

Boards & Commissions Orientation



Table of Contents

1. Welcome!
2. What is Boards and Commissions?
3. Impacting Community
4. Handbook
5. Meeting & Member Expectations
6. Open Meetings
7. Open Records
8. Bob's Rules of Order
9. Meeting Facilitation
10. Navigating the Website
11. Good Practices & Next Steps



What is Boards and Commissions?

What is Boards and Commissions

- Engaged residents on city issues and decision-making processes
- Advise and report to the Commerce City City Council
- Specific roles and responsibilities
 - Land-use Boards
 - Advisory Committees
 - Non Profit Boards

Active Board & Commissions

Public Safety	Land Use & Planning	Parks & Environmental	Community Services	Cultural & Arts	Economic & Workforce
 Citizens Public Safety Advisory Board	 Building Code Board of Appeals Planning Commission Zoning Board Derby Review Board	 PRG Commission Environmental Policy Commission	 Senior Commission DEI Commission Youth Commission Veterans Commission	 Cultural Council	 Workforce Advisory Committee Quality Community Foundation

Why They Matter: Impacting Community

- Play an important role in shaping local governance and policies
 - Members bring local knowledge and expertise
- Build Connections
 - Collaborate with city leaders and fellow residents
- Ultimately, participation strengthens local democracy and builds a more connected, informed community

Testimonies

Driven by curiosity and a deep commitment to community, I began volunteering in Commerce City to better understand what was happening around me and to play an active role in shaping its future.

What started as a desire to stay informed quickly evolved into a passion for civic engagement and public service.

-Delilah Collins

Parks, Recreation, and Golf
Commission

I chose to serve on the Sr. Commission because I wanted to be a voice and resource for the seniors in our community.

I love to see the joy in our seniors when they have benefitted from one of our Sr. Commission programs. For example, A senior man that received a Valentine Rose we delivered brought him great joy, knowing someone cared about him! Simple but so impactful.

-Sue McGowan

Senior Commission

Our board strengthens Commerce City by creating meaningful spaces where every community feels seen and celebrated. Through movie nights honoring Black History Month, Women's History Month, Native American Heritage Night, Asian History Month, and Hispanic Heritage Month - along with inclusive proclamations recognizing race, gender, nationality, neurodivergent individuals, people with disabilities, and other forms of hidden diversity - we affirm that everyone belongs here.

Our proudest contribution is launching the annual Juneteenth celebration at Pioneer Park, now in its fourth year, where we bring families together, share educational resources for all ages, and center joy and learning. Commerce City is personal to me - it's where my grandmother, whom I'm named after, lived - and my background in Community Organizing and Public Health guides me to serve our entire community with equity and heart.

-Iona Long

DEI Commission

Board and Commission Perks

- **Discounted Recreation Pass**
 - There is a Recreation Pass inside your Handbook
 - Please make sure to fill that out and email Denise Kaza dkaza@c3gov.com
 - Eagle Pointe Recreation Center
 - 6060 Parkway Dr., Commerce City, CO 80022
 - Bison Ridge Recreation Center
 - 13905 E 112th Ave., Commerce City, CO 80022
- **Quarterly Board & Commission Newsletter**
 - Quarterly Board & Commission Newsletter to active members
 - Updates on important dates and quarterly synopsis of each boards accomplishments, and highlighting our members!
- **Be a part of City Events by representing your Board or Commission**
- **Give back to your community while learning leadership skills**



Quarterly Update

March

Boards & Commissions | Quarterly Update



Board and Commission Appreciation

- Recognition dinner with activities to highlight your board's accomplishments for the year
- Board Members, Liaisons, City Council are invited to attend
- Hosted by your favorite Assistant City Clerk
- Games, Prizes, Networking & More!



Boards and Commissions Handbook

Board and Commission Handbook

- Given to all new members when appointed
- Contents:
 - City government overview
 - Member expectations
 - Attendance
 - Behavior
 - Training
 - Responsibilities
 - Officers
 - Work Plans and Budgets
 - Open Meetings and Public Notice
 - Quorum
 - Bob's Rules of Order
 - Minutes
 - Decorum
 - Hybrid Meetings



BOARDS AND COMMISSIONS PROGRAM HANDBOOK



Meeting & Member Expectations

Meeting & Member Expectations

Duties of a Liaison

- Supports the board administratively and ensures compliance with laws and procedures
- Draft and post agendas and minutes (according to open meeting laws)
- Guide the board on city policies, rule, and processes
- Relay City Council direction to the board (and vice versa)
- Help onboard new members
- Ensure public noticing, legal compliance, and record-keeping
- Facilitate the City Council annual update
- Maintain the board budget

