFICATION

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FROM: C. Beige Berryman, AICP, Director Art and 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 PM on Tuesday, October 11, 2022** for a review meeting that is being held remotely. The meeting agenda is attached, which includes detailed instructions for how to access the meeting. Licenses & Inspections (L&I) has informed the City Planning Commission that the following projects must be considered and assessed: **20-30 W Allens Lane, Philadelphia, PA 19119**.

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>.