

# **Comprehensive Plan Citizen's Advisory Committee Job Description**

## **CITY OF COMMERCE CITY**

The Comprehensive Plan Citizen's Advisory Committee (CAC) will meet at key points throughout the planning process to discuss issues and overall policy direction and provide feedback for City Staff and City Council consideration.

In the first project initiation meeting with the CAC, the project team will review the timeline and expectations for the planning process and discuss the overall direction and policy issues facing the community.

### **Composition of the CAC**

- All members will be appointed by City Council.
- The committee will consist of representatives from existing Commerce City Boards and Commissions, as well as additional members including residents, business owners, and developers.
- The CAC will consist of approximately 15 members.
- The CAC will represent a cross-section of the Commerce City community.

### **Role of the CAC**

- Review key Plan elements and act as a sounding board for the Commerce City Community and staff.
- Attend scheduled dedicated CAC meetings throughout the project to work with the consultant team and City staff.
- Attend the Community Visioning Workshop, Open House, and adoption meetings to show support and continuity.
- Provide feedback throughout the planning process.
- Inform the Planning Commission and other City Commissions, including consideration for adoption of the final plan.
- Provide a public face for the planning process and demonstrate the commitment of the City to seek meaningful input.

### **Meeting Expectations**

It is anticipated that the CAC will meet as a group either in person or virtually approximately 6 times over 12 months.