**Section 4005.40 Review of Public Comment**

a) The person or persons designated to hear the meeting shall transmit the remarks made at the meeting, or a summary thereof, to the Commission, together with copies of any written statements received. The meeting must, at a minimum, be tape-recorded to ensure that the final report conveys an accurate recounting of the events of the meeting.

b) The Commission shall consider the statements submitted in writing or at the public meeting in determining its decision concerning the proposed action.