

Planning for Informational Meetings
Tool 18
Informational Meeting Summary Requirements

The following requirements pertain to new and revised full solid waste facility permits, which require a public informational meeting be held and further, require that the comments be summarized and submitted to the Board.

Title 27 § 21650. CIWMB – EA Processing Requirements. (T14:§18203)

§21650(g) – Requires the EA to mail the accepted application to the CIWMB.

Subsection (5) requires the EA to include with the package: “Any written public comments received on a pending application and a summary of comments received at the informational meeting and, where applicable, any steps taken by the EA relative to those comments. Subsequent to the transmittal of the proposed solid waste facilities permit, the EA shall, within five (5) days of receipt, provide a copy of any additional written public comments to the CIWMB.”

The following are suggested elements that an EA could include in the summary to the Board on the public comments they receive.

- Name of EA submitting the summary
- Name of Project and Type of Project (revised or new permit)
- Description of Proposed Revisions to Permit or New Facility Permit
- Date of Public Informational Meeting
- Number of people in attendance, indicating how many general public
- Summary of Public Comments Received
- Summary of any EA Action Taken Relative to Comments
- Conclusion