

Central Roxborough Civic Association (CRCA)

Zoning Committee Policies and Procedures

Purpose

The purpose of the CRCA Zoning Committee is to review, discuss and make recommendations regarding zoning variance applications within the boundaries of the Central Roxborough Civic Association.

Committee membership

Committee members can be nominated by any CRCA member and must be approved by the Board. Committee members must reside or own a business within CRCA's boundaries and should include when possible persons with expertise in planning, architecture, development and zoning regulations. The Committee is permitted to invite additional design or building professionals to a meeting when an additional opinion would be valuable.

Meetings

Preliminary Meeting (optional):

Developers and their architects are encouraged to meet with the Zoning Committee at the earliest possible stages of planning to present preliminary plans and obtain feedback prior to beginning the variance process. The Zoning Committee meets on the fourth Tuesday of the month at 6:30 pm at Interac, 6012 Ridge Avenue. Please send a request for a preliminary meeting to info@crca.us at least one week prior to the fourth Tuesday.

Public Meeting (required):

A zoning variance applicant who is making their presentation at the CRCA public meeting is strongly encouraged to have their architect and/or attorney present at the meeting. CRCA meets on the first Thursday of the month at 7:30 pm at Leverington Presbyterian Church, 6301 Ridge Avenue.

Requirements for Presentation at CRCA public meeting

Applicant should provide the following, preferably in PDF format, to info@CRCA.us, upon receipt of RCO notification material from the Planning Commission, and at least two weeks before the CRCA meeting:

- Copy of the **Zoning Refusal**
- Copy of the **Appeal**
- **Site/Location Plan** – drawn to a scale that can be easily read. The site plan must include dimensions for all site limits, the building footprint and any yard areas. The site plan must show the neighboring properties on all sides and the closest street intersection.
- **Floor Plans** – of the proposed construction, or the existing relevant spaces of a use application, drawn to scale.
- **Elevations** – front, side (if applicable), and rear, drawn to scale, showing adjacent neighboring buildings. All elevations should be annotated to indicate the materials of construction.
- **Photos** of the site – showing the property in the context of neighboring properties and the streetscape.

- **Date** of scheduled ZBA hearing.
- Copy of written **notification** of the public meeting sent to the list of neighboring addresses supplied by the Planning Commission.

CRCA Meeting Procedures

Meeting Chair explains that the purpose of the meeting is for the zoning applicant to present their proposal and get input from the neighbors.

The Chair will introduce the applicant, read aloud the refusal explaining the variances and/or special exceptions requested and ask the applicant to present their proposal. After the applicant makes their presentation, the floor will be open to questions and comments.

After the presentation is complete and there are no further questions or comments for the applicant, the applicant will be asked to leave so that the zoning committee and neighbors can discuss the project freely. After the Chair draws any further discussion of an application to a close, a straw poll of neighbor's support or opposition may be taken, making clear that the straw poll is not the final decision of the Committee and that the Committee will weigh the straw poll, the opinions of near neighbors, and whether the project would have a positive or negative impact on both the near neighbors and the neighborhood as a whole or on any applicable community development plans. Recommendations of the Zoning Committee must be sanctioned by the CRCA Board, which meets the second Wednesday of the month.

CRCA will send a meeting summary letter to the Zoning Board stating our position, but it is not the final outcome. The Zoning Board makes the final decision regarding all variances and special exception appeals. Neighbors have the right to appear at Zoning Board hearings to speak for or against any application.

Ground rules for meeting participation:

- Persons wishing to speak shall raise their hand and wait to be called on.
- Only one person shall speak at a time.
- Attendees shall not interrupt one another.
- Speakers shall not use offensive or discriminatory language.
- Speakers shall keep to the subject under discussion and speak briefly.
- Each person may speak only once on an issue until others wishing to speak have had the opportunity to do so.

If any person does not abide by these ground rules, they may be asked to leave the meeting.