



CITY OF FREEPORT

REQUEST FOR PLACEMENT ON CITY COUNCIL AGENDA

Date Submitted: _____

NAME(S): _____

Physical Address:

Mailing Address:

Phone Number: Work/Home/Cell (circle one) _____

Matter to come before the Council (give specific details & attach documentation):

FOR DEVELOPMENT PROJECTS, CODE ENFORCEMENT, FLOODPLAIN MANAGEMENT, LAND USE CHANGES, ZONING CHANGES AND BUILDING PERMITS: ADMINISTERED PROCESSED & SCHEDULED BY CITY PLANNER

Is this matter informational/no vote required? YES _____ NO _____

If this matter DOES NOT REQUIRE ACTION/is only to provide an update or information, please provide the following, un-stapled/un-bound:

1. 1-page brief with background/history and update/information (example attached)
2. Maps/site plans/tables/flier/program (if pertinent)

If this matter DOES REQUIRE ACTION (vote) by the Council, please indicate if it is:

_____ PROPOSED ORDINANCE; and provide un-stapled/un-bound

1. 1-page brief with background/history and update/information
2. Draft Ordinance with Exhibits
3. Background documentation
4. Maps/site plans (if pertinent)

_____ PROPOSED RESOLUTION; and provide un-stapled/un-bound

1. 1-page brief with background/history and update/information
2. Draft Resolution
3. Background documentation
4. Maps/site plans/tables (if pertinent)



CITY OF FREEPORT

- _____ REQUEST FOR WAIVER OF RENTAL FEES; and provide un-stapled/un-bound
1. 1-page brief with background/history and description of waiver request (example attached)
 2. Background documentation

- _____ OTHER; and provide un-stapled/un-bound
1. 1-page brief with background/history and update/information (example attached)
 2. Background documentation
 3. Maps/site plans/tables (if pertinent)

Notes:

- The City Council may request additional information and review regarding any item placed on any council agenda and may table items as deemed necessary.
- Any matter which may require a legal opinion by the City Attorney may require additional submittals and may be tabled to a subsequent meeting for additional review.

SCHEDULE TO BE PLACED ON CITY COUNCIL AGENDA

The City Council has set the below schedule in order for staff to able to compile and produce the council meeting agenda package:

1st Tuesday	<u>1 week prior to meeting with completed request form and required attachments by 4:00 pm to the City Clerk</u>
4th Thursday	

INTAKE REVIEW

Paperwork Received : ___ / ___ / ___ (date) & ___ : ___ (time)	
	Staff Reviewer: _____
Information needed to complete package: _____ _____	
Resubmitted Package for Completeness Review: ___ / ___ / ___ (date) ___ : ___ (time)	
Complete _____ Incomplete _____	Staff Reviewer: _____
Package determined to require legal review by _____ (Name) YES ___ NO ___	
Package forwarded to City Attorney via mail ___ fax ___ email ___ on ___ / ___ / ___	
Package scheduled for City Council Meeting ___ / ___ / ___ by _____ (Reviewer)	



CITY OF FREEPORT

DRAFT BRIEF/EXAMPLE:

Date: (date)
To: Mayor Barley
Freeport City Council
From: (name/title/organization)
Re: (request for _____)

Greeting:

“OBJECTIVE”

- What are you trying to achieve?

“BACKGROUND”

- What happened to make action necessary?
- Who was involved?
- Where is the property?
- What agencies have been involved previously?

“JUSTIFICATION” (choose one or more to discuss)

- Hardship Relief?
- What is the public benefit?
- Effects on economic development?
- Improvements to health and safety?
- Effects on local schools/education?
- Meeting community needs?
- Compliance with City Codes/Ordinances/Florida Statutes?

“ACTION REQUESTED”