Duties of a Chairperson

- Leads the board and ensures orderly and productive meetings
- Follow parliamentary procedures (example: Bob's Rules)
- Work with staff liaison to prepare agendas
- Facilitate participation from all members
- Represent the board at public functions (if approved)
- Sign any official correspondence from the board

Duties of a Vice Chairperson

- Serves as backup to support the Chair
- Steps in to lead meetings if Chair is absent
- Assist with the Chair with procedure leadership duties

Duties of a Board Member

- Attending meetings regularly and comes prepared
- Engages respectfully in discussion and decision making
- Represents public interest, not personal or private interest.
- Discuss conflict of interest and recuses when appropriate
- Complying with applicable laws

Meeting & Member Expectations

- \$12,500 budget per council appointed board/commission
- Each board/commission must create an annual budget
- Liaisons are tasked with tracking the budget and ensuring tax exempt compliance
- Budgets are managed by the City Manager's Office through the Legislative Budget
- No carryover of funds or pre-purchase for upcoming year

Meeting & Member Expectations

Attendance Policy – Resolution 2025-147 Adopted September 2025

- After two (2) unexcused absences, the appointee will be notified by the City Clerk's office that unless the board or commission chair is contacted directly within thirty (30) days with a reasonable explanation, the appointment will be automatically rescinded at the next regular Council meeting on the Consent Agenda. The former appointee may reapply for future vacancies.
- Chair needs to ask for a motion to excuse once roll is called during meeting
- Please inform your liaison of absence as soon as possible

Meeting & Member Expectations

Terms

- Two 3-year terms

As Board Member Leaves

- Be sure to notify your liaison of resignation
 - Email a Resignation Letter

Open Meetings

Colorado Open Meetings Law

C.R.S. 24-6-401 *et. seq.*

- **Open Meetings Law Exceptions.** C.R.S. section 24-6-402(4)(a)-(i) enumerates certain open meetings law exceptions by way of allowing executive sessions to occur.
- **Common executive session exceptions applicable to boards and commissions.**
 - (b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions;
 - (f)(I) Personnel matters related to the City Manager or City Attorney
- **Cannot go into executive session to discuss concerns about a member of the local public body**

Colorado Open Meetings Law

C.R.S. 24-6-401 *et. seq.*

Simple Take Aways for Boards and Commissions:

- The City's risks of open meetings violations will be greatly reduced by:
 - (1) favoring transparency and (2) using caution in situations that may be uncertain.
- Courts tend to resolve Open Meetings Law issues in favor of openness rather than conducting public business in private.
- City Attorney strongly advises that you DO NOT send emails to two or more members. This could be interpreted as an open meetings violation. Could also trigger CORA issues.
- When in executive sessions, be vigilant of yourselves and others that the discussion does not stray from the specific stated subject that was announced in the public motion to go into executive session!
- For more, see article: <https://www.cirsa.org/news/how-the-colorado-open-meetings-law-applies-to-elected-officials-email/>.

Open Meetings

- Staff Liaison publishes agenda at least 24 hours in advance
- Agenda should have item materials for review ahead of meeting
- Quorum of members required to discuss business or take action
- If no quorum, all agenda items continued to next meeting
- Subcommittees of 3 or more members require an agenda!
- Minutes required for meetings where action takes place

Difference Between Regular Meetings and Study Sessions

- Regular meetings occur at regularly scheduled dates.
 - May call a special meeting when necessary
 - Includes formal actions or decisions by the body
- Study sessions may be scheduled to allow for extra time to learn about certain issues and ask questions or discuss.
 - No formal or legally binding action by the body shall be taken at any study session. No formal voting in Study Session.
 - Similarly, you may not enter an executive session during a Study Session.

Colorado Open Records Act (“CORA”) C.R.S. 24-72-200.1, *et. seq.*

- **Purpose of CORA:** It is declared to be the public policy of this state that all public records shall be open for inspection by any person at reasonable times, except as provided in this part 2 or as otherwise specifically provided by law.
- **Scope of CORA:**
 - **Emails, texts, chats, and other electronic communications discussing public business could be a record subject to disclosure under CORA.** Additionally, electronic communications of all kinds may be subject to the civil discovery process and may be required to be divulged in litigation.

Open Records

What is a Public Record?

CORA Definitions

- “Public records” means and includes **all writings** made, maintained, or kept by a public agency for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.
- “Writings” means and includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. “Writings” includes digitally stored data, including without limitation electronic mail messages, but does not include computer software.

