



December 6, 2018

LOUISE DI GIACOMO
223 UPLAND ROAD
4579 MITCHELL ST, PA 19128
louisedi@verizon.net

RE: Required Neighborhood Notice and Meeting for Zoning Application(s) concerning 4579 MITCHELL ST, Council District #4, Permit #903571

Dear LOUISE DI GIACOMO,

We are writing to inform you of your responsibilities under Section 14-303(12) of the Philadelphia Zoning Code. Per this section, you must provide notice, in writing, to all affected properties (see attached address list) and Registered Community Organizations (RCOs), listed below, of your Zoning Board of Adjustment (ZBA) hearing for the above-referenced property. Using the included **“Templates for Zoning Applicant,”** you must send notice within 20 calendar days of this correspondence to the affected RCOs, as well as the District Council contact(s) 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:

- Central Roxborough Civic Association (CRCA) centralroxrco@crca.us
- Roxborough Development Corporation james@roxboroughpa.com

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(s). The Coordinating RCO must convene a public community meeting by 1/12/2019 (45 days from 11/28/2018, the filing date of your petition to appeal) or provide the ZBA with a letter outlining why no meeting has been held.

In addition, notice to affected properties must be delivered via regular mail and a certificate of mailing must be obtained. Please see the attached address list 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 for Zoning Applicant”** for additional guidance.

For reference, the ZBA hearing date for this property can be found at this website: <http://www.phila.gov/li/zoning-appeals/>.

Interpreter services available. | خدمات الترجمة الشفهية متوفرة لدينا | சமரச்சேவையளிக்கப்படுகிறது | 提供口译服务 | Services d'interprétation disponibles. | 통역이 제공됩니다 | Предоставляются услуги устного переводчика | Se brindan servicios de interpretación. | Có sẵn dịch vụ thông dịch.

Eleanor Sharpe
Executive Director

Anne Fadullon
Chair

Joseph Szymick
Vice-Chair

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

One Parkway Building
1515 Arch St.
13th Floor
Philadelphia, PA 19102

215-683-4615 Telephone
215-683-4630 Facsimile

www.phila.gov/cityplanning
www.phila2035.org

You may direct inquiries to RCO.Notification@phila.gov. Please include the council district and property address in subject line of all email correspondence. For additional information please visit: <http://www.phila.gov/CityPlanning/projectreviews/Pages/RegisteredCommunityOrganizations.aspx>.

In addition, Bill #150499 requires that applicants notify the Commerce Department of ZBA cases within Industrial or Industrial Mixed-Use zoning districts. If and only if a portion or the entirety of this property is in such a district, please notify the following contacts, *in addition to the RCO(s), District Council office, Philadelphia City Planning Commission, Zoning Board of Adjustment, and affected properties*, as outlined above:

- Duane Bumb; Senior Deputy Director of Commerce;
Duane.Bumb@phila.gov
- Altoro Hall; Director, Manufacturing and Advanced Industries;
Altoro.Hall@phila.gov

Thank you for your cooperation.

CC:

joshua.cohen@phila.gov
RCO.Notification@phila.gov
RCOZBA@phila.gov
centralroxrco@crca.us
james@roxboroughpa.com