

M E M O R A N D U M

TO: Town Commission
FROM: Howard Tipton, Town Manager
REPORT DATE: June 21, 2023
MEETING DATE: June 30, 2023
SUBJECT: Amendments to the 2023 Town Commission Meeting Calendar

Recommended Action

Amend the 2023 Town Commission Meeting calendar to:

- cancel the 9:00 a.m. - September 11, 2023, Special Workshop (Budget)
- schedule a 1:00 p.m. - September 18, 2023, Special Meeting for the purpose of holding public hearings on the St. Regis PUD/ODP Application
- cancel the 10:00 a.m. - October 16, 2023, Town Commission Retreat
- reclassify the 1:00 p.m. - November 13, 2023, Regular Workshop for the purpose of holding the Town Commission Retreat at 10:00 a.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. The meeting calendar was subsequently modified on March 10, 2023, and June 5, 2023, as reflected on the attached schedule.

In reviewing the adopted 2023 meeting schedule, the Commission had approved a third Budget Workshop on September 11, 2023, at 9:00 a.m. At the June 20, 2023, Special Budget Workshop, there was consensus to forward the proposed FY24 Budget to final hearings, superseding the requirement to hold a third Budget Workshop on the morning of September 11th.

At the June 20, 2023, Special Meeting, the Commission approved the request for a continuance submitted for an amendment to the Planned Unit Development (PUD)/Outline Development Plan (ODP) request by the representatives of the St. Regis development. The Commission approved a Special Meeting on September 18, 2023, at 1:00 p.m. to hold the first public hearing of the amendment application. The second public hearing, October 2, 2023, is an approved meeting date and does not require any modification.

A conflict has been identified regarding the Commission's Fall Retreat in October. Staff has reviewed available meeting dates to hold the retreat and is recommending that the October 16, 2023, Retreat, be rescheduled to November 13, 2023, reclassifying the November Workshop as a Retreat and canceling the October 16th Retreat.

Any items that would be scheduled for the November Workshop will be considered on the Commission's Regular meeting agenda of November 6, 2023, for review and discussion.

The adopted 2023 meeting schedule is attached reflecting the currently proposed (red font) and previously approved (blue font) amendments.

Staff Recommendation

Amend the 2023 Town Commission Meeting calendar to delete the September 11, 2023, Special Workshop (Budget); incorporate a Special Meeting on September 18, 2023; cancel the October 16, 2023, Town Commission Retreat; and reclassify the November 13, 2023, Regular Workshop as the Retreat.

Attachment

2023 Town Commission Adopted Meeting Schedule (Available in the Town Clerk's Office)

End of Agenda Item