CORA Best Practices for Board and Commission members

- Default Assumption: Assume everything you put in writing will be subject to a CORA request if it could be perceived by a Court as involving government business. **This includes all text messages, emails, Teams messages and recordings of meetings!**
- When putting something in writing, ask yourself, “would I want this to be on the front page of the newspaper and how would it be interpreted?”
- Pick up the phone!
- CORA requests: When the City receives a CORA request involving a member's potential records, you will receive an email from the City Attorney's Office.
 - You must provide a *reasonable* estimate of the time it will take to see how many responsive documents you may have.

Open Records

- **DO NOT** correspond with 2 or more members in text/email/social media
- City Clerk's Office receives all CORA requests and routes for response
- City cannot provide emails for members; it is the member's responsibility to provide emails upon request.
- All communication should be done by/through staff liaison
- Information to be decimated to the board or commission should be forwarded to the staff liaison for distribution.

Bob's Rules of Order

Bob's Rules of Order

- Bob's Rules of Order define the way in which each member should conduct themselves and creates some rules around how items are initiated and addressed. These rules are separate and distinct from a body's bylaws, though they should not contradict each other ideally.
- Public meetings are vital to local government and the resident's right to government transparency. An orderly meeting ensures that everyone is heard and that business is conducted efficiently and in accordance with any rules or requirements.

Summary Table of Points and Motions

TYPE	MOTION	FLOOR?	WHEN IN ORDER?	SECOND?	DEBAT-ABLE?	VOTE?
POINT	Order	No	Any time	No	No	No
	Information	No	Any time	No	No	No
	Appeal	No	Immediately following Presiding Officer's decision	No	No	Majority of quorum
MAIN	Principal Motion	Yes	When no motion is pending	Yes	Yes	Majority of quorum usually but may depend on special law. Rule 7.6
	Reconsider	Yes	When no motion is pending but with limited availability. Section 19	Yes	Yes, only as to the reason to reconsider	2/3 of quorum
	Adjourn	Yes	When no motion is pending	Yes	Yes	Majority of quorum
	Continue or Postpone	Yes	When no motion is pending	Yes	Yes	Majority of quorum
		Yes	When a Principal Motion is pending	Yes	Yes	Majority of quorum
SUBSIDIARY	Amend a pending debatable motion	Yes	When a debatable motion is pending	Yes	Yes	Majority of quorum
	Close debate	Yes	When a debatable motion is pending	Yes	No	2/3 of quorum
PRIVILEGED	Recess	Yes	Any time	Yes	No	Majority of quorum
	Executive Session	Yes	Any time	Yes	No	2/3 of quorum

Table 1 Bob's Rules of Order, Appendix C

Bob's Rules of Order

Quorum – The minimal number of Members required to be present and eligible to act in order to conduct business on behalf of the Body.

A quorum is typically a number that reflects a majority of the total Members in the Body, however, a Body may have a specific number defined in the bylaws or their initiating legislation.

When a meeting does not meet quorum, either at the outset or quorum is lost during the course of the meeting, no further official action or public business may be conducted.

- Any business not able to be addressed must be formally continued to the next available meeting.
- Any Members present after a meeting has failed to meet quorum or has lost quorum, may continue to chat with each other and lightly discuss topical issues affecting the Body such as logistics. However, no it is NOT possible to have substantive discussions involving public business, those must saved for the next meeting at which there is a quorum.

Bob's Rules of Order

- Copy provided in Program Handbook
 - City Clerk can provide a PDF copy or hard copy upon request
- Chair responsible for procedure compliance
- Consult with staff attorney for questions on a rule

Commerce City Code of Ethics

CCRMC Sections 2-6000 – 2-6019

Background and Purposes:

- The Commerce City Code of Ethics (“Ethics Code”) was adopted by City Council in March of 2025.
- Formalizes the ethical obligations of all city officers, officials, and employees of Commerce City.
- Several purposes:
 1. Helps avoid situations that create impropriety or the appearance of impropriety.
 2. Creates procedures to ask for advisory opinions *before* taking action that could violate the Ethics Code.
 3. Establishes procedures for the initiation, review, investigation, and determination of ethics complaints against employees.

Code of Ethics – Appearance of Impropriety

All officers, officials and employees should...avoid situations that create impropriety or the appearance of impropriety.

What is an appearance of impropriety?

- Occurs when someone takes an action that, even if not technically an ethical violation, creates the reasonable perception that one's integrity, impartiality, or fitness for official duties has been compromised.
- **Perception is reality** – this standard relies on what the reasonable person would conclude, not the actual intent or violation by the employee.
- Sometimes referred to as “**the smell test**”!
- **Conduct that appears unethical, even if no actual rules were broken, can erode public confidence and trust in the integrity of public servants and government institutions.**

Code of Ethics – Confidential Information

Confidential Information - CCRMC section 2-6002

- You may not disclose or use any information or records that are not available to the public, which you acquired in the course of your official duties.

