

EXHIBIT A TO ORDINANCE 2711,

ARTICLE III. BOARDS AND COMMISSIONS

Sec. 2-3000. General provisions.

(a) Definitions. For the purpose of this article, the following words shall have the following meanings:

(1) ~~Alternate Mmember~~ means a person appointed by the City Council to serve as a non-voting member of a body. An alternate member may serve as a voting member in the absence of a regular member.

(2) ~~Body~~ means the group of appointed members appointed by the City Council to serve on a board or commission.

(3) ~~City Clerk~~ means the City Clerk or their designee.

(4) ~~City Council Member~~ means a city council member appointed by the City Council to serve as a non-voting member of a body.

(5) ~~Excused Aabsence~~ means an absence of a regular or alternate member that is excused by a vote of the body. Reasons for an excused absence may be, but are not limited to, family emergencies, illness, or other unforeseen circumstances.

(6) ~~Executive Session~~ shall have the same meaning as found in Colorado Revised Statutes.

(7) ~~Ex-Officio Member~~ means a member appointed by the City Council to serve as a non-voting member of a body.

(8) ~~Meetings~~ means the date, time, and location at which two or more members of a body come together to discuss business or take action.

(9) ~~Quasi-Judicial Bodies~~ means the Derby Review Board, Planning Commission, and-or Zoning Board of Adjustment.

(10) ~~Quorum~~ means the minimum number of members of a body required to discuss business or take action at a meeting.

(11) ~~Regular Voting Member~~ means a person appointed by City Council to serve as a voting member of a body.

(12) ~~Staff Liaison~~ means an employee of the City that serves as the Secretary of a body.

(13) ~~Unexcused Aabsence~~ means an absence of a regular or alternate member that is not excused by a vote of the body.

(b) Compensation. All appointments made pursuant to Charter Sec. 11.1(b)(1) shall be unpaid and on a volunteer basis except for Planning Commission and -the Zoning Board of Adjustment. Regular Members of the Planning Commission and the Zoning Board of Adjustment shall be compensated in the amount of fifty dollars (\$50.00) per meeting. Alternate Members shall be compensated in the amount of twenty-five dollars (\$25.00) per meeting when they are present but do not serve as a voting member and fifty dollars (\$50.00) when they are present and do serve as a voting member.

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~~Compensation. Regular Voting Members and Alternate Members of boards or commissions created pursuant to the Charter or this section of the Commerce City Revised Municipal Code shall receive a monthly stipend of twenty five dollars (\$25.00) per month to cover the costs of childcare, travel, meals, or other expenses incurred while serving as a member of a board or commission.~~

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~~(b) Annual Budget. All boards and commissions that receive funding from the City Council are required to approve an annual budget. The staff liaison for the body shall file the adopted budget with the City Clerk for retention.~~

~~(c) Annual Work Plan. All boards and commissions that adopt an annual budget shall also adopt an annual work plan that sets short-term and long-term goals for the body to accomplish with the funds budgeted. The staff liaison for the body shall file the adopted budget with the City Clerk for retention.~~

~~(d) Annual Update. All boards and commissions except the quasi-judicial bodies shall present annually to the City Council on the previous year's accomplishments and current year's goals.~~

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~~(a) Attendance. The staff liaison shall notify the City Clerk when a member has two unexcused absences within the year. The City Clerk will notify the member that they must contact the Chair and the staff liaison of the board or commission within 30 days or be removed from their appointed position by the City Council at the next regular meeting. A member may reapply for future vacancies if they have not been removed for attendance for a period of one year.~~

~~(e)~~

~~The body may choose not to vote to excuse an absence of a member when the member fails to notify the Chair, Vice Chair, and/or staff liaison of their planned absence prior to the meeting.~~

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~~(f) Member expectations. All board and commission members are expected to adhere to federal, state, and local law, the Commerce City Charter, Commerce City Revised Municipal Code, and all applicable City Council Policies.~~

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~~(g) Meetings. The following shall apply to meetings of all boards and commissions:~~

