

**CASTLE ROCK URBAN RENEWAL AUTHORITY  
RESOLUTION NO. 2013-04**

**A RESOLUTION APPROVING THE  
CASTLE ROCK URBAN RENEWAL AUTHORITY  
MISSION AND GOALS STATEMENTS**

**WHEREAS**, formation of the Castle Rock Urban Renewal Authority (CRURA) was approved by the Town Council on June 4, 2013; and

**WHEREAS**, the Town of Castle Rock established the CRURA pursuant to Colorado Urban Renewal Law; and

**WHEREAS**, in order to create a central focus for the CRURA program; and

**WHEREAS**, the Authority must establish a Mission and Goals statement consistent with the Town Vision and Comprehensive Plan.


**NOW, THEREFORE BE IT RESOLVED BY THE CRURA BOARD OF COMMISSIONERS AS FOLLOWS:**

**Section 1.** The Board of Commissioners of the Castle Rock Urban Renewal Authority hereby approves the Mission and Goals Statement in the form attached hereto as Exhibit 1.

**PASSED, APPROVED AND ADOPTED** this 29<sup>th</sup> day of October 2013, by the Castle Rock Urban Renewal Authority Board of Commissioners on first and final reading by a vote of 7 for and 0 against.

**ATTEST:**

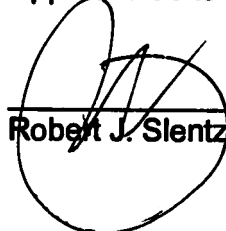
**CASTLE ROCK URBAN RENEWAL  
AUTHORITY**

  
Sally A. Misare, Clerk

  
Paul Donahue, Chair

Approved as to form:

Approved as to content:

  
Robert J. Slentz, General Counsel

  
Bill Detweiler, Executive Director

## ***Exhibit 1.***

***“The CRURA mission is to work closely with local taxing entities to provide opportunities for development and redevelopment in targeted areas for public benefit; and to encourage high quality design consistent with the Town of Castle Rock Vision and Community Master Plan.”***

Goals for the CRURA program include:

- To support and take action consistent with the Town of Castle Rock Vision and Comprehensive Plan;
- To participate in partnerships that advance development and redevelopment of blighted properties;
- To ensure consistent and ongoing communication and coordination with all taxing entities involved with URA programs;
- To foster opportunities for balanced, sustainable developments where Town residents live, work, and play and businesses operate;
- To enhance and encourage development that increases employment and expands the tax base for all taxing entities;
- To encourage investment in properties that due to the presence of blighting conditions would not otherwise develop without participation from the CRURA;
- To promote superior site and building design;
- To create an environment that encourages the growth of a variety of locally-owned businesses and services;
- To encourage, where possible, development that preserves the history and heritage of Castle Rock; and
- To encourage investment in start-up businesses and reinvestment in on-going business interests.

**CASTLE ROCK URBAN RENEWAL AUTHORITY  
RESOLUTION NO. 2014-01**

**A RESOLUTION APPROVING BY-LAWS FOR THE  
CASTLE ROCK URBAN RENEWAL AUTHORITY**

**WHEREAS**, formation of the Castle Rock Urban Renewal Authority (CRURA) was approved by the Town Council on June 4, 2013; and

**WHEREAS**, the Town of Castle Rock established the CRURA pursuant to Colorado Urban Renewal Law; and

**WHEREAS**, the Board of Commissioners must adopt Bylaws to designate officers of the Authority and to govern and conduct meetings of the Board of Commissioners of the Authority;

**WHEREAS**, the Board of Commissioners may adjust the Bylaws as needed;

**NOW, THEREFORE BE IT RESOLVED BY THE CRURA BOARD OF COMMISSIONERS AS FOLLOWS:**

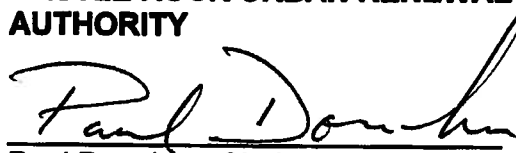
**Section 1.** The Board of Commissioners of the Castle Rock Urban Renewal Authority hereby approves the amended Bylaws of the CRURA in the form attached hereto as **Exhibit 1**.

