



Volunteer Position: Comprehensive Plan Community Advisory Committee (CPCAC) Member

Revised: 10/15/2025

Position Description:

The Comprehensive Plan Community Advisory Committee (CPCAC) will provide valuable input and feedback on the development of the Comprehensive Plan and Transportation Mobility Plan Updates. These two critical documents will serve as guiding frameworks for Broomfield's future growth, transportation/mobility planning and community development.

You can learn more about the Comprehensive Plan, by reading the [Broomfield Comprehensive Plan 2016 web page](#).

Duties and Responsibilities:

- Availability and commitment to participate in approximately eight in-person meetings during Spring 2026-Fall 2027.
 - Meetings will run approximately 1.5-2 hours in length and are anticipated to take place approximately quarterly.
 - Meetings are anticipated to be on the second Thursday of the month.
- Attend all meetings, show up on time and engage in collaborative discussions led by the Comprehensive Plan consultant and/or City and County of Broomfield (CCOB) staff.
- Review provided materials in advance of meetings.
- Collaborate with CCOB staff, consultants and other CPCAC members to refine the Comprehensive and Transportation Mobility Plans.
- Participate in problem-solving and consensus-building efforts.
- Provide feedback and insights to help CCOB staff understand issues, challenges and opportunities related to Broomfield's future.
- Foster a respectful environment in CPCAC meetings that encourages diverse viewpoints and open dialogue.
- Serve as liaisons to your respective community groups - bring their diverse perspectives to the planning process. If you are a current board or commission member, report back to the group you represent to keep them updated throughout the process.
- Uphold project goals and ensure recommendations align with the vision and needs of Broomfield's residents, businesses and visitors.
- Regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
- Represent CCOB in a professional manner in keeping with Broomfield policies. • If you are no longer able to participate in your role on the CPCAC, please notify the project team as soon as possible at compplan@broomfield.org.

Qualifications:

- Must be a resident of Broomfield
- Must be at least 14 years old and entering either 9th or 10th grade in the Fall of 2026
- Cannot be a current CCOB employee at time of application
- Excitement to contribute to Broomfield's future vision
- Ability to attend meetings

CPCAC Introduction:

An overview of the CPCAC's role and the planning process for the Comprehensive Plan and Transportation Mobility Plan updates will be provided at the first meeting following appointment by City Council, anticipated Spring 2026.

Benefits for the Volunteer:

By joining the CPCAC, you'll play an integral role in shaping the future of Broomfield. Additional benefits include:

- Learning more about CCOB operations and planning
- Collaborating with a diverse group of Broomfield residents
- Sharing your ideas for the future

For More Information:

For more information, contact the project team at compplan@broomfield.org.