~~Notice. The notice of each meeting shall be posted at least twenty four (24) hours in advance on the City's website and at the Civic Center. All meetings shall be open to the public.~~

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~~(1) Joint Meetings. Two or more boards or commissions, or representatives of two or more boards and commissions may hold a joint meeting if the subject of the meeting relates to the powers and responsibilities of each participating board or commission.~~

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~~(2) Executive Sessions. A body may enter into executive session pursuant to Colorado Revised Statutes if a staff attorney is present. A two-third (2/3) majority vote is required to enter into executive session. The executive session shall be recorded by the staff liaison and filed with the City Clerk for retention.~~

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~~(3) Electronic Meetings. Boards and commissions may conduct meetings, in whole or in part, using remote technology such as telephone, video, or web-based conference services, used by the City after consultation with the staff liaisons. A meeting may be held in whole or in part by remote technology only if any meeting room and remote technology for remote participation provide reasonably available participation, to the extent participation is permitted for the matters under consideration, by members of the board or commission, the public, parties-in-interest, and City staff.~~

~~(h) Minutes. Minutes shall be taken of all meetings of a body at which the adoption of any proposed policy, position, rule, regulations, recommendation, budget, work plan, or future action is anticipated to occur. Each body shall approve its meeting minutes no later than at the next available regular meeting. In the~~

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case of joint meetings, the sponsoring body shall maintain the minutes of the meeting. The staff liaison shall sign and file the minutes with the City Clerk upon approval by the body for retention.

~~Sec. 2-30001. Board of adjustment.~~

- ~~(a) **Organization and powers.** The board of adjustment is organized and constituted as provided by Charter. It shall have all the powers, duties, and functions that are ascribed to it by Charter, ordinance or other action of the city council.~~
- ~~(b) **Meetings.** The board of adjustment shall meet as necessary to perform its duties. Notice of any meeting of the board of adjustment, and the proposed agenda for such meeting, shall be posted on the city's website.~~
- ~~(c) **Quorum.** As provided by the Charter, four (4) members of the board of adjustment shall constitute a quorum.~~

~~Sec. 2-30012. Planning commission.~~

- ~~(a) **Organization and powers.** The planning commission is organized and constituted as provided by Charter. It shall have all the powers, duties, and functions that are ascribed to it by Charter, ordinance or other action of the city council.~~
- ~~(b) **Meetings.** The planning commission shall meet as necessary to perform its duties. Notice of any meeting of the planning commission, and the proposed agenda for such meeting, shall be posted on the city's website.~~
- ~~(c) **Quorum.** As provided by the Charter, four (4) members of the planning commission shall constitute a quorum.~~

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~~Sec. 2-3002.2, Derby review board.~~

- ~~(a) — Establishment and powers. The Derby review board is hereby established for the purpose of interpreting and applying the Derby design guidelines to development in the Derby sub-area. To effectuate such purpose, the Derby review board shall have the following powers:~~
- ~~(1) — To hear and take action on development applications for the Derby sub-area in accordance with the Derby design guidelines, as amended from time to time.~~
 - ~~(2) — To hear and take action on requests for variances to the standards contained in the Derby design guidelines, so long as such variances otherwise satisfy the intent of the Derby design guidelines as determined by the Derby review board.~~
 - ~~(3) — In accordance with the purposes of the Derby commercial catalyst program, to hear and take action on requests for Derby commercial catalyst funds and to establish criteria and policies for the provision of such funds, including limitations on the time, manner and location such funds must be used, as deemed necessary by the Derby review board.~~
- ~~(b) — Composition and qualifications. The Derby review board shall be comprised of five (5) regular members, appointed by the city council, which shall include two (2) design professionals with experience in architecture, urban planning or landscape architecture; two (2) members of the Derby sub-area; and one (1) city council member. The city council shall appoint up to two (2) alternate members to serve in the event of the absence of one (1) or more regular members. Alternate members shall be either a design professional (as above) or a member of the Derby sub-area. For the purposes of this subsection, "member of the Derby sub-area" shall mean and include:~~
- ~~(1) — A person residing in the Derby sub-area;~~
 - ~~(2) — The owner of a business located in Derby sub-area; or~~
 - ~~(3) — Any person holding an ownership interest in real property within the Derby sub-area.~~
- ~~(c) — Meetings and quorum. The Derby review board shall meet as necessary to perform its duties. Notice of and the agenda for any such meeting shall be posted on the city's website. Three (3) members of the Derby review board present at any meeting shall constitute a quorum.~~