What is confidential information?

- Information and materials not available to the general public under applicable laws, ordinances, or regulations, which are obtained via the individual's position within the city.
- This specifically includes any privileged materials (e.g. attorney-client protected communications, work-product, deliberative process, and any information learned or obtained in an executive session).

Code of Ethics – Use of Office for Private Gain

Use of Office for Private Gain – CCRMC section 2-6003

No member shall:

- use their public office/position or disclose or use confidential information to:
 - obtain private gain for themselves, a relative, or for any business they have an affiliation with, or
 - for any person/entity with whom the member is negotiating or has any arrangement concerning prospective employment.

Code of Ethics - Gifts

Gifts – CCRMC section 2-6006

- It is a violation for any member or relative to solicit/accept gratuities, favors, or gifts related to any contract or business of the City or related to a member's duties or responsibilities on behalf of the City.
- What's a gratuity, favor, or gift?
 - Any payment, entertainment, subscription, forbearance, service, or any other thing of value
 - That is given to the member for their benefit without payment ("adequate and lawful consideration in exchange").
- Why are gift generally prohibited?
 - **To avoid special influence by donors or vendors.**

Code of Ethics - Allowable Gifts

Some gifts are allowed!

- Campaign contributions as defined by law
- Unsolicited item worth less than \$75 (e.g., pen, calendar, plant, book, etc.)
- Unsolicited token or award of appreciation (e.g., plaque, trophy, desk item, memento)
- Unsolicited informational material, publications, or subscriptions related to official duties
- Admission to, and cost of food or beverages, at a reception, meal, or meeting where you appear to speak or answer questions as part of a scheduled program
- Gift given by a relative or personal friend on a special occasion (e.g., birthday or retirement gift)

Commerce City Code of Ethics – Advisory Opinions and Complaint Process

Advisory Opinions

- Established an advisory opinion section in the Ethics Code to provide you with an opportunity to seek a formal written opinion on whether an action would constitute a violation.
- You must seek the advisory opinion before taking the action!

Ethics Complaints against members

- There are two separate complaint processes for employees and officers/officials.
- For official complaints, a Council-approved Independent Ethics Counsel will review the complaint. For employees, HR will review the complaint.

Bob's Rules

- Bob's Rules of Order define the way in which each member should conduct themselves and creates some rules around how items are initiated and addressed. These rules are separate and distinct from a body's bylaws, though they should not contradict each other ideally.
- Public meetings are vital to local government and the resident's right to government transparency. An orderly meeting ensures that everyone is heard and that business is conducted efficiently and in accordance with any rules or requirements.

Quorum

- The minimal number of Members required to be present and eligible to act in order to conduct business on behalf of the Body.
- A quorum is typically a number that reflects a majority of the total Members in the Body; however, a Body may have a specific number defined in the bylaws or their initiating legislation.
- When a meeting does not meet quorum, either at the outset or quorum is lost during the course of the meeting, no further official action or public business may be conducted.
- Any business not able to be addressed must be formally continued to the next available meeting.
- Any Members present after a meeting has failed to meet quorum or has lost quorum, may continue to chat with each other and lightly discuss topical issues affecting the Body such as logistics. However, no it is NOT possible to have substantive discussions involving public business, those must saved for the next meeting at which there is a quorum.

Quick Break!

Meeting Facilitation

Meeting Facilitation

(Primary) Motion to approve previous meeting minutes

- Member may request amendment to minutes before adoption
- (Secondary) Motion to amend required with a second, majority vote
- (Primary) Motion to approve the minutes as amended, majority vote

Public Comment

- All boards/commissions except quasi-judicial
- Ask audience to raise their hand, line up, sign up to speak
- 3 minutes, Chair or staff liaison monitors

Meeting Facilitation

First Agenda Item

- Invite member, staff, speaker, etc. to present/introduce
- Ask for questions by members
 - Make sure everyone who wants to speak has a chance
 - Go to second round if needed
 - Monitor time (e.g. 5 minutes per person) for fairness
 - Can decide there is enough discussion and move to a vote
- **(Primary) Motion to... (recommend, purchase, adopt, approve, etc)**
 - Debate (same time limit may apply for each member)
 - (Secondary) amendments to primary motion
 - Debate
 - Chair repeats motion and calls for Vote on secondary motion
 - Chair repeats motion and calls for Vote on primary (amended) motion

