



# PUBLIC HEARING SIGN IN SHEET

A Public Hearing is a specific time allowed for members of the public to provide input/testimony to the City Council on a particular subject which has been legally posted as a Public Hearing.

**Complete the following information and submit to the City Clerk prior to the meeting. When your name is called, proceed to the podium and state your name and address. Please limit your comments to 3 minutes.**

## PLEASE PRINT LEGIBLY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Public hearing sign in sheet must be completed before speaking.
2. Public testimony is limited to three minutes per speaker.
3. No speaker may convey or donate his or her time to another speaker.
4. Comments shall be courteous and respectful at all times.
5. No person may use public comment for the purpose of campaign or advertisement.
6. This is not a question and answer time and Council can not engage in conversation with the public.
7. No further testimony will be taken once the public hearing closes.
8. The presiding officer has the responsibility for enforcing these rules.

**I WISH TO SPEAK** to the City Council on the following agenda item and/or issue:

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**IN LIEU OF SPEAKING** I request the City Clerk to include my written comments into the public record.

Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_

By signing, I acknowledge public comment rules presented on this form.  
Pursuant to RCW 42.56, this document is considered a public record. Disclosure may be required upon request.