



How to Write an Effective Comment Letter

Meeks Bay Restoration Project Draft Environmental Impact Statement/Environmental Impact Report (Draft EIS/EIR)

Overview: The USDA Forest Service Lake Tahoe Basin Management Unit (Forest Service) is developing a plan to restore Meeks Creek to a more natural condition, while continuing to support sustainable recreation opportunities. The Tahoe Regional Planning Agency and Lahontan Regional Water Quality Control Board are working in partnership with the Forest Service to complete all necessary regulatory review and permitting for this proposed project. These three agencies are collectively referred to as the Lead Agencies for the proposed project.

The Lead Agencies are circulating a draft environmental impact statement/environmental impact statement/environmental impact report (Draft EIS/EIS/EIR) for public comment for 60 days from June 10 through August 9, 2022. This Draft EIS/EIS/EIR evaluates the environmental impacts of the proposed project and identifies ways to minimize or mitigate potential impacts.

Effective Commenting: Providing substantive comments helps the Lead Agencies refine the proposed project to better meet the project's purpose and need and, ultimately, ensure the environmental analyses is thorough. When providing comments:

- Consider the project's purpose and need and focus on the specifics of the proposed project. Support your statements with facts and references.
- Reference page numbers and paragraphs in the Draft EIS/EIS/EIR.
- Provide solution-oriented comments. For example, if you feel a mitigation measure is not effective, provide an alternative approach that is. If you feel that the project should be revised to reduce impacts, provide an example of an alternative design or project element that would reduce or eliminate impacts and explain your rationale.
- Comments are not counted as votes. Statements of opinion for or against a proposed action do not provide for an actionable response by the Lead Agencies.
- Submit comments if you find errors or have new information that may affect the outcome of the environmental analysis.
- Please distinguish between personal comment letters and those representing your agency or organization. We recommend that each entity identify one representative and submit a single letter encompassing all concerns and recommendations.
- Keep your comments professional and refrain from naming or targeting individual employees or representatives of an agency or project.

Numerous comments that repeat the same basic message of support or opposition will typically be responded to collectively. In addition, general comments that state an action will have “significant environmental effects” will not help the Lead Agencies make a better decision unless the relevant causes and environmental effects are explained.

The Lead Agencies will respond to all comments and incorporate them into a Final EIS/EIS/EIR, which will be reviewed and used by the Lead Agencies when determining whether to modify and approve the project. Please be aware that all submitted comments are part of the public record and may be included in the Final EIS/EIS/EIR.

How to Comment: Comments must be submitted between June 10 and August 9, 2022.

Online through the Forest Service database:

<http://www.fs.usda.gov/goto/lbmu/meeksrestoration/comment>

By mail:

Tahoe Regional Planning Agency
Attention: Rebecca Cremeen
PO Box 5310, Stateline, NV 89449

By hand delivery:

Tahoe Regional Planning Agency
Attention: Rebecca Cremeen
128 Market Street, Stateline, NV 89449

If possible, please provide your letter via email in a Microsoft *Word* or text document rather than an Adobe Acrobat pdf document as this will make it easier to transfer the letter into the response to comments document.

Public Workshops on the Draft EIS/EIS/EIR: To inform interested parties on the contents and findings of the Draft EIS/EIS/EIR, two public meetings will be held:

- TRPA Governing Board Meeting: Wednesday, June 22, time TBD
 - The agenda and meeting materials will be posted 7 days prior to the meeting at <https://www.trpa.gov/meeting-materials/>
- Virtual Public Workshop: Monday, June 27 from 5:30 – 7:30 p.m. on Zoom
 - Register at:
https://us06web.zoom.us/webinar/register/WN_io6hi7Z0QmWJKaUPU8_ODA

For More Information: Please visit the project website at meeksbayproject.org to learn more and to access the Draft EIS/EIS/EIR.

Questions? Email the project team at meeksbayproject@trpa.gov