Meeting Facilitation

- Any additional agenda items follow the same order
- Reports of Committees, members, City Council members, staff
- State no further business on the agenda
- State time
- Announce adjournment

Meeting Facilitation

- Chair responsible for enforcement of decorum
- Members, staff members, audience are responsible for their behavior
- **Warning** – request orderly behavior
- **Recess** – 5-10 minute recess to allow members/audience to cool off
- **Adjourn** – decorum cannot be maintained, continue to next meeting

Responsibilities

Chair

- Presiding officer
- Conduct of meetings
- Following agenda
- Recognizing speakers and equitable time
- Keeping discussion on topic and on time
- Repeat motion before vote so members fully understand motion
- Signing any documents on behalf of the body
- Checking in with staff to ensure decisions are implemented
- Works with staff liaison to set agendas
- Monitors subcommittee's progress

Responsibilities

Vice Chair (in absence of Chair)

- Presiding officer
- Conduct of meetings
- Following agenda
- Recognizing speakers and equitable time
- Keeping discussion on topic and on time
- Repeat motion before vote so members fully understand motion
- Signing any documents on behalf of the body
- Checking in with staff to ensure decisions are implemented
- Works with staff liaison to set agendas

Responsibilities

City Council Members

- Primary communication channel between Council and body
- Answer questions on Council goals and vision
- Resolve questions about role of body, Council, City
- No Council Member can serve as Chair
- Serves in an Ex-Officio capacity

Responsibilities

Staff Liaison

- Primary point of contact for body
- Works with Chair to set upcoming agenda
- Publishes agenda notices and packets in compliance with COMA
- Records minutes and signs minutes once approved
- Sends all records to City Clerk's Office for retention
- Communication channel between all members
- Responsible for purchasing on behalf of the body
- Monitors budget and work plan, if assigned
- Coordinates City Council agenda items on behalf of body
 - Annual Updates
 - Policy / action recommendation presentations

Responsibilities

Staff Attorney

- Serves as legal counsel to Commerce City boards and commissions
- Nonprofit boards retain their own legal council

Responsibilities

Members

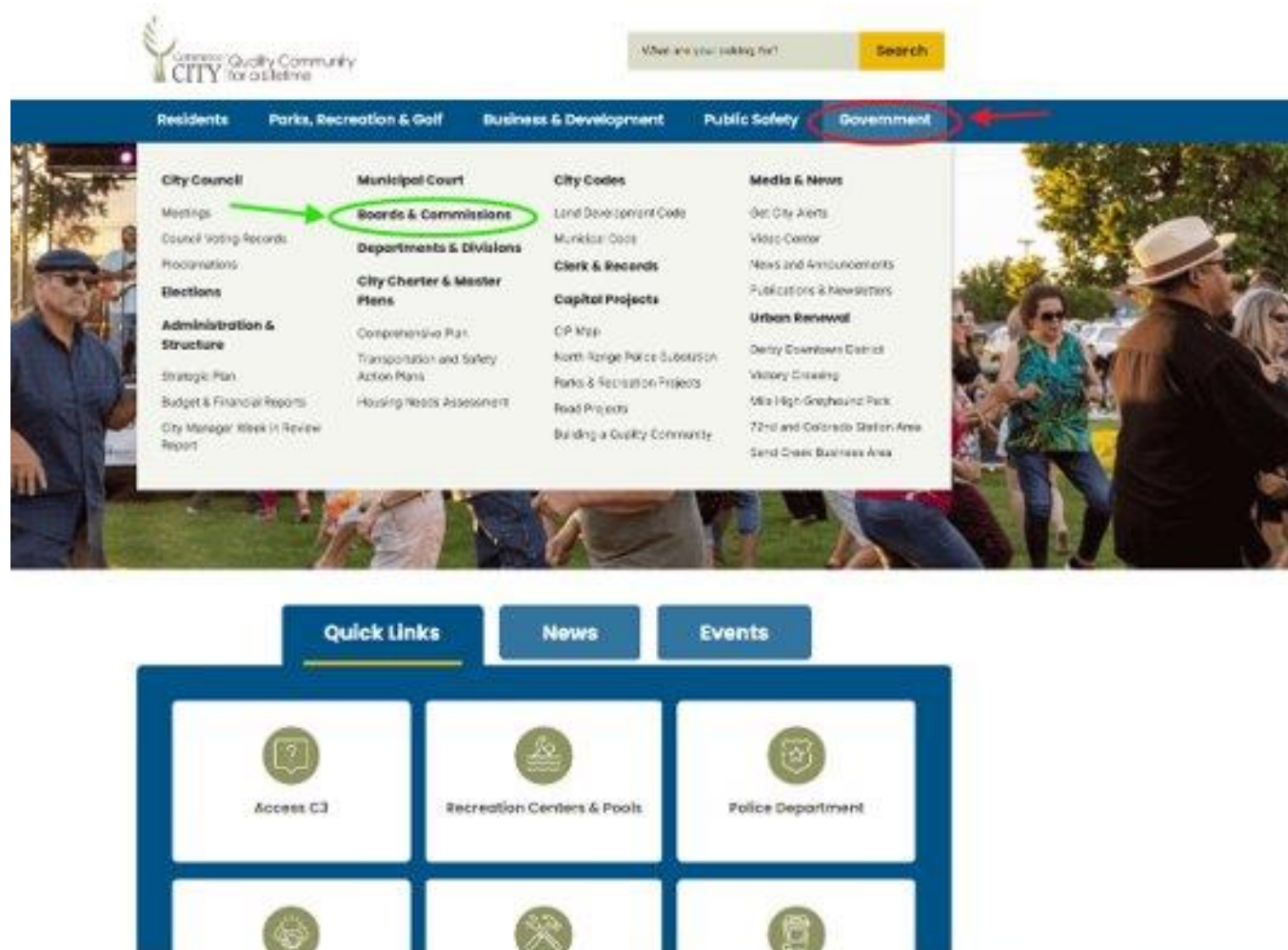
- Prepares for every meeting
- Notifies liaison of planned absences as soon as possible
- Shows up with an open mind and positive attitude
- Serves the body with the interest of the community, not individual priorities
- Attends events and represents the body in public
- A representative(s) of the body provides an annual presentation to the City Council during a regular meeting.
- Assists Chair with maintaining decorum
- Supports decisions made by body in public
- Completes tasks and projects as assigned by the body as an individual or as a subcommittee
 - Subcommittees are responsible for their own research and feedback

