



City Council Communication

AGENDA DATE: May 19, 2025

LEGISTAR ITEM #: Res 2025-056

SUBMITTED BY: Jordan Roberts
Office

DEPARTMENT: City Manager's

☐ Ordinance	☒ Resolution	☐ Presentation
☐ Admin Business	☐ Public Hearing	☐ Other

REQUEST

Approve a Resolution updating the City fees associated with the processing and enforcement of metro district service plans for metro districts located within the Commerce City.

BACKGROUND

- On January 6, 2025 (Ord 2661) Council repealed the moratorium on the processing of applications for new service plans for residential metropolitan districts.
- Following the repeal, staff have worked to streamline and update the application process for metro districts in accordance with the new regulations for metro districts outlined in Ordinance 2549.
- Reviewing and updating the City fees associated with metro districts was one of those action items.
- The CMO, Community Development, Finance, and Legal worked collaboratively to update the fees associated with processing a metro district service plan application and enforcing applicable service plans.
- The annual oversight fee amount will go towards the yearly audit of metro districts in Commerce City.
- The review fees are based on the average hourly rate of full-time employees and the estimated time to process an application.
- Other applications and enforcement will be based on the same average hourly rate and will be the actual cost of time spent by staff. The average hourly rate will be updated yearly on January 1st and kept on file in Community Development.

CITY COUNCIL COMMUNICATION CONTINUED

- Costs associated with third-party consultants for legal, financial, or other services associated with the review of an application or enforcement will be passed directly through to an applicant or metro district.
- The new process for processing a metro district service plan application will go live on June 1st.

FINANCIAL IMPACT

Contractor	N/A
Amount of Request/Contract	\$N/A
Amount Not To Exceed	\$N/A
Amount Budgeted	\$N/A
Budget Year	FYN/A
Funding Source	N/A
Additional Funds Needed	\$N/A
Funding Source (if funds needed)	N/A

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
N/A	N/A
Years and Months of Contract	Number of Times Renewable
N/A	N/A

JUSTIFICATION

☒ Council Goal	☐ Strategic Plan	☐ Work Plan	☐ Legal
Citation	City Council Goal – Housing - Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth.		

BOARDS & COMMISSIONS ASSIGNED

Board or Commission	N/A
Recommendation	N/A
Date of Recommendation	N/A

CITY COUNCIL COMMUNICATION CONTINUED

PUBLIC OUTREACH

N/A

AVAILABLE ACTIONS

- Option #1: Approve Resolution 2025-056
- Option #2: Continue Resolution 2056-056 to a future date and provide direction to the City Manager on what the Council wants to see in the updated fees.

STAFF RECOMMENDATION

Staff recommends Option #1.