

## **Citizen Guidelines for Public Comment to the Planning Commission**

In order to hear as many different viewpoints as possible in the limited time available, the Planning Commission asks speakers to:

- Stand at the podium and form a line if necessary. When it is your turn at the podium, sign-in with your name and address, wait to be recognized by the Chair to speak, and state your name and address to the Commission for the record before commenting.
- Remain on topic:
  - If you wish to speak on a non-agenda item, please do so after being recognized and only during the Citizens Comments portion at the start of the meeting.
    - Speakers should not expect an immediate response. Issues are typically referred to City Staff for follow-up and then reported back to the Commission as well as to the individual who initiated the comment or inquiry.
  - If you wish to speak regarding an agenda item, wait for comment on that item to be opened to the public by the Chair, stand at the podium, and state your name and address for the record once you are recognized by the Chair to speak.
- Please limit comments to five minutes, or ten if representing a group of persons.

The Planning Commission will also accept written comments, which can be dropped off at City Hall, mailed to City Hall at P.O. Box 507 Linden, MI 48451, or e-mailed to [deputyclerk@lindenmi.us](mailto:deputyclerk@lindenmi.us).