

**REQUEST FOR  
PLANNING COMMISSION MEETING PLACEMENT  
"SCHEDULED PUBLIC COMMENTS"**

**Any member of the public may request an item be placed on the agenda for a regular Planning & Zoning meeting under "Scheduled Public Comments." Public comments are limited to ten (10) minutes. The request shall be made to the City Planner, on the attached form, a minimum of eight (8) days in prior to the Commission meeting.**

**Topics that may not be addressed are as follows:**

- **Items scheduled for public hearing on the agenda.**
- **Personnel matters.**
- **Items upon which litigation involving the person or his/her representative and the City is currently pending.**



# PLANNING & ZONING COMMISSION APPEARANCE REQUEST

City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611

NAME: \_\_\_\_\_

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

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

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

Brief Description of Topic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred meeting date: \_\_\_\_\_

Providing written statement/material for inclusion in the Commission packet is encouraged. Size of submittals is limited to 8 ½ x 11, unless a minimum of 10 copies are provided for inclusion into the packet. Deadline for submittals is Wednesday, Noon, the week prior to the Commission meeting (unless a holiday changes the packet preparation day).

Will electronic equipment be used for your presentation? \_\_\_\_\_

Will you provide personal equipment? \_\_\_\_\_

Will City equipment be needed? \_\_\_\_\_ Projector \_\_\_\_\_ Computer

\*Setup of electronic equipment MUST BE completed before 5:00 p.m. of the Commission meeting day. To schedule an appointment or additional information contact the Planning Department at 283-8237 or wanderson@ci.kenai.ak.us.

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

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

Received by Planning Department: Date \_\_\_\_\_ Time \_\_\_\_\_