Responsibilities

City Clerk's Office

- Recruits new members
- Facilitates interviews with City Council Committee
- Informs members of appointment and terms
- Informs staff liaisons of new members to onboard
- Monitors attendance and terms
- Conducts annual training and appreciation event
- Facilitates program updates with staff liaisons and Council Committee
- Answers questions from members and staff liaisons
- Tracks appointment terms
- Monitors body members' attendance

Navigating Website



Navigating the Website – Option 1

1. Open your web browser and go to www.c3gov.com
2. On the top, hover on **Government**
3. Then click the **Boards and Commissions**

Boards & Commissions

Participating in boards or commissions help our city address community needs. Commerce City's boards and commissions have specific responsibilities as detailed in the [city charter](#) and the [municipal code](#).

Each board and commission has different roles and responsibilities. Terms of office, membership size, qualifications, and meeting schedules vary for each board and commission. Members are appointed by the [City Council](#) on a quarterly basis.



Agendas & Minutes

[Agendas and minutes](#) are published for all city boards and commissions.

Application Process for Boards & Commissions

1. **REVIEW.** Review the board or commission for which you are interested by visiting their individual page(s) by using the navigation menu. Each board and commission page will lay out their roles and responsibilities, qualifications, membership size, meeting schedule, and current vacancies.
2. **APPLY.** If you are interested in a specific board or commission (or multiple boards or commissions) and qualify, please fill out an application by using the Apply button on the board or commission's page.
3. **SCREEN.** Your application will be screened by a staff member to ensure you meet the minimum qualifications for the board(s) or commission(s) for which you applied.
4. **SCHEDULE.** If you meet the minimum qualifications, you will be asked to select a time slot for an upcoming interview. Interviews are held quarterly.

Contact Us

Kim Adame
303-227-8818
kadame@c3gov.com

In This Section

- [Active Adult Advisory Committee](#)
- [Board of Building Code Appeals](#)
- [Citizens Public Safety Advisory Board](#)
- [Civic Academy](#)
- [Comprehensive Plan Citizen Advisory Committee](#)
- [Cultural Council](#)
- [Derby Review Board](#)
- [Diversity, Equity and Inclusion Commission](#)
- [Environmental Policy and Innovation Commission \(EPIC\)](#)
- [Housing Authority](#)
- [Parks, Recreation & Golf Commission](#)
- [Planning Commission](#)
- [Quality Community](#)

Navigating the Website – Option 1 Continued

4. Click on **Agendas and Minutes** to then take you to your Board and Commission items



Home Legislation Calendar City Council Boards and Commissions People Video Center

