



PUBLIC COMMENT REQUEST FORM

Name: _____ Date: _____

Address or SMD #: _____

Phone #: _____ Email: _____

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I would like to make public comment on a topic **not** on the agenda: _____

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I would like to make public comment on an agenda item. ITEM(S): _____

Instructions

1. Public Comment Request Forms must be submitted to the City Clerk or Board Liaison prior to the time the meeting is scheduled to begin.
2. Clerk/Board Liaison will state your name and address or SMD # before you begin your remarks.
3. Speakers are limited to three (3) minutes of public comment.
4. The applicant, proponent or appellant on an agenda item is limited to five (5) minutes of public comment.
5. Speakers may address the governing body once during the open public comment period and once on each item indicated above.
6. Comments must be directed to the Council or Board/Commission.
7. Comments must be relevant to the authority of the City.
8. Questioning of staff, council, or board is not appropriate during the public comment period(s).
9. The presiding officer may further limit public comment as necessary to maintain the efficiency or decorum of the meeting.

This form is considered a public record and your name and address/SMD will be included in the official minutes.