SAMPLETOWN CITY COUNCIL AGENDA

(EXAMPLE WITH BOARD OF ADJUSTMENT & PLANNING COMMISSION ITEMS)

DATE

LOCATION

1. **MEETING CALLED TO ORDER**
2. **ITEMS TO BE ADDED TO THE AGENDA BY BOARD OR STAFF**
3. **DECLARATION OF INTENT TO ADDRESS THE BOARD ON THE "OPEN"**
4. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST OR EX PARTE COMMUNICATION**
5. **APPROVAL OF AGENDA**
6. **APPROVAL OF MINUTES**
7. **CONSENT AGENDA ITEMS** *[IF YOU DO THIS]*
   A. *List*
   B. *Items*
   C. *On Consent Agenda*
8. **RECESS AS TOWN BOARD/CITY COUNCIL & CONVENE AS BOARD OF ADJUSTMENT**
9. **APPROVAL OF BOARD OF ADJUSTMENT MINUTES** (you may choose to handle these separately since they do not need to be published. Entry and exit for Council/Board would be similar to Executive Session. Could be done for Planning Commission but they will typically be a "Joint Meeting" of Planning Commission and Elected Board.)
10. **CONDITIONAL USE PERMIT/VARIANCE – APPLICANT NAME [REPEAT AS NEEDED]**
    A. *PUBLIC HEARING*
    B. *PERMIT APPROVAL*
11. **ADJOURN AS BOARD OF ADJUSTMENT & CONVENE JOINTLY AS PLANNING COMMISSION/TOWN BOARD/CITY COUNCIL**
12. **PLAT RESOLUTION 202x-XX – PLAT OF *PLAT* ADDITION**
    A. *PLANNING COMMISSION RECOMMENDATION*
    B. *CITY COUNCIL/TOWN BOARD APPROVAL*
13. **ANNEXATION, ZONING, & PLAT – LEGAL DESCRIPTION (APPLICANT NAME)** (Annexation takes two readings. Ideally the public hearings and recommendations occur at First Reading.)
    A. *JOINT PUBLIC HEARING*
    B. *PLANNING COMMISSION RECOMMENDATION ON PLAT RESOLUTION*
    C. *PLANNING COMMISSION RECOMMENDATION ON ANNEXATION*
    D. *PLANNING COMMISSION RECOMMENDATION ON ZONING*
    E. *CITY COUNCIL/TOWN BOARD FIRST READING OF ORDINANCE 2025-XX ASSIGNING ZONING TO Legal Description*
14. **ANNEXATION, ZONING, & PLAT – LEGAL DESCRIPTION (APPLICANT NAME) (Public Hearing held on *DATE*)** (If no other Planning Commission items, this could be in regular elected body agenda.)
    A. *CITY COUNCIL/TOWN BOARD ACTION ON RESOLUTION 2025-XX PLAT RESOLUTION*
    B. *CITY COUNCIL/TOWN BOARD ACTION ON RESOLUTION 2025-XX ANNEXATION RESOLUTION*
    C. *CITY COUNCIL/TOWN BOARD SECOND READING AND ACTION ON ORDINANCE 2025-XX ASSIGNING ZONING TO Legal Description*

15. **ADJOURN AS PLANNING COMISSION & RECONVENE ONLY AS TOWN BOARD/CITY COUNCIL**
16. ***OTHER NEW BUSINESS*** **(LISTED INDIVIDUALLY)**
17. **REPORTS**
18. **OPEN**
19. **DECLARATION OF POTENTIAL QUORUM – NO BUSINESS TAKEN**
20. **EXECUTIVE SESSION**
21. **ADJOURN**