



AGENDA REQUEST FORM

Requestor:

| | | |
|-------|------------|-------|
| _____ | _____ | _____ |
| Name | Department | Date |

Agenda Item information:

| |
|---|
| Date of Meeting _____ |
| Concise statement of the matter to be addressed: |
| |

Summary, Attachments & Supporting Documents:

| |
|--|
| |
|--|

REQUEST DEADLINES:

All requests are to be submitted to City Secretary on Tuesday the week before the meeting by 4:00 p.m. Agenda is posted 72 hours before time of the meeting for which discussion of the matter is requested. Packets are delivered Friday before the Tuesday Night Regular scheduled Planning & Zoning Commission Meeting.

Office Use Only

| | | |
|-------------|-------|-------|
| _____ | _____ | _____ |
| Received by | Date | Time |