

## Meeting Summary Form to Zoning Board of Adjustment (ZBA)

*[Coordinating RCO Name]*

*[Coordinating RCO Address]*

*[Coordinating RCO City, State ZIP Code]*

*[Date]*

Frank DiCicco  
Chair, Zoning Board of Adjustment  
1401 John F. Kennedy Boulevard – 11<sup>th</sup> Floor  
Philadelphia, PA 19102

### Re: RCO Meeting Summary Form

*[Calendar No. of ZBA Case]*

*[Zoning Application No.]*

*[Project Address]*

*[Hearing Date and Hearing Time]*

Dear Mr. DiCicco:

Below is summary of a public community meeting held regarding the above-referenced zoning proposal.

### Final Position Taken by Coordinating RCO is one of:

- Support
- Oppose
- Non-Opposition
- Did not reach agreement on the application

### Vote Count(s) *[as applicable]*

	RCO Board/ Committee	All Meeting Attendees	Other (e.g. affected addresses, members, etc.)- please describe:
<i>Support</i>			
<i>Oppose</i>			
<i>Non-Opposition</i>			

**Date of Meeting:**

**Location of Meeting:**

**Participating RCOs:**

**Number of Attendees:**

**Letter with Explanation of/Rationale for Position Attached? *[Y/N]***

Sincerely,

*[Coordinating RCO representative]*

cc: *[District Council Office contact]*

*[Planning Commission - rco.notification@phila.gov]*

*[The applicant]*

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