



November 7, 2016

Henry M. Clinton, Esq.
1313 S. 33rd Street
Philadelphia, PA 19146

RE: Required Neighborhood Notice and Meeting for Zoning Application concerning 344 Conarroe Street, Council District #4, Permit #730512

Dear Mr. Clinton,

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, the Philadelphia City Planning Commission at RCO.Notification@phila.gov, and the Zoning Board of Adjustment at RCOZBA@phila.gov.**

The affected RCOs are as follows:

- 21st Ward Republican Committee, wvogler@msn.com
- Central Roxborough Civic Association (CRCA), 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 December 12th (45 days from October 28th, 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. Please include council district and property address in subject line of all email correspondence. For additional information please visit:

Gary J. Jastrzab
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.
13th Floor
Philadelphia, PA 19102

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

Thank you for your cooperation.

CC: joshua.cohen@phila.gov
RCO.Notification@phila.gov
RCOZBA@phila.gov
wvogler@msn.com
don@crca.us