\*Company Logo\*

**Application No. XX-CW-XX**

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| **To:** | Meeting Attendees | Date: **Month, Day, Year** |
| **From:** | **Name, Company,** Applicant’s Agent | |
| **Subject:** | Summary of Minutes--Community Workshop – **Month, Day, Year**, 5:30 pm, location | |

*A community workshop was held to discuss ….\*Insert verbatim from Workshop Notice\**

**Name**, Company, Applicant’s Agent, provided an overview of the proposal.

Below are the non-verbatim summary minutes of the discussion:

| **Questions/Comments** | **Responses** |
| --- | --- |
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This meeting adjourned at **X:XX** pm.

Contacts regarding this summary:

**Name, Company,** Applicant’s Agent: **(XXX) XXX-XXXX**