

# Thornton Boards & Commissions



*Making a difference in our community*

Thornton is a home-rule community and is governed by its City Charter. The Charter serves as the City's constitution. Provisions of the charter are voted on by its citizens. These provisions provide the basis for all City ordinances, policies, and procedures. All boards and commissions are created by ordinance. Each board/commission has bylaws or rules of procedure that guide the conduct of their meetings. The terms of office for most boards and commissions are four years. Board and Commission members are selected from the community, and may not be employees or elected officials of the City of Thornton.

## **BUILDING CODE ADVISORY BOARD**

**Profile:** The Building Code Advisory Board has several functions. All appeals of written rulings or administrative decisions of the Chief Building Official or the Fire Chief are taken to this Board. The Board may also determine the suitability of alternate methods and materials, and may be asked to provide reasonable interpretations of the provisions of the adopted building and fire codes. However, the Board has no authority to grant deviations or exceptions to the City's Building or Fire Codes, and does not have the authority to recommend a decrease in public safety or fire-resistant standards as set forth in the Code.

Membership consists of five individuals. Members must be qualified by experience and training pertaining to building construction and represent the following trades: engineering, architecture, building construction and design. Meetings are generally held on the second Wednesday of each month at 6 p.m., 10 to 15 days after an appeal is filed or when there is other business to discuss.

## **BUSINESSES OF THORNTON ADVISORY COMMISSION**

**Profile:** The Businesses of Thornton Advisory Commission represents Thornton businesses and makes recommendations to City Council on issues impacting the ability of businesses to be successful in Thornton. The Commission recommends to Council the use of the Vendor Fee funds on an annual basis, which is the source of funds used in commercial graffiti removal, Thornton business development programming, the shop-local campaign ShopThorntonFirst.com, and along with City staff, the Business Improvement Grant (BIG) Program. Applicants must be a business owner or manager.

Membership consists of a minimum of 9 and a maximum of 15 individuals. It is the intent that the members represent City of Thornton interests and may be a resident and/or an owner/manager in the City of Thornton. Members are appointed at the discretion of City Council. Meetings are held on the second Wednesday of each month at 6:30 p.m.

## **ELECTION COMMISSION**

**Profile:** The Election Commission makes ward reapportionment recommendations, assists with activities on election day and establishes City election precincts, along with other duties that may be set by City Council.

Membership consists of four or more citizens, with the City Clerk as Chair of the Commission. During their term of office, members cannot be candidates for elective City office. Meetings will be held during the ward reapportionment process and as needed.

## **LOCAL LICENSING AUTHORITY**

**Profile:** The Local Licensing Authority has several functions including conducting hearings and making findings of fact on whether to grant or deny a local liquor license, and reviewing alleged liquor and beer violations. The Authority also considers applications for manager registration, change of location, transfer of ownership, change in corporate structure, and request to modify the premises. Chapter 42, Article II, of the City Code has delegated approval of some of these applications, under certain circumstances, to City staff.

Membership consists of nine members. Members must be at least twenty-one years of age and represent and reflect the conscience of the community. Meetings are held the third Wednesday of each month and normally begin at 6 p.m.

## **PARKS AND OPEN SPACE ADVISORY COMMISSION**

**Profile:** The Parks and Open Space Advisory Commission advises and makes recommendations to the City Council on developing and updating the Parks and Open Space Plan. The Commission recommends projects to be funded from the proceeds of the .25% Parks and Open Space Sales and Use Tax. To be considered for funding, projects must be part of the Master Plan and must take into consideration costs for design, construction and ongoing maintenance.

Open space projects include the acquisition of land for the preservation of wildlife, wetlands, view corridors and other sensitive

ecosystems. Open space may also be acquired as part of a future park site or to provide buffers between neighborhoods.

Parks projects include interconnected trail systems, passive parks for family recreation and active parks for a variety of youth and adult sports activities. Membership consists of nine citizens. Meetings are generally held the fourth Tuesday of January, April, July and October at 6:30 p.m.

