

## REQUEST FOR PLACEMENT ON AGENDA

SPECIFY MEETING: \_\_\_\_\_

DATE: \_\_\_\_\_

Planning and Zoning Committee  
Economic Development Corporation  
City Council

2<sup>nd</sup> Monday of each month – 6:00 p.m.  
3<sup>rd</sup> Tuesday of each month – 6:00 p.m.  
3<sup>rd</sup> Monday of each month – 6:30 p.m.

NAME OF PERSON REQUESTING TO BE ON THE AGENDA: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ITEM YOU WISH TO DISCUSS OR HAVE CONSIDERED BY THE COUNCIL (IN  
DETAIL PLEASE, ATTACH ADDITIONAL SHEET IF NECESSARY) \_\_\_\_\_

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WILL YOU BE PRESENT AT THE MEETING? ☐ YES ☐ NO

WILL YOU PRESENT THE CASE FOR CONSIDERATION? ☐ YES ☐ NO

IF NO, WHO DO YOU WISH TO PRESENT IT TO THE COUNCIL? \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

-----FOR CITY HALL USE ONLY-----

DATE AND TIME TURNED IN: \_\_\_\_\_

RECEIVED BY THE CITY SECRETARY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REVIEWED BY MAYOR OR CITY MANAGER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**Deadline for request is 5:00 p.m, seven (7) business days prior to the meeting. Please be aware that not all request for placement on the agenda will be granted. All citizens are allowed to speak at each regular council meeting during the hearing of visitors. Comments are limited to three (3) minutes, and this time is not transferable. No formal action will be taken on any of these items during the meeting.**