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~~(d) *Terms of office.* Except for vacancies in unexpired terms, which shall be filled in accordance with the charter, the appointment of city council members whose terms shall coincide with the organizational meetings of the city council, and any appointments made to ensure the appropriate staggering of terms, members shall be appointed for a period of three (3) years and shall serve no more than two (2) consecutive terms or until a successor has been appointed.~~

~~{Ord. No. 2043, § 1, 2-2-15; Ord. No. 2408, § 2(Exh. A), 8-15-22}~~

~~Sec. 2-3003.4. Diversity, equity, and inclusion commission.~~

- ~~(a) **Establishment and powers.** The diversity, equity, and inclusion commission is hereby established to advise the city council on matters related to diversity and inclusion issues. The diversity, equity, and inclusion commission shall serve as a resource for the city government and the community by providing information, education, and communication that facilitates a better understanding and celebrates the differences of residents and businesses. The commission shall assist city staff with planning and operating inclusionary events and activities, as requested, solicit feedback and information from the community on diversity and inclusion issues; and initiate or participate in community service projects that promote diversity, equity, and inclusion in the community.~~

~~The commission shall advise the city council and city manager regarding:~~

- ~~(1) **Opportunities to address issues of diversity, promote diversity programs, and provide guidance to create a more equitable, accessible, safe, welcoming and inclusive government and community;**~~
- ~~(2) **Practices for conducting outreach, public engagement, removing barriers, and increasing access in a diverse community;**~~
- ~~(3) **Events and activities relevant to promoting inclusion in the community.**~~
- ~~(b) **Composition and qualifications.** The commission will be comprised of up to thirteen (13) members, including: (a) up to eleven (11) members appointed from the general public, who shall not be city employees, council members or their immediate family members, or other elected officials; and (b) up to two (2) members who are council members, with an additional one (1) council member appointed to serve as an alternate. Members shall be, to the extent possible, from diverse economic groups, age groups, genders, nationalities, and city wards. Each member, other than council members, shall be a resident of the city, an employee of a business in the city, or an owner of property in the city.~~
- ~~(c) **Terms of office.** Members shall be appointed and vacancies shall be filled by the city council in accordance with the criteria established by applicable council policies, as amended. Members, other than council members, will serve a three-year term, shall serve no more than two (2) consecutive terms or until a successor has been appointed, and shall serve without compensation.~~

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~~(d) — Meetings. The commission shall meet as necessary to perform its duties. Notice of any meeting of the commission, and the agenda for such meeting, shall be posted on the city's website.~~

~~(e) — Quorum. Fifty (50) percent of the current membership plus one (1) shall constitute a quorum.~~

~~(Ord. No. 2518, § 2(Exh. A), 7-10-23)~~

~~Sec. 2-3004.5 Board of building code appeals.~~

~~Establishment. A board of building code appeals is hereby established in accordance with section 5-21 to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application of the City of Commerce City Building Code.~~

~~(Ord. No. 2475, § 2(Exh. A), 5-15-23)~~

~~Editor's note(s) — Ord. No. 2475, § 2(Exh. A), adopted May 15, 2023, repealed the former § 2-3004 and enacted a new § 2-3004 as set out herein. The former § 2-3004 pertained to building board of appeals and derived from the Code, § 2-3004.~~

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Sec. 2-3005G. Youth commission.