List View Calendar View

Search: 2025 Senior Commission

Search Calendar Help

12 records Group Export

Name	Meeting Date	Meeting Time	Meeting Location
Senior Commission	12/11/2025	3:00 PM	Bison Grill Confe
Senior Commission	11/13/2025	3:00 PM	HYBRID: Comm https://c3gov.co
Senior Commission	10/9/2025	2:00 PM	HYBRID: Civic C
Senior			

Meeting Details Agenda Accessible Agenda Minutes Accessible Minutes Video eCo

Meeting details Agenda Accessible Agenda Minutes Accessible Minutes Not available Not

Meeting details Agenda Accessible Agenda Minutes Accessible Minutes Not available Not

Meeting details Agenda Accessible Agenda Minutes Accessible Minutes Not available Not

Navigating the Website – Option 1 Continued



5. Use the drop-down functions for the year and what board and commission you would like. On the left-hand column, it should be the meeting date. On the right-side column, it should be downloadable **Agendas and Minutes**. Click on the agenda or minutes and open the downloadable items.

6. Another way to easily access this website would be [Commerce.legistar.com](https://commerce.legistar.com)



Meeting Agenda - Final Planning Commission

Tuesday, July 1, 2025

6:00 PM

Council Chambers,
7887 E. 60th Ave Commerce City, CO 80022.
The public can participate virtually by
registering in advance with the Zoom
Registration:
https://c3gov.zoom.us/webinar/register/WN_eWo-oKZMaT9Cy6DF_jiLVkg

Meetings occur in person in the City Council Chambers (location above). The public can watch the meeting live on the city's public access TV or Xfinity cable channels 8 and 881 or on our YouTube channel. The Zoom link above allows virtual participation.

1. Call to Order

2. Roll Call

3. Approval of Minutes:

[Min 25-132](#) May 6, 2025 Planning Commission Minutes

Attachments: [May 6, 2025 Planning Commission Minutes](#)

4. Public Meeting:

[Pres 25-360](#) **PUDA 25-0002:** Becknell Industrial is requesting approval of an amendment to the Nexus North at DIA PUD Zone Document Amendment No. 3 to allow warehouse and distribution land uses and reduce the maximum front yard setback for planning area 3. The subject property is located at 17010 East 60th Avenue

Attachments: [Staff Report](#)
[Project Narrative](#)
[PUD Zone Document](#)
[Traffic Compliance Letter](#)
[Conceptual Site Plan](#)

5. Commission Business:

6. Attorney Business:

Navigating the Website – Option 1 Continued

- 7. Once you downloaded the agenda, use the **hyperlinks to download** the minutes for your review, and any materials that may be included to make educated decisions.
- Please note that the agenda also has access to the **Zoom webinar** or meeting by **clicking on the top righthand side under location.**

City Council

Meetings
Council Voting Records
Proclamations

Elections**Administration & Structure**

Strategic Plan
Budget & Financial Reports
City Manager Week in Review Report

Municipal Court**Boards & Commissions****Departments & Divisions****City Charter & Master Plans**

Comprehensive Plan
Transportation and Safety Action Plans
Housing Needs Assessment

City Codes

Land Development Code
Municipal Code

Clerk & Records**Capital Projects**

CIP Map
North Range Police Substation
Parks & Recreation Projects
Road Projects
Building a Quality Community

Media & News

Get City Alerts
Video Center
News and Announcements
Publications & Newsletters

Urban Renewal

Derby Downtown District
Victory Crossing
Mile High Greyhound Park
72nd and Colorado Station Area
Sand Creek Business Area

Navigating the Website – Municipal Codes & Charter

1. Open your web browser and go to www.c3gov.com

2. On the top, hover on **Government**

3. Then click the **City Codes** to find our **Municipal Codes or Land Development Code, and Charters.**

Navigating the Website – Municipal Codes

Click on the **Home Icon** to choose from the following:

- **Charter**
- **Land Development**
- **Municipal Code**

The screenshot displays the Commerce City, CO website interface. At the top, the header includes the text "Commerce City, CO" and "Municode Codification" on the left, a search bar labeled "Search or jump to" in the center, and navigation links for "NOTIFICATIONS", "SIGN IN", and "HELP" on the right. A language selection dropdown is also present. The main content area is titled "Publications" and features three large, light-gray boxes. Each box contains a title, a date indicating when the online content was updated, and two buttons: "BROWSE »" and "DOWNLOAD PDF". The first box is for the "Charter" (updated April 25, 2024), the second for the "Land Development Code" (updated June 25, 2025), and the third for the "Municipal Code" (updated October 9, 2025). A vertical sidebar on the left contains several icons, with the top icon (a house) circled in red. The "Commerce CITY" logo is located in the bottom-left corner. The word "Documents" is centered at the bottom of the main content area.

