

Public Hearing Checklist

PUBLIC NOTICE REQUIREMENTS

1. X Public hearing notice published on applicant's website at least 15 days prior to hearing (e.g., if the hearing is on January 30th, the notice must be posted on the website on/before January 15th).
Date of posting 01/7/2024 Date of hearing 01/22/2024
2. X Public hearing notice published in the official newspaper of the municipality in which the proposed project is located, preferably at least 15 days prior, but at a minimum 48 hours before the hearing.
Date of publication 01/07/2024 Date of hearing 01/22/2024
3. X Public hearing notice also published in a newspaper of general interest and circulation, preferably at least 15 days prior, but at a minimum 48 hours before the hearing.
Date of publication 01/07/2024 Date of hearing 01/22/2024
4. X The hearing notice published in the newspaper(s) as a display ad (encouraged) or a public notice.
5. X The hearing notice specifically mentioned the Green Acres application.
6. X The hearing notice on the website included a link to information about the application – the full application package or, at a minimum, the concept plan, cost estimate, and Environmental Impact Assessment.
7. X The hearing notice published in the newspaper(s) also included the link address for accessing the application information and instructions for how to access a hard copy of the application package.
8. X The hearing notice mentioned the park by name and provided the street location/nearest intersection.
9. X If public meeting was held remotely, meeting access information was included in the public notice.

PUBLIC HEARING REQUIREMENTS

1. The public hearing was held in the evening, 6:00pm or later. (Meeting may start earlier as long as the Green Acres hearing is held at or after 6:00pm and the different times are noted in the public notice.)
2. The public hearing was attended by a quorum of the elected governing body of the local government.
3. Concept plan that conforms to the Concept Plan Checklist was presented at the public hearing.
4. Applicant presented at the hearing the findings in the Impact Analysis and Mitigation Measures sections of the Environmental Impact Assessment.
5. Each public comment at the hearing was addressed.
6. If the governing body voted on the Enabling Resolution at the same public meeting, the vote on the resolution took place *after* the public hearing was held.

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MEETING MINUTES REQUIREMENTS

1. ___ Public hearing minutes are being submitted with this application. (Draft minutes can be submitted prior to final approval by the governing body. Transcripts are also acceptable.)
2. ___ Minutes are in written form (no video or audio submissions).
3. ___ Complete meeting minutes are being submitted (not just a portion).
4. ___ The minutes include every public comment and the response for each.