



CITY OF WINSTON PUBLIC COMMENT FORM

The City of Winston values the input and participation of our citizens in the city council, and various boards, commissions, and committees. To encourage access to participation, we have established a process by which the public can provide written comments in advance allowing for potential and timely additions to the agenda with topics of interest to the public. Each council meeting provides for a public comment period, as well as when a public hearing is held. It is an opportunity to share information or concern with the council. Public comment is limited to three (3) minutes, per speaker. If you wish to provide public comment at an upcoming meeting, please fill out this form and submit to Cindy.Sarti@CityofWinston.org. You may also mail or hand deliver your completed form to 201 NW Douglas Blvd., Winston, OR 97496; fax to 541-679-0794. Completed forms must be received by 1:00 pm the day of the meeting to be added to public comment list.

Public Comment Rules:

- This form shall be completed prior to addressing the council
- Speaker shall ask the presiding officer to be recognized, then state their name and address for the record
- Each speaker is allotted three (3) minutes and those minutes are *non-transferrable*
- In the event of a time restriction, residents and businesses will be given priority
- Council reserves the right to delay action until they have full information on the issue
- The presiding officer may alter the order of speakers for efficiency
- Intimidation, defamation, profanity, or personal affronts are strictly prohibited and will be tolerated at a level no higher than “zero”

For more information on “*Communication with Council*”, refer to Winston Municipal Code, Title III; Chapter 30; Section 30.09.

Print Name

Address

Phone

Email

Which of the following apply? (*choose one*)

I wish to address the City Council regarding the matter(s) below (*a brief description*)

In lieu of speaking, I request the City Recorder include my written comments into the Public Records.

I have previously addressed the City Council about this issue/I am following up.

By signing below, I acknowledge the public comment rules above, and that *Pursuant to ORS 192.420*, this document is considered a Public Record and its disclosure may be required upon request.

SIGNATURE REQUIRED

DATE