

URA RESOLUTION NO. 10-R-05

INTRODUCED BY:

Commissioner Huff

Commissioner Gilbert

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
CASTLE PINES URBAN RENEWAL AUTHORITY
CREATING THE CASTLE PINES URBAN RENEWAL AUTHORITY
ADVISORY COMMITTEE AND APPROVING THE BYLAWS OF THE CASTLE
PINES URBAN RENEWAL AUTHORITY ADVISORY COMMITTEE**

WHEREAS, the City of Castle Pines North (the "City") established the Castle Pines Urban Renewal Authority (the "Authority") as an urban renewal authority, pursuant to the Colorado Urban Renewal Law, C.R.S. §§ 31-25-101-116; and

WHEREAS, the Authority desires to create the Castle Pines Urban Renewal Authority Advisory Committee ("Advisory Committee") for the purpose of facilitating public input on projects and activities of the Authority and to provide recommendations to the Authority; and

WHEREAS, the Authority desires to adopt Bylaws for the Advisory Committee to establish the membership and provide for the conduct of the business of the Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CASTLE PINES URBAN RENEWAL AUTHORITY THAT:

Section 1. The Board of Commissioners of the Castle Pines Urban Renewal Authority hereby creates the Castle Pines Urban Renewal Authority Advisory Committee to facilitate public input on projects and activities of the Authority and provide recommendations to the Authority.

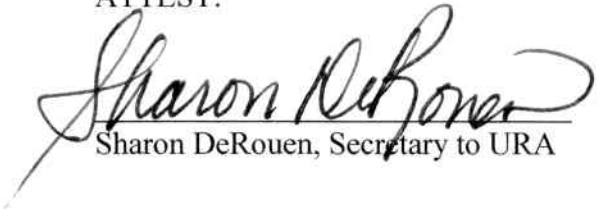
Section 2. The Authority hereby adopts the Bylaws of the Castle Pines Urban Renewal Authority Advisory Committee, which is attached hereto as **Exhibit A** and incorporated herein by this reference.

INTRODUCED, READ, AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CASTLE PINES URBAN RENEWAL AUTHORITY by a vote of five (5) in favor, none against and two (2) absent this 27th day of July, 2010.



Maureen A. Shul, URA Vice Chairperson

ATTEST:


Sharon DeRouen, Secretary to URA

Approved as to form:


Linda C. Michow, URA Counsel

EXHIBIT A

**BYLAWS OF THE CASTLE PINES URBAN RENEWAL AUTHORITY
ADVISORY COMMITTEE**

**CASTLE PINES URBAN RENEWAL AUTHORITY
ADVISORY COMMITTEE
BYLAWS**

Section 1. Authority.

The Castle Pines Urban Renewal Authority Advisory Committee is hereby established to provide recommendations to the Castle Pines Urban Renewal Authority (the "Authority") regarding Authority projects and activities.

Section 2. Office.

The business office of the Committee shall be at the City offices, 7501 Village Square Drive, Suite 100, Castle Pines North, Colorado 80108.

Section 3. Duties.

The duties and responsibilities of the Committee shall be to serve in an advisory capacity to the Authority. The Committee has been established solely for the purpose of facilitating public input on projects and activities of the Authority and to provide recommendations to the Authority regarding Authority projects and activities and shall not have any decision making authority.

Section 4. Meetings.

A. Regular Meetings.

Regular meetings of the Committee shall be held as deemed necessary by the Committee, the specific dates of which shall be established by majority vote of the Authority. If such meeting dates fall on a legal holiday, the change of date shall be determined by the Committee and all members will be notified.

B. Special Meetings.

Special meetings of the Committee shall be held when:

1. Approved by majority vote of the Committee; or
2. Requested by majority vote of the Authority.

The Chair shall provide all members notice of the time, place and agenda for the special meeting at least forty-eight (48) hours prior to the meeting.

C. Meetings Public.

All meetings of the Committee shall be open to the public and shall be noticed in accordance with the Colorado Open Meetings Law.

Section 5. Members.

A. Regular Members.

The Committee shall consist of between five (5) and seven (7) regular members as the Authority may determine by resolution from time to time. It is desired that the makeup of the Committee be as follows:

1. One (1) member with real estate or development experience.
2. One (1) member with finance experience.
3. One (1) member with business experience.
4. One (1) member with planning or urban design experience.
5. One (1) to three (3) members at-large.

Members of the Committee shall either be residents of the City of Castle Pines North or have a significant local business interest in the City. Members of the Committee carry out their duties as a group and do not have individual authority or responsibility to implement action on behalf of the Committee, authorize the expenditure of Authority funds or direct Authority staff members.

B. Appointment/Removal. All members of the Committee shall be appointed by the Authority. Members of the Committee serve at the pleasure of the Authority and may be removed at any time with or without cause by a majority vote of the Authority.

