



## CITIZEN COMMENT INTAKE SHEET

*Please complete this form and return it to Buchanan City Hall (either in person or using our drop box) to share any questions, comments, complaints, concerns, suggestions, or thank you's you would like to share regarding City issues. Please use the check boxes below to indicate who you would like to have review your form, and whether you want it to be provided to the City Commission as Public Comment during a future City Commission meeting (in which case the submission would be made publicly available for view online in the public packets published on the City website, [www.cityofbuchanan.com](http://www.cityofbuchanan.com)). If preferred, this form may also be submitted in electronic form via email to the City Clerk at [Clerk@cityofbuchanan.com](mailto:Clerk@cityofbuchanan.com). Thank you!*

*\*Please note that submissions received less than 4 business days prior to a City Commission or board meeting will typically not be addressed until the following meeting.*

Name

Date

Address

Phone Number

Email Address

*Please check the boxes below to indicate your preferences:*

- ☐ I want my comment reviewed by a particular City employee or Department (please specify the particular employee or department you want to review your comment): \_\_\_\_\_
- ☐ I want my comment reviewed by a particular City board or committee (please specify the particular board or committee you want to review your comment): \_\_\_\_\_
- ☐ I want my comment submitted to the City Commission as a "Public Comment" for review during the next available City Commission meeting (I understand that when this happens, my comment becomes available to be viewed by the public as well as by the City Commissioners).
- ☐ I am requesting a response (please specify what type of response you want, and who specifically you want to respond to your comment): \_\_\_\_\_

By signing below, I hereby indicate that I want the following comment processed as specified above.

Signature

Date

*Please begin "Comment" on reverse side of this sheet, attaching additional pages, if needed.*

