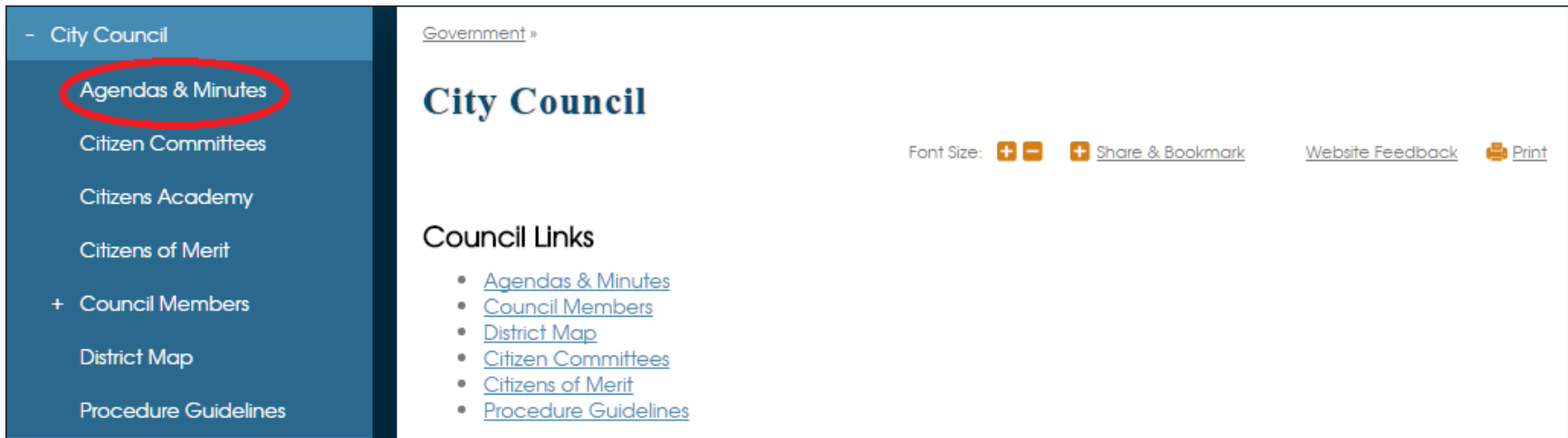


## Searching for Specific Items from Sandy City Council Meetings

**Step 1:** Visit the Sandy City Council webpage at <http://sandy.utah.gov/government/city-council>

**Step 2:** Click on the “Agendas & Minutes” tab on the left side of the screen, this will bring you to the Sandy City Council Legistar Agenda Management System



The screenshot displays the Sandy City Council website interface. On the left, a dark blue navigation sidebar contains the following items: "City Council", "Agendas & Minutes" (circled in red), "Citizen Committees", "Citizens Academy", "Citizens of Merit", "+ Council Members", "District Map", and "Procedure Guidelines". The main content area features a breadcrumb trail "Government »", the title "City Council", and utility links for "Font Size" (with plus and minus icons), "Share & Bookmark", "Website Feedback", and "Print". Below this is a "Council Links" section with a bulleted list of links: "Agendas & Minutes", "Council Members", "District Map", "Citizen Committees", "Citizens of Merit", and "Procedure Guidelines".

**Step 3:** Select the “Legislation” tab in order to begin searching for specific items and legislation from upcoming and/or past council meetings

The screenshot shows the Sandy City website with the 'Legislation' tab highlighted in the navigation menu. Below the navigation, there are options for 'List View' and 'Calendar View'. A search bar is present with a dropdown menu set to 'Last Month' and another dropdown for 'Bodies'. There are checkboxes for 'notes' and 'closed captions'. A 'Search Calendar' button and a 'Help' link are also visible. Below this is a table with 5 records:

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Minutes	Media
<a href="#">City Council</a>	5/30/2017	5:15 PM	Council Chambers	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	Not available
<a href="#">City Council</a>	5/23/2017	5:15 PM	Council Chambers	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	<a href="#">Media</a>
<a href="#">City Council</a>	5/16/2017	5:15 PM	Council Chambers	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	<a href="#">Media</a>
<a href="#">City Council</a>	5/9/2017	5:15 PM	Council Chambers	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	<a href="#">Media</a>
<a href="#">City Council</a>	5/2/2017	5:15 PM	Council Chambers	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	<a href="#">Media</a>

**Step 4:** Enter a term, word, date, or item number associated to what you would like to search for

**Step 5:** Select a timeframe for your search

**Step 6:** Select the type of file or item that you are interested in

The screenshot shows the Sandy City website with the 'Legislation' tab selected. The search bar is empty, and the dropdown menu is set to 'This Year'. There are checkboxes for 'file #', 'text', 'attachments', and 'other info'. A link for 'Advanced search >>>' is visible. Below the search bar, there are two arrows pointing up: a green one and a yellow one. Below this is a table with 0 records:

File #	Type	Status	File Created	Final Action	Title
Please enter your search criteria.					

**Step 7:** You'll notice that the keyword, phrase, date, etc. will be highlighted in yellow following your search

**Step 8:** Select the File # that you are interested in

Search:     file #  text  attachments  other info [Advanced search >>>](#)

[Help](#)

File #	Type	Status	File Created	Final Action	Title
<a href="#">ZONE-03-17-5220</a>	Planning Item	Public Hearing	4/26/2017		Mr. David George with A Better Quality Home, LC, is requesting the City Council to approve a <b>rezone</b> approximately 3.68 acres from the R-1-20A "Single Family Residential District" to the PUD(10) "Planned Unit Development" for the subject property, located at 789 East 7800 South, known as the Moore Townhomes <b>Rezone</b> - ZONE-03-17-5220.

**Step 9:** Displays the date that the item was brought before the City Council

**Step 10:** By clicking on any attachment with a blue link, you can download the materials that accompany the item

**Step 10:** By clicking the blue media link you can listen to the audio recording for this item. If the media link is not blue, the audio file for this item is not yet available.

Details **Reports**

File #: ZONE-03-17-5220 Version: 1 Name:   
Type: Planning Item Status: Public Hearing   
File created: 4/26/2017 In control: City Council   
On agenda: 5/16/2017 Final action:   
Title: Mr. David George with A Better Quality Home, LC, is requesting the City Council to approve a **rezone** approximately 3.68 acres from the R-1-20A "Single Family Residential District" to the PUD(10) "Planned Unit Development" for the subject property, located at 789 East 7800 South, known as the Moore Townhomes **Rezone** - ZONE-03-17-5220.   
Attachments: [1. Council Request.pdf](#), [2. Staff Report and Exhibits.pdf](#), [3. PC04-20-2017.pdf](#), [4. 17-17.pdf](#), [5. EXHIBIT A.pdf](#), [6. Sandy 7800 South Townhomes TIS 20170428.pdf](#), [7. Sandy 7800 South concept plan 1 Page 2.jpg](#), [8. Sandy 7800 South concept plan 1 Page 1.jpg](#)

History (1) **Text**

Date	Ver.	Action By	Action	Result	Action Details	Meeting Details	Media
5/16/2017	1	City Council			Not available	<a href="#">Meeting details</a>	<a href="#">Media</a>