Commerce City, CO
Municode Codification

Search or jump to

NOTIFICATIONS SIGN IN HELP

Select Language
Powered by Google Translate

Publications

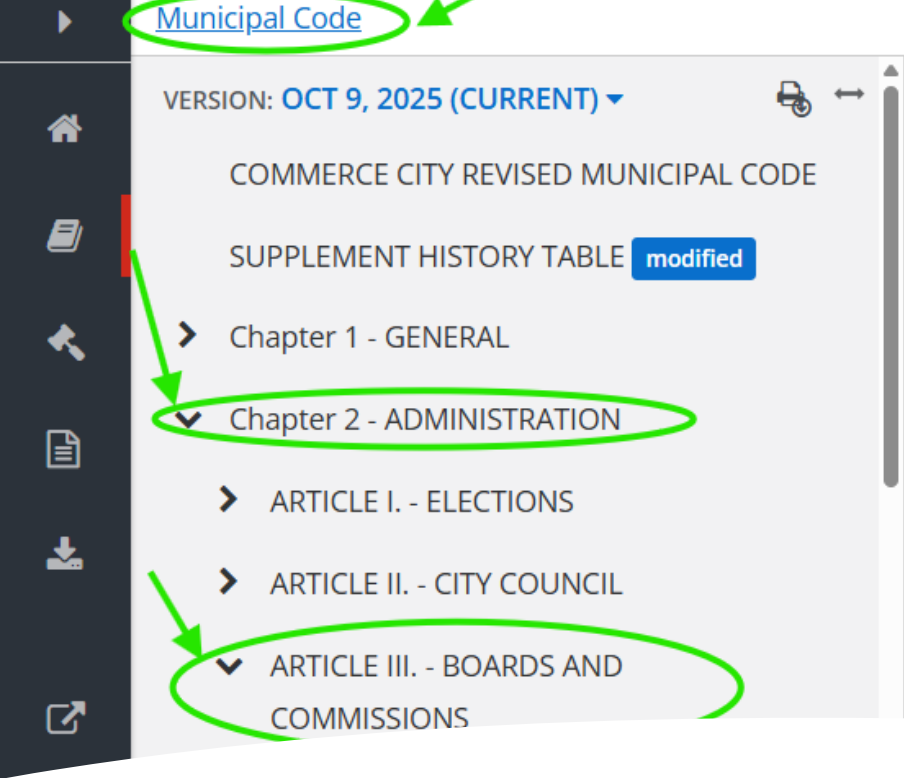
Charter
Online content updated on April 25, 2024
BROWSE » DOWNLOAD PDF

Land Development Code
Online content updated on June 25, 2025
BROWSE » DOWNLOAD PDF

Municipal Code
Online content updated on October 9, 2025
BROWSE » DOWNLOAD PDF

Documents

Commerce CITY



Municipal Code

Supplement 28

Online content updated on October 9, 2025

REVISED MUNICIPAL CODE City of COMMERCE CITY, COLORADO Codified through Ordinance No. 2695, adopted August 18, 2025. (Supp. No. 28)

[VIEW WHAT'S CHANGED](#)

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

Navigating the Website – Municipal Codes



1. Boards and Commissions are under the **Municipal Code Chapter 2, Article III.**

VERSION: APR 25, 2024 (CURRENT) ▾

- CHAPTER VIII. - MUNICIPAL COURT AND LEGAL DEPARTMENT
- CHAPTER IX. - PERSONNEL, PENSION BOARDS AND CAREER SERVICE
- CHAPTER X. - PLANNING, ZONING AND HOUSING
- CHAPTER XI. - BOARDS AND COMMISSIONS
- CHAPTER XII. - FINANCE ADMINISTRATION

Charter

Supplement 3

Online content updated on April 25, 2024

CHARTER City of COMMERCE CITY, COLORADO Codified through Ordinance No. 2537, enacted August 14, 2023.
(Supp. No. 3)

[VIEW WHAT'S CHANGED](#)

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

Navigating the Website – Charter



1. **Zoning Board of Adjustment and Planning Commission are under Charter X, Sec. 10.1-10.6**

2. Other Boards and Commissions are under **Charter XI- Boards and Commissions Sec 11.1 General Provisions**

Good Practices & Next Steps

Good Practices

- Liaison will provide you the agenda about 1 week prior
- Read through the content, so that you can have an education decision and vote
- Hold meeting decorum
- Maintain and hold to Bob's Rules