



December 15, 2016

Zhen H. Jin, Esq.  
111 S. Independence Mall East, Suite 751  
Philadelphia, PA 19106

**RE:** Required Neighborhood Notice and Meeting for Zoning Application concerning 228 Monastery Avenue, Council District #4, Permit #736855

Dear Mr. Jin,

We are writing to inform you of your responsibilities under Section 14-303(12) of the Philadelphia Zoning Code to provide notice, in writing, to all affected properties and Registered Community Organizations (RCOs) of the Zoning Board of Adjustment (ZBA) hearing for the above-referenced property. **You are required to send notice within 10 calendar days of this correspondence (including all information contained in the attached “Templates for Zoning Applicant”) and submit a copy to the District Council contact at [joshua.cohen@phila.gov](mailto:joshua.cohen@phila.gov), the Philadelphia City Planning Commission at [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov), and the Zoning Board of Adjustment at [RCOZBA@phila.gov](mailto:RCOZBA@phila.gov).**

The affected RCOs are as follows:

- 21st Ward Republican Committee, [wvogler@msn.com](mailto:wvogler@msn.com)
- Manayunk Neighborhood Council, [johnhunter286@gmail.com](mailto:johnhunter286@gmail.com)
- Central Roxborough Civic Association (CRCA), [don@crca.us](mailto:don@crca.us)

Notice to affected properties must be delivered via regular mail or hand delivery. Please see the attached for a complete list of these properties. Please be advised that addresses on this list may differ from those used by the U.S. Postal Service; it is the responsibility of the applicant to verify these addresses and to ensure notice is successfully delivered. If there are any discrepancies please contact the Planning Commission and we will undertake a thorough review and update the list, if need be. The notice must contain all of the information required by Section 14-303(12)(d)(.1) of the Philadelphia Zoning Code. Refer to the attached templates regarding RCO & Zoning Applicant notification for additional guidance.

There are multiple affected RCOs. **Central Roxborough Civic Association (CRCA) shall serve as the Coordinating RCO.** You must contact the Coordinating RCO to schedule a public community meeting regarding your zoning application. The Coordinating RCO must convene a public community meeting by January 28<sup>th</sup>, 2017 (45 days from December 14<sup>th</sup>, the filing date of your petition to appeal) or provide the ZBA with a letter outlining why no meeting has been held.

You may direct inquiries to [RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov). Please include council district and property address in subject line of all email correspondence. For additional information please visit:

Gary J. Jastrab  
Executive Director

Anne Fadullon  
Chair

Joseph Syrnick  
Vice-Chair

Michael DiBerardinis  
Rob Dubow  
Patrick Eiding  
Harold T. Epps  
Cheryl Gaston, Esq.  
Maria Gonzalez  
Nancy Rogo Trainer, FAIA, AICP

One Parkway Building  
1515 Arch St.  
13<sup>th</sup> Floor  
Philadelphia, PA 19102

<http://www.phila.gov/CityPlanning/projectreviews/Pages/RegisteredCommunityOrganizations.aspx>

Thank you for your cooperation.

CC: [joshua.cohen@phila.gov](mailto:joshua.cohen@phila.gov)  
[RCO.Notification@phila.gov](mailto:RCO.Notification@phila.gov)  
[RCOZBA@phila.gov](mailto:RCOZBA@phila.gov)  
[wvogler@msn.com](mailto:wvogler@msn.com)  
[johnhunter286@gmail.com](mailto:johnhunter286@gmail.com)  
[don@crca.us](mailto:don@crca.us)