



MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: DON REIMER - COMMUNITY DEVELOPMENT DIRECTOR**  
**RE: A PUBLIC HEARING TO CONSIDER ORDINANCE 2021-02, AN ORDINANCE AMENDING CHAPTER 41 OF THE CODE OF ORDINANCES OF THE TOWN OF FRISCO, CONCERNING THE PLANNING COMMISSION, BY AMENDING SECTION 41-1, CONCERNING OFFICERS, MEETINGS, RULES AND RECORDS, TO CLARIFY PROVISIONS CONCERNING TERMS FOR OFFICERS AND SCHEDULING OF MEETINGS.**  
**DATE: FEBRUARY 9, 2021**

**Summary and Background:** This is the second reading of Ordinance 20-21, to amend Section 41-1 of the Town Code to clarify certain provisions related to term of office for members and officers, and scheduling of meetings. The Ordinance was passed on first reading on January 26, 2021.

**Analysis:** Each year various Chapters of the Town Code are scheduled for review as part of the Home Rule Charter Review. Staff has identified some minor amendments which clarify these items, without causing any substantive changes to the Code. These changes clarify that officers (Chair and Vice-Chair) will be elected at the first meeting of the term, which typically will be the first meeting in May following a Council election; and that the length of office for the Chair and Vice-Chair will be for the entire two-year term. The other change is related to scheduling meetings, clarifying that at least one meeting will be scheduled each month, but that meetings may be canceled if there are no items for consideration. This change is consistent with how the Planning Commission has operated in recent years.

**Financial Impact:** There is no financial impact resulting from this Code Text Amendment.

**Alignment with Strategic Plan:** There are no Strategic Plan Priority goals directly supported by this Ordinance.

**Environmental Sustainability:** Not Applicable to this Code Text Amendment.

**Staff Recommendation:** Staff recommends approval of Ordinance 2021-02 on second reading.

**Attachments:**  
Ordinance 21-02