- (a) ~~Establishment and powers.~~ The youth commission is hereby established to advise the city council on matters related to youth. The youth commission shall have the power to plan and organize youth summits and neighborhood meetings throughout the city; develop and recommend the adoption of policies, programs and services that empower, support and inform the youth of the city; advise the city council on issues that relate to youth; to initiate or participate in community service projects that benefit the youth of the city; and build partnerships with individuals, groups and organizations that impact both youth and families.
- (b) ~~Composition and qualifications.~~ The city council shall appoint up to twenty-six (26) voting members as follows: up to twenty (20) youth members who shall be between the ages of thirteen (13) and nineteen (19) and attend a secondary school that services city residents, live within the city and are home schooled, or have dropped out after attending a school servicing city residents; two (2) city council members; and up to four (4) citizen representatives, preferably each residing in a different ward of the city. The city manager shall appoint one (1) city staff member to sit as a non-voting member of the youth commission. No adult who has been convicted of a crime against a minor shall be permitted to serve on the youth commission.
- (c) ~~Terms of office.~~ Except for vacancies in unexpired terms, which shall be filled in accordance with the charter, the appointment of city council members whose terms shall coincide with the organization meetings of the city council, and any appointments made to ensure the appropriate staggering of terms, members shall be appointed for a period of three (3) years and shall serve no more than two (2) consecutive terms or until a successor has been appointed. Youth members who reach the age of nineteen (19) while in office shall be deemed to have resigned their position as of the date of their birthday. No voting member except for the volunteer coordinator may be appointed to serve more than three (3) terms on the youth commission.
- (d) ~~Meetings.~~ The youth commission shall meet as necessary to perform its duties. Notice of any meeting of the youth commission, and the agenda for such meeting, shall be posted on the city's website.
- (e) ~~Quorum.~~ More than one third (1/3) of all appointed voting members must be present to constitute a quorum.

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~~{Ord. No. 1934, § 1, 11-5-12; Ord. No. 1985, § 1, 12-2-13; Ord. No. 2102, § 1, 6-6-16; Ord. No. 2408, § 2(Exh. B), 8-15-22; Ord. No. 2520, § 2(Exh. A), 7-10-23}~~

~~Sec. 2-3006Z. Citizen public safety advisory board.~~

- ~~(a) **Establishment and powers.** The citizen public safety advisory board is hereby established to work in collaboration with the chief of police to provide prospective, insight and recommendations for the improvement of public safety services. The board shall be authorized to:~~
- ~~(1) Analyze and evaluate community expectations of police service delivery;~~
 - ~~(2) Increase citizen awareness by communicating with residents regarding police policy, operations and procedure;~~
 - ~~(3) Serve as a communication conduit for the community to the city on public safety matters;~~
 - ~~(4) Assess and recommend new strategies to improve public safety;~~
 - ~~(5) Review police policy and procedure and recommend changes to the city to achieve alignment with citizen expectations;~~
 - ~~(6) Identify and advocate for needed resources to achieve public safety objectives;~~
 - ~~(7) Initiate or participate in community service projects that relate to public safety in the city.~~
- ~~(b) **Composition and qualifications.** The board shall consist of an odd number of individuals who work or live within the city. The size of the board shall not exceed eleven (11) members. Members shall be appointed by city council and, to the extent possible, be from diverse economic groups, age groups, genders, nationalities, and city wards.~~
- ~~(c) **Terms of office.** Except for vacancies in unexpired terms, which shall be filled in accordance with the charter and any appointments made to ensure the appropriate staggering of terms, members shall be appointed for a period of three (3) years and shall serve no more than two (2) consecutive terms or until a successor has been appointed.~~
- ~~(d) **Meetings.** The board shall meet as necessary to perform its duties. Notice of any meeting of the board, and the agenda for such meeting, shall be posted on the city's website.~~
- ~~(e) **Quorum.** A majority of the members shall constitute a quorum.~~

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~~{Ord. No. 2083, § 1, 4-4-16; Ord. No. 2408, § 2(Exh. C), 8-15-22; Ord. No. 2517, § 2(Exh. A), 7-10-23}~~

Sec. 2-3007g. Senior commission.

