# Public Meeting Summary

**Comments Submitted via:**

* Project Website:
* Phone:
* Email:
* Social Media:

**Project Name:**

**Project ID # / Project Identifier:** *XXXXXX*

**Meeting Date:** *XX/XX/XXXX*

**Meeting Format:** In-Person or Virtual; Formal, Open House, Hearing, etc.

**End of Comment Period:** *XX/XX/XXXX*

**Opposed to Project:** ##

**Supportive of Project:** ##

**Uncommitted:** ##

**Conditional:** ##

**Public Meeting Attendees:** ##

**Comment Forms Mailed:** ##

**Comment Forms Submitted at Public Meeting:** ##

**Major Concerns:**

* Please provide a summary of key issues raised, along with responses provided.

**Public Officials in Attendance:**

* Name, Agency

**Media in Attendance:**

* Name, Media Outlet

**Meeting Notifications:**

| **Type of Notification** | **Publication Date** | **Publication Location** |
| --- | --- | --- |
| Legal advertisement |  |  |
| Print advertisement |  |  |
| Invitations |  |  |
| Press release |  |  |
| News article |  |  |
| Flyer |  |  |
| Social Media Post |  |  |
| Website Post |  |  |
| Publicly Available Documents |  |  |

**Meeting Details:**

* Meeting Location
* Meeting Format
  + Facility Layout/Flow or Exhibits
* Meeting Purpose
* Agenda Overview

**Meeting Summary:**

* Brief chronology of proposed project
* Copies/description of materials provided
* Summary of comments received, and response provided
* Conclusion

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tracking Number | Nature of Comment | Date Received | Name, Address, Phone, Email | Comment | Response | Date Responded | File Location |
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