

RESOLUTION 21-0512-02

A RESOLUTION TO APPROVE AN AMENDMENT TO THE REQUEST FOR AGENDA TIME FORM

WHEREAS, the Rockville Town Council desires to amend the *Request for Agenda Time* form to better clarify guidelines for special meetings; and

WHEREAS, the Town Clerk has amended the form for this process,

BE IT THEREFORE RESOLVED that the attached amended *Request for Agenda Time* form be approved.

THIS RESOLUTION will become effective immediately upon passage and signature.

DATED AND PASSED this 12th day of May 2021.

Pam Leach, Mayor

ATTEST:

Vicki S. Bell, Town Clerk



REQUEST FOR AGENDA TIME

Date _____

Agenda time requested for:

Planning Commission _____ Town Council _____ *Special Meeting _____

*Special meetings require a payment of \$100 **and a written explanation as to why a Special Meeting is necessary.** Date payment received _____

- **The Town Clerk may request that the Planning Commission Chair review and approve or deny the request for a Special Meeting.**
- **A Special Meeting request does not supersede the timeline established for review of required documentation, i.e., documentation required for a Building Permit Application requires submittal 21 days prior to any meeting.**
- **A Special Meeting requires a quorum of three (3) full time members of the Planning Commission be available. Alternates cannot substitute for a Special Meeting.**

Date of Meeting _____ Date request received by the Town Clerk _____

Request is for: action _____ discussion _____ presentation _____ Time needed _____

Request for: (Please be specific)

NOTICE OF AGENDA FOR TOWN COUNCIL MEETING

I, the undersigned, am hereby notified that representation of the applicant at the meeting is required and that the application/request may be either tabled or denied without representation. Some actions of the Planning Commission require forwarding to the Town Council for final approval. This meeting generally takes place the next day and you may be required to attend that meeting also.

Unless otherwise required by town ordinances, rules, permits, or applications, this request must be submitted to the Town Clerk with six (6) copies of any relevant documentation no later than 4:00 p.m. fourteen (14) calendar days prior to the scheduled meeting for a discussion or presentation request; twenty-one (21) calendar days for an action request. If you need further information, please contact the Town Clerk at (435) 772-0992.

Applicant signature _____ Date _____

Complete mailing address _____

Phone _____ Fax _____ E-mail _____

Approved/Denied for agenda by _____ Date _____

Date copy of Agenda Sent to Applicant _____ by ☐ Mail ☐ Fax ☐ E-mail

TOWN OF ROCKVILLE • PO BOX 630206 • ROCKVILLE, UT 84763 • PHONE/FAX - (435) 772-0992