C. Terms. Membership terms shall be three (3) years except as may be extended or reduced for the initial terms to provide for staggering. Terms shall be staggered so that one-third of the terms expires in any calendar year to promote continuity on the Committee.

Section 6. Officers of the Advisory Committee.

A. Appointment and Election of Officers.

Any regular member of the Committee is eligible to hold office. By majority vote, the Authority shall elect a Chair. The Committee, at its first regularly scheduled meeting after the Authority has appointed or reappointed a Chair, shall elect a Vice Chair to serve until the next appointment or reappointment of the Chair by the Authority, or until there is a vacancy, whichever occurs first.

B. Chair.

The duties and powers of the Chair shall be as follows:

1. Preside at all meetings of the Committee.
2. Ensure that all actions of the Committee are properly taken.
3. Perform such other duties as may be delegated by the Authority.

C. Vice Chair.

During the absence, disability or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all of the responsibilities of the Chair. In the event that the Chair and Vice Chair are absent, those members present will nominate and vote on a Committee Member to serve as a temporary Chair for that meeting.

D. Vacancy of Office.

If the Chair vacates the office before his/her term is completed, the Vice Chair shall serve the unexpired term of the vacated office until the Authority appoints a new Chair.

E. Recording Secretary.

A Recording Secretary shall be assigned from the Authority staff to perform the following duties:

1. Keep the minutes of all meetings of the Committee.
2. Give or serve all notices required by law or by the Bylaws.
3. Prepare the agenda for all meetings of the Committee.
4. Be the custodian of Committee records until delivered to the Clerk of the Authority.
5. Inform the Committee of correspondence relating to business of the Commission and attend to such correspondence.

Section 7. Conduct of Business.

A. Quorum.

No business of the Committee shall be transacted except at a regular or special meeting at which a quorum of the Committee shall be present.

A majority based of the currently appointed membership shall constitute a quorum for the transaction of business.

B. Consensus Opinion.

All recommendations of the Committee forwarded to the Authority shall be through consensus opinion. "*Consensus opinion*" shall mean that a majority of all members of the Committee in attendance shall agree on a recommendation. Recommendations may include support, no support, or a list of specific recommendations regarding the proposal to help the Authority in their decision making process. If consensus cannot be reached, Authority staff shall forward comments of the Committee to the Authority with no recommendation.

C. Record of Proceedings.

Meetings shall be recorded. The minutes and recording shall be filed with the Clerk of the Authority after they have been approved by a majority of the Committee. The minutes shall reflect pertinent information, such as Committee members present, motions, actions and other proceedings of the Committee, and will be available for inspection by the public.

D. Disclosure of Conflict of Interest.

1. Members who have any personal or property interest, or any other kind of interest which may conflict or interfere with, influence or be perceived by the public as influencing the member's conduct shall, prior to acting or voting, disclose the nature of the conflict.
2. The remaining members of the Committee shall establish by a majority vote whether the interest does in fact constitute a conflict of interest. In deciding whether there is a conflict of interest, it shall consider, among other criteria, the following:
 - a. Whether the conflict of interest impedes independence of judgment;
 - b. The effect of the member's participation on the public confidence in the integrity of the Committee;
 - c. Whether the member's participation is likely to have any significant effect on the ultimate disposition of the matter; and
 - d. The member's fiduciary obligations to the Authority.
3. If the majority concludes that there is no conflict, then the member may perform the official act involved. However, the member shall state for the record the nature of the interest at the time of performing the act.

E. Disqualifications from Voting and Influencing.

1. If a majority of the Committee concludes there is a conflict, the member shall be disqualified from acting or voting on the matter or any related business. In addition, the disqualified member shall refrain from attempting to influence the decisions of other members of the Committee in voting on the matter, and refrain from participating in any manner in the deliberations of the Committee.
2. The disqualification of the member shall not preclude the existence of a quorum, nor result in the loss of a quorum of the Committee. However, the disqualification of a member from voting on an issue that requires the affirmative vote of a specific number of votes shall automatically be reduced by the number of members disqualified.

F. Misuse of Confidential Information.

A member of the Committee shall not knowingly disclose confidential or privileged information to any third party. Members who review confidential financial information may be required to sign a Confidentiality Agreement. This Section is not intended to impair or limit public access to information that is otherwise publicly available.

G. Deadline for Agenda.

The deadline for placing any item on the agenda will be three (3) calendar days prior to the scheduled meeting. Agendas for special meetings shall be set at least forty-eight (48) hours prior to the meeting.

H. Consideration of Agenda Items.

The following procedures will normally be observed:

1. Authority staff presents report.
2. The Committee may ask questions regarding the Authority staff presentation and report.
3. Presentation by applicant (if applicable).
4. The Committee may ask questions regarding the applicant presentation and report.
5. Public comment, if appropriate.

Section 8. Modification of Bylaws.

These Bylaws may be altered, amended or repealed at any regular meeting by majority vote of the Authority.

ATTEST:


Sharon DeRouen, Secretary to URA


John D. Ewing, URA Chairperson