

**Empire Planning Commission Training Agenda**  
**September 10, 2025 ~ 6:30 pm**

Remote Meeting using the Zoom Platform. Meeting ID: 858 5279 0692 Passcode: 700315  
<https://us02web.zoom.us/j/85852790692?pwd=Y0ZSZm9WRTIxeDRVcURVVFdSaUgyUT09>

*Training sessions are for Staff and Officials only, Town business will not be discussed, and no action items will be voted on.*

**1. Call to Order**

**2. Roll Call:** The Empire Planning Commission requires a simple majority of three commission members present at the meeting for a quorum.

**3. Approval of Agenda:** September 10, 2025 Regular Meeting Agenda

**4. Discussion: Housing Vision**

**5. Training: Notebook Organization, The Roles and Responsibilities of the Planning Commission (PC) and Future Topics**

- a. New Table of Contents and New Materials in Notebooks
- b. Refresher of Legal Roles & Responsibilities of the PC
- c. Brainstorm: Most helpful information from previous trainings when adding new PC Members
- d. Previous suggestion was to be trained on Clear Maps. Any other suggestions?

**6. Planning Commission Upcoming Meetings**

- a. The Next Regular Meeting of the Empire Planning Commission is Wednesday, September 24th, 2025 at 6:30 pm. In-person with remote access.
- b. The Next Work Session/Training of the Empire Planning Commission is Wednesday, November 12th, 2025 at 6:30 pm. In-person with remote access.

**7. Adjourn Meeting**

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(Planning Commission Chair Eileen Wheelock)

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(Deputy Town Clerk Teana Buda)