

**Department for Local Government
Recreational Trails Program
2026 Application**

PUBLIC MEETING GUIDELINES

An essential component of establishing the local need for a specific project is obtaining input from the local public. To be effective, citizen input must be: Representative (include diverse elements of the population), significant (the input should actually have an impact on what is proposed), and widespread (include a fairly large number of citizens).

It is best if citizens are involved in actually setting priorities for certain projects for a community rather than securing public reaction to a completed plan. However, if open meetings have not been held to set recreational priorities, they must at least be held to obtain citizen evaluation of the proposed acquisition or development.

The following guidelines have been formulated to provide direction for holding open meetings:

- A. A public meeting should be advertised at least one week in advance in the local newspaper and/or posted in public places to reach the citizens in the service area. An example of an advertisement is attached for your use. Advertisements should not appear in the legal section of the newspaper.
- B. Minutes should be kept of public meetings. These minutes should be submitted with the pre-application form to provide documentation of these meetings.
- C. A record of the citizens who attended meetings should be kept. This record should include the name, address or organization of each person who was present.
- D. A concurrence form should be handed out to citizens at the beginning of a public meeting. Citizens should be encouraged to return these at the end of the meeting. A sample form is attached.

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EXAMPLE OF ADVERTISEMENT

The **Project Sponsor** is hosting a public meeting on their proposed **Title of RTP Project** RTP application. The specific purpose of this meeting is to discuss **Description of Proposed RTP Project**. To provide a forum for discussion, **Project Sponsor** will be hosting an open meeting on:

Date:

Time:

Location:

Address:

The public is invited to review and voice their opinion on the proposed activities and potential impacts of the project. Anyone wishing to support or oppose the proposed project can also submit written comments to **Address** by **Date**.

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PROJECT CONCURRENCE

☐ I **AGREE** with the _____ project
(NAME OF PROJECT)
proposal as it was outlined at this public meeting.

☐ I **DO NOT AGREE** with the _____ project
(NAME OF PROJECT)
proposal as it was outlined at this meeting for the following reasons:

(PLEASE PRINT)

NAME: _____

ADDRESS: _____

CITY: _____ ST: KENTUCKY ZIP: _____

SIGNATURE: _____

DATE: _____