

## M E M O R A N D U M

**TO:** Town Commission  
**FROM:** Howard Tipton, Town Manager  
**REPORT DATE:** May 3, 2023  
**MEETING DATE:** June 5, 2023  
**SUBJECT:** Cancellation of the June Workshop and Scheduling of Special Meeting

### **Recommended Action**

Approve the cancellation of the June 20, 2023, Regular Workshop at 1:00 p.m. and approve the scheduling of a Special Meeting on June 20, 2023, at 1:00 p.m.

### **Background**

The Town Commission adopted the 2023 Town Commission meeting schedule on October 17, 2022. The meeting schedule included monthly Workshop Meetings, Joint Meetings, and Special Meetings.

Staff is requesting an amendment to the approved meeting schedule by cancellation of the June 20, 2023, Regular Workshop, to facilitate the scheduling of a Special Meeting on June 20, 2023, for the purpose of holding quasi-judicial public hearings. The approved meeting start time of 1:00 p.m. does not require adjustment.

### **Staff Recommendation**

Approve the cancellation of the June 20, 2023, Regular Workshop at 1:00 p.m. and approve the scheduling of a Special Meeting on June 20, 2023, at 1:00 p.m.

**End of Agenda Item**