

PAYSON CITY PLANNING COMMISSION AGENDA REQUEST FORM

DATE OF MEETING: _____
TITLE OF ITEM FOR AGENDA: _____
WHO IS REQUESTING: _____
TELEPHONE NUMBER: _____

WHO IS PRESENTING: _____
TELEPHONE NUMBER: _____
LENGTH OF TIME REQUESTING _____ MINUTES

DESIRED ACTION OF THE COMMISSION: (Check relevant items)

CONSENT AGENDA: (ACTION NEEDED)
PRESENTATION/DISCUSSION: (NO ACTION)
PRESENTATION/DISCUSSION: (ACTION NEEDED)
WORK SESSION: (NO ACTION)

DETAILED REASON AND EXPLANATION FOR REQUEST:

DUE DATE:

This agenda request and any supporting documentation is due to the city recorder by the Wednesday one week prior to the council meeting. This allows final preparation of the agenda and time for the city attorney to review.

REVIEWED – CITY ATTORNEY _____ INITIALS _____