## **PLANNING COMMISSION/BOARD OF ADJUSTMENT PLANNING COMMISSION**

The purpose of the Planning Commission is to assist in the orderly development of the city by providing review of planning, zoning, and development-related matters. The Planning Commission is responsible for holding public hearings to review and provide recommendations to City Council on the following applications and city-initiated plans:

- Major Comprehensive Plan Amendments and supporting Master Plans, Area Plans and other land use-related assessments or analyses
- Amendments to the Development Code (Chapter 18 of the City Code)
- Annexations
- Zoning Amendments
- Planned Development Zoning and Overall Development Plans
- Conceptual Site Plans

## **BOARD OF ADJUSTMENT**

The Planning Commission also holds public hearings to review and make decisions on Specific Use Permits (SUP) and Major Development Permits that require an SUP. Development Permits approve specific site design and layout for a property.

The Board of Adjustment consists of the same individuals who serve on the Planning Commission. This board is responsible for holding public hearings on Variances which are requests to grant an exception to or variation from the zoning regulations when there are practical difficulties or unnecessary hardships in carrying out the provisions of the Development Code. The board also considers appeals of administrative planning decisions and interpretations of the Development Code.

## **Membership and Qualifications**

Membership consists of nine individuals appointed by City Council with representation from each ward. Two of the members must have professional experience in fields such as urban planning, architecture, land use, transportation, engineering, environmental science, or law. The experience should demonstrate a comprehensive understanding of planning principles, practices, and the ability to analyze and evaluate development proposals.

Meetings are held the first and third Tuesday of each month and normally begin at 6 p.m.

## **THORNTON ACTIVE ADULT BOARD**

**Profile: The purpose of the Thornton Active Adult Board is to promote and facilitate communications between the Board and City Council in matters impacting the needs and interest of citizens 55 years of age and older, and to better assist the City Council in being responsive and well**

**advised as to issues of particular relevancy to active adults. The Board makes recommendations for the most appropriate and beneficial use of the Thornton Active Adult Center and how to improve and expand citywide services for active adults.**

The Board consists of 11 members appointed by City Council, with representation from each ward, the business community, one member recommended by the 55+ Organization, Inc., one member recommended by the Mayor, and four members appointed at large. Nine of the members must be 55 years of age at the time of the appointment. The Thornton Active Adult Board meets the third Wednesday of January, April, and October at 1:30 p.m. and the third Wednesday of July at 4 p.m. at the Active Adult Center unless otherwise scheduled.

## **THORNTON ARTS, SCIENCES AND HUMANITIES COUNCIL (TASHCO) BOARD OF DIRECTORS**

**Profile: The TASHCO Board of Directors advises and makes recommendations to City Council regarding budgeting and master planning for visual and performing arts, science and history programming projects in the City.**

Membership consists of a minimum of five and a maximum of thirteen citizen board members appointed by City Council for the purpose of recommending goals and policies, maintaining donations and bequests, sponsoring fund raising events, applying for and accepting awards, grants, funds or cultural benefits on behalf of TASHCO, acting as a service and advocacy body for the arts, sciences and humanities, dispersing funds to carry out the purposes authorized in the approved budget, developing an Arts and Culture Master Plan and to authorize the purchase and placement of public artwork provided in the approved budget. Meetings are generally held on every second Monday of each month at 6:30 p.m.

## **THORNTON ASSISTANCE FUNDS COMMITTEE**

**Profile: The Thornton Assistance Funds (TAF) Committee is an advisory committee that reviews the grant applications from nonprofit organizations that serve the basic needs of Thornton residents and promote self-sufficiency. The committee provides a recommendation to City Council on which applications to fund and the level of funding.**

Each year Council appoints five to seven members to serve on the committee. All members must be residents of Thornton. One member is appointed by the Mayor, each of the four wards must be represented by a member, one member must have financial expertise, and one member must have human services/nonprofit expertise. Members may not be associated with any organization that is applying for funds. Committee terms are for one year; however, the time commitment is for four months out of the year. This committee has a four month time commitment that will start in February. The committee meets once a week every Tuesday from 4 to 7 p.m. starting in February through March. In addition, there are presentations to City Council in April and/or May.

**Apply in person or at ThorntonCO.gov.**

Revised: 9/12/2023