

## CITY OF YACHATS

### ADMINISTRATIVE POLICY NO. 7

### AGENDA PACKETS

#### **OBJECTIVES**

To provide procedures for making meeting information available to Commissions and the public; and, reduce copying expenses.

#### **WHEN AVAILABLE**

Packets shall be available for Commission members to pick up at City Hall at the end of business hours on Friday of the week before a regularly scheduled meeting.

Packets shall be available at City Hall for public review. Copies may be obtained at the current cost. A complete packet will be available for audience review during Commission Meetings.

After meetings packets will be filed intact.

#### **PACKET MATERIAL**

1. **Text Exhibits.** Packets shall include copies of applications, map locations and any other pertinent, easily reproducible text exhibits.
2. **Drawings and Reports.** Drawings, reports and other materials difficult or expensive to reproduce will be made available in limited quantity at work sessions or scheduled meetings and will be available for inspection at City Hall during regular business hours.

**ADOPTED** by City Council April 13, 1989. **LAST EDITED** March 2005.