

Instructions for Attending a WCGN RCO Meeting

Anyone may attend an RCO meeting. Everyone will be required to register in order to get a link to join the meeting.

To be eligible to vote, you must satisfy 5 requirements:

1. Register for the virtual RCO meeting using the Zoom link distributed through WCGN's newsletter and posted on WCGN's web site.
2. Live and/or own property/business within WCGN boundaries and/or be on the official list of "near neighbor" addresses – provided by the City – that must be notified.
3. Not be affiliated with the applicant or the subject property (e.g., owner, director, officer, employee, sponsor, attorney, architect, consultant), nor have a financial stake in the project.
4. Attend the virtual meeting
5. Remain in attendance until after the point in the virtual meeting when the Applicants have left.

REGISTRATION:

The Zoning Committee will open the Zoom meeting a half hour before the scheduled start time and recommends that people register during this half hour. If they have registered earlier, it is possible that when they try to join, they will be sent back to register again.

Registration will require answers to a series of questions, all necessary to assess eligibility to vote and to determine whether the attendee is a "near neighbor" as defined by the City of Philadelphia.

Registration will also allow you to add additional names and email addresses for other adults who live with you (spouse, partner, adult children) that attend via the same electronic device and who may want to vote. **Please provide the name(s) as well as the email address(es). The additional email addresses must be different from yours and different from one another if adding more than one additional person.**

MEETING AGENDA:

1. Opening Remarks, including Q&A about procedures
2. Uninterrupted presentation by the applicant (± 30 minutes)
3. Q & A by Zoning Committee (± 15 minutes)
4. Q & A by the public (± 30 minutes)
5. Applicants leave the meeting/reminder about voting procedure
6. Discussion by the public (± 30 minutes)

VOTING:

Following WCGN's Zoning Protocols, to be eligible to vote, you must attend the meeting until after the applicants have left the meeting.

After the meeting, and within 24 hours, attendees' voter eligibility will be determined and, where appropriate, a link to an electronic ballot will be sent to the registered email addresses of all eligible voters. A separate and distinct ballot will be provided to near neighbors. Near neighbors -- as defined by the City -- will have their votes counted and reported separately, so that the City can weigh them as they deem appropriate.

Voting will take place electronically using a system called [Helios](#) and will be secure and anonymous. Eligible voters will receive an email from Helios that will include a link to their ballot and a **unique Voter ID and Password** generated by Helios. Eligible voters will have 24 hours in which to cast their ballots after the email is received. Voting choices on the ballot -- as required by the City -- will be Support, Oppose or Non-Opposed. When a ballot is received and counted by Helios the voter will receive a confirmation email from Helios.

When voting is closed, the results will be tallied by Helios and reported to all the voters in that category, i.e., general voters will be informed of the tally of general voters, and near neighbors will be informed of the tally of near neighbors. The final tally, reflecting both categories of votes, and thus the FINAL COMPLETE TALLY will be reported by WCGN to the applicant, the ZBA, and the public.

The FINAL COMPLETE TALLY combining the votes of general voters and near neighbor voters **may not** be available for up to 48 hours after the end of the RCO meeting.

As stated in the Zoning Protocols, WCGN does not take a position that differs from the majority vote.

THOSE UNABLE TO ATTEND OR VOTE FOR ANY REASON

Anyone may express an opinion on this matter to the ZBA directly:

Send an email to: RCOZBA@phila.gov and cc: suletazba@phila.gov. Include your name, address, the case number, and the property address.

OR

Send a written letter by U.S. Mail to:

Zoning Board of Adjustment
One Parkway Building
1515 Arch St., 18th Floor, Room 18-006
Philadelphia, PA 19102
email: rcozba@phila.gov
Include the case number and the property address.