



MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: KATIE KENT, COMMUNITY DEVELOPMENT DIRECTOR**  
**RE: PLANNING COMMISSION VACANCY APPLICATIONS**  
**DATE: NOVEMBER 14, 2023**

**Summary and Background:** The Town of Frisco Municipal Code, Chapter 41, Planning Commission, states that, “The Planning Commission shall consist of seven (7) members appointed by the Town Council. The term of each appointed member shall coincide with the terms of office of the Town Council of the Town of Frisco...All members of the Planning Commission shall be bona fide residents in the Town of Frisco.” Planning Commissioners serve 4-year terms.

At this time, one (1) seat is available for appointment to the Frisco Planning Commission. This term has become vacant as Patrick Gleason has resigned from the Commission due to his relocation out of the Town of Frisco. This creates the opportunity for a 2.5-year term to finish out the remainder of Council member Gleason’s term through April 2026.

Staff advertised the commissioner vacancy for 3 weeks in the Summit Daily and on the Town’s website. Ten (10) community members submitted letters of interest for the current vacancies. Two (2) of the applicants do not reside within the Town of Frisco and so were informed that they could not be considered for vacant spot.

Councilmembers Lisa Holenko and Andy Held interviewed seven (7) candidates on November 7, 2023. One applicant was not able to attend an interview due to a work conflict. At the November 14<sup>th</sup> Town Council meeting, the committee of Holenko and Held will provide an overview of the interviews and recommend two finalists for the Council to consider based on their experience and knowledge of the Town and applicable regulations. These two (2) finalists are Candice De and Mark Sabatini.

**Analysis:** The Frisco Home Rule Charter, Section 13-3, establishes the “Planning Zoning Commission” where Town Council establishes processes to appoint and fill any vacancies on the Commission.

**Planning Commission Term:** The Council should appoint one person to a 2.5-year term (ending in April 2026).

**Alignment with Strategic Plan:** The Planning Commission for the Town of Frisco provides a Quality Core Service, with planning and development related purview for the Town.

**Staff Recommendation:** Staff recommends that this Planning Commissioner vacancy be filled at the pleasure and discretion of Town Council. Community Development Staff standby if further assistance is requested.

**Reviews and Approvals:** This report has been reviewed and approved by:

Diane McBride, Assistant Town Manager  
Tom Fisher, Town Manager  
Leslie Edwards, Finance Director

**Attachments:**

Attachment 1 – Steven Alberico  
Attachment 2 – Debbi Anderson  
Attachment 3 – Candice De  
Attachment 4 – Jennifer Doyle  
Attachment 5 – Beth Hovey  
Attachment 6 – Paul Obolewicz  
Attachment 7 – Brian Randall  
Attachment 8 – Mark Sabatini