



Pittsburgh Department of City Planning

REGISTERED COMMUNITY ORGANIZATIONS

WHAT ARE REGISTERED COMMUNITY ORGANIZATIONS?

Community organizations that are recognized by the City of Pittsburgh as a Registered Community Organizations (RCO) have proven they are a transparent and inclusive organization that has a communication strategy and clear methods of reporting.

WHAT IS A DEVELOPMENT ACTIVITIES MEETING?

While we encourage community engagement early in project development, a Development Activities Meeting provides detailed information about the project, such as what is being requested of the Board(s) and/or Commission(s). In this public engagement process, architects and developers work to ensure the RCO(s) and its residents and stakeholders understand the scope of the project, discuss potential impacts on their community, and have the opportunity to provide feedback to the Board(s) and/or Commission(s) making decisions about the project. Successful public engagement improves relationships and understanding between communities and developers and allows the opportunity for meaningful engagement to resolve concerns prior to public hearings.

Pittsburgh's City Code requires a Development Activities Meeting between the applicant and the applicable RCO(s) for projects that require and meet the thresholds listed below. The purpose is to give residents, property owners, business owners, and stakeholders an opportunity to learn about the proposals that affect them and to resolve concerns at an early stage of the application process. A **meeting is required** between an applicant and the applicable RCO(s) for any development activity that requires a **public hearing AND** meets one of these **project thresholds**:

- 2,400 sf of new or expanded structure
- New construction of 4 + residential units
- New or enlarged parking area with 10 + stalls
- Use Variances
- Zoning Map Amendments
- Project Development Plans
- Planned Developments - PLDP
- Planned Developments - FLDP
- Master Development Plans
- Institutional Master Plans
- An application to Historic Review Commission
- An application to Art Commission

The required Development Activities Meeting must take place at least **thirty (30) days prior to the first public hearing**.

HOW ARE DEVELOPMENT ACTIVITIES MEETINGS SCHEDULED?

Prior to filing a Zoning & Development Review Application, applicants must coordinate with the applicable RCO and the Department of City Planning to schedule a time and date for a virtual public meeting to discuss the applicant's proposal. The applicable RCO shall work with the Applicant and the Department of City Planning to schedule the Development Activities Meeting within 45 days of a request by an applicant.

HOW IS THE PUBLIC NOTIFIED OF A SCHEDULED DEVELOPMENT ACTIVITIES MEETING?

The applicable RCO(s), using methods from their communication strategy, will notify the residents, property owners, business owners, and other stakeholders of the time, date, and location of the Development Activities Meeting at least 10 days prior to the meeting. This notice should include:

- The project location and purpose of the proposal(s),
- The meeting date and time, and
- The location the virtual meeting link will be posted (the [City Planning DAM website](#) under Upcoming Development Activities Meetings) and that the link will be posted one day prior to the meeting.

WHAT IS THE MEETING FORMAT?

The applicant conducts the neighborhood meeting and prepares the meeting agenda. Staff recommends the meeting format listed on page 2 of this handout. The RCO and neighborhood planner will open the meeting and provide concluding comments. Throughout the meeting the neighborhood planner makes note of concerns, discussion and significant issues.

WHAT HAPPENS AFTER THE MEETING?

The Neighborhood Planner will provide an overview of the Development Activities Meeting and outline any unresolved issues/concerns in the staff report to the Board(s) and/or Commission(s). That staff report will be available to the RCO(s) and applicant when the Agenda and Presentation are published to the DCP website.

The Zoning Administrator may require that additional Development Activities Meetings be held if during the process, the project or design is substantially modified from what was presented at the first Development Activities Meeting.

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DEVELOPMENT ACTIVITIES MEETING

The applicant conducts the Development Activities Meeting and prepares the meeting agenda. Staff recommends that the agenda and process incorporate the following:

1 Introductions and Meeting Expectations

The RCO and Neighborhood Planner open the meeting introducing themselves and the developer/agent, and outlines meeting agenda and expectations. The RCO(s) acknowledge additional community organizations present at the meeting. Expectations of the meeting are:

- The RCO(s) are the primary facilitators during the meeting.
- The Applicant makes a presentation describing the proposed project, community and organization engagement to date, and **the request(s) and action(s) they are seeking from the Board(s) and/or Commission(s) and public hearing dates.**
- Stakeholders ask questions, express concerns, make suggestions.
- The Applicant tries to resolve issues at the meeting or through a revised site design.
- Unresolved issues/concerns will be identified in the staff report to the Board(s) and/or Commission(s).

2 Presentation by Applicant

The Applicant presents details about what is being proposed. Maps, drawings and plans are helpful and should be used.

3 Questions and Discussion with Stakeholders

Stakeholders are invited to ask questions and discuss the proposed project. This can be in any format – it is the Applicant's choice. In discussion with Stakeholders, consider the following:

- What concerns does the stakeholder have about the project?
- Why is that a concern?
- What alternatives can be proposed to resolve the concern?

The Applicant responds to questions and input. If possible, resolution to specific issues should be worked out at this meeting by explaining alternatives.

4 Concluding Comments

The RCO and Neighborhood Planner concludes the meeting by:

- Thanking everyone for their attendance;
- Informing everyone that written comments may be submitted to staff;
- Stating the date, time and place of the Board and/or Commission meeting(s) and inform stakeholders that verbal comments on the project are accepted at that time.

Please note that this document is intended to guide the applicant through the Development Activities Meeting process.