



Legislation Text

File #: Res 2020-65, **Version:** 1

RESOLUTION ESTABLISHING COMPREHENSIVE PLAN CITIZEN'S ADVISORY COMMITTEE

Summary and Background Information:

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

The role of the CAC will be to:

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

The CAC will meet as a group either in person or virtually approximately six (6) times over twelve months with no fewer than four (4) meetings over the update process. The CAC will conclude once the plan update is adopted by Council. No CAC meeting will be held in the absence of at least 50% of the participants. City staff or the City's Consultant will lead meetings.

The committee will be comprised of up to fifteen (15) participants, plus up to three (3) alternates. The committee will consist of representatives from existing Commerce City Boards and Commissions, as well as additional members including residents, business owners, and developers. It is envisioned that half of the participants will come from the existing City Boards and Commissions to allow for more direct communications with these existing groups. The City Charter directs Planning Commission to oversee the Comprehensive Plan so one or two members should be selected from the Planning Commission. Participants will not be compensated. Each participant will be either a resident, business owner or development stakeholder in the City. City employees and Council members, their immediate family members, and other elected officials are not eligible for participation.

Members will be recruited from the existing Boards and Commissions as well as the general public, so long as they meet the criteria for appointment. Notification of this opportunity will be shared on the City website and over social media channels. The application process will be coordinated through the City Clerk and will close towards the end of October.

Interviews will be held for applicants not already appointed to another City Board or Commission with City Council making the final selection of members in early November.

Staff Responsible (Department Head): Jason Rogers, Community Development Director

Staff Member Presenting: Jenny Axmacher, Planner

Financial Impact: N/A

Funding Source: N/A

Staff Recommendation: Approval

Suggested Motion: I move to approve resolution 2020-65, establishing a Citizen's Advisory Committee for the Comprehensive Plan Update process.