- (a) ~~*Powers.* The senior commission shall advise the city council on matters related to the older adult and senior community, to foster greater understanding of senior citizens, to encourage greater senior citizen participation in community issues, to inform the community of available services, programs, and resources, and to advocate for issues of importance to older adults. The commission shall be authorized to: analyze data to identify service gaps; assess and recommend strategies that address senior needs; advocate on important issues facing older adults; create information guides; promote available senior resources; lead or participate in community service projects that benefit the senior community; and host informational events and seminars.~~
- (b) ~~*Composition and qualifications.* The city council shall appoint up to sixteen (16) commission members as follows: up to nine (9) regular voting members and two (2) alternates; two (2) city council members; and three (3) non-voting, ex-officio members representing senior programs. Voting members and alternates shall be city residents, owners or employees of city businesses, or patrons of city facilities who have an interest in older adult/senior issues or are seniors themselves, representing to the extent possible diverse economic groups, genders, nationalities and city wards. Ex-officio members will be selected by city council from a list of organizations or agencies that serve the senior community.~~
- (c) ~~*Terms of office.* Except for vacancies in unexpired terms, which shall be filled in accordance with the Charter, the appointment of city council members whose terms shall coincide with the organization meetings of the city council, and any appointments made to ensure the appropriate staggering of terms, members shall be appointed for a period of three (3) years and shall serve no more than two (2) consecutive terms or until a successor has been appointed.~~
- (d) ~~*Meetings.* The commission shall meet as necessary to perform its duties. Notice of any meeting of the commission, and the agenda for such meeting, shall be posted on the city's website.~~
- (e) ~~*Quorum.* Five (5) regular voting members or alternates and one (1) city council member shall constitute a quorum.~~

~~(Ord. No. 2128, § 2, 5-15-17; Ord. No. 2408, § 2(Exh. D), 8-15-22; Ord. No. 2471, § 2(Exh. A), 4-3-23)~~

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Sec. 2-3008g. Veterans commission.

- (a) ~~*Powers.* The veterans commission shall advise the city council on matters related to the veteran community within the city, foster greater understanding of the veteran community, increase visibility of veterans and veterans' issues within the city, increase community engagement by veterans, inform the veteran community of available services, programs, and resources, and advocate for issues important to veterans. The commission shall be authorized to: analyze data to identify service gaps; assess and recommend strategies that address veteran needs; advocate on important issues facing veterans; create information guides; promote available veteran resources; host informational events and seminars; initiate and participate in community service projects that benefit veterans in the community; and participate in the planning of the city's annual Memorial Day parade.~~
- (b) ~~*Composition and qualifications.* The city council shall appoint up to sixteen (16) commission members as follows: up to nine (9) regular voting members and two (2) alternates; two (2) city council members who shall be non-voting; and three (3) non-voting, ex-officio members representing veterans' programs. Voting members and alternates shall be city residents, owners or employees of city businesses, or patrons of city facilities who have an interest in veterans' issues or are veterans themselves, representing to the extent possible diverse economic groups, genders, nationalities and city wards. Ex-officio members will be selected by city council from a list of organizations or agencies that serve the veteran community.~~
- (c) ~~*Terms of office.* Except for vacancies in unexpired terms, which shall be filled in accordance with the charter, the appointment of city council members whose terms shall coincide with the organization meetings of the city council, and any appointments made to ensure the appropriate staggering of terms, members shall be appointed for a period of three (3) years and shall serve no more than two (2) consecutive terms or until a successor has been appointed.~~
- (d) ~~*Meetings.* The commission shall meet as necessary to perform its duties. Notice of any meeting of the commission, and the agenda for such meeting, shall be posted on the city's website.~~
- (e) ~~*Quorum.* Five (5) regular voting members or alternates shall constitute a quorum.~~
- ~~(Ord. No. 2261, § 2, 3-2-20; Ord. No. 2408, § 2(Exh. E), 8-15-22; Ord. No. 2519, § 2(Exh. A), 7-10-23)~~

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(Subsequent sections renumbered accordingly)

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