**PASSED, APPROVED AND ADOPTED** this 17<sup>th</sup> day of June 2014, by the Castle Rock Urban Renewal Authority Board of Commissioners on first and final reading by a vote of 5 for and 0 against.

**ATTEST:**

**CASTLE ROCK URBAN RENEWAL  
AUTHORITY**

  
Sally A. Misare, Clerk

  
Paul Donahue, Chair

Approved as to form:

  
Robert J. Slentz, General Counsel

Approved as to content:

  
Bill Detweiler, Executive Director

# ***Exhibit 1.***

## **BYLAWS OF THE CASTLE ROCK URBAN RENEWAL AUTHORITY AS AMENDED**

### **ARTICLE I NAME**

**Section 1. Name.** The Urban Renewal Authority for the Town of Castle Rock, created pursuant to Colorado Revised Statutes Part 1 of Title 31, Article 25, shall be known as the Castle Rock Urban Renewal Authority (the "Authority") and the members shall be known as the Board of Commissioners (the BOC).

### **ARTICLE II AUTHORITY OFFICERS AND DUTIES**

**Section 1. Officers.** The officers of the Authority shall be the Chair and Vice Chair.

**Section 2. Chair.** The Chair of the Authority shall at all times be the Mayor of the Town of Castle Rock.

**Section 3. Vice Chair.** The Vice Chair of the Authority shall at all times be the Mayor Pro Tem of the Town of Castle Rock.

**Section 4. Board of Commissioners Duties.** With assistance from the Executive Director and staff, the Board of Commissioners is responsible for;

A. Formulating financial policies, approving and ensuring compliance with the annual budget established by calendar year, hiring auditors and preparing financial reports, including those required by law;

B. Initiating and entering into contracts, monitoring compliance and coordinating with legal counsel on contract issues, and informing the Board of Commissioners of contract concerns;

C. Establishing strategic planning objectives, formulating strategic plans, and establishing operational plans and administrative procedures;

D. Assessing Board's actions and performance, and assessing the Executive Director's actions and performance.

**ARTICLE III  
AUTHORITY AND STAFF DUTIES**

**Section 1. Executive Director.** The Executive Director shall be appointed by the Board of Commissioners. If the Commissioners decide to appoint a Town staff member to serve as Executive Director then such appointment shall occur under advisement and with consent of the Town Manager. The Executive Director shall:

A. Be the Chief Executive Officer of the Authority and shall exercise oversight of the Authority and of those members of the Authority staff and consultants as may be assigned to Authority business. Any assignment of Town staff to serve on the Authority staff must be approved by the Town Manager.

B. Perform all duties which may from time to time be assigned to the Executive Director by the Board of Commissioners of the Authority;

C. Administer all contracts as acted upon by the Board;

D. Designate an acting Executive Director in the absence of the Executive Director;

E. Annually prepare a budget and submit it to the Board for its approval in accordance with applicable State Statutes and CRURA Financial Policies. Annually prepare a year-end Financial Report in accordance with State Statutes; and

F. Perform additional duties as directed by the Board.

**Section 2. Clerk.** The Clerk of the Authority shall at all times be the Town Clerk of the Town of Castle Rock. The Clerk shall:

A. Attest to any resolutions or bylaws adopted by the Authority;

B. Keep correct and complete minutes of the proceedings of the Board of Commissioners and committees of the Authority;

C. Prepare, provide and post all notices as required by law;

D. Attest to all contracts, deeds and other documents of the Authority;

E. Perform such other duties as directed by the Executive Director; and

F. Designate an acting Clerk in the absence of the Clerk.

**Section 3. Treasurer.** The Treasurer of the Authority shall at all times be the Director of Finance for the Town of Castle Rock. The Treasurer shall:

- A. Have charge and custody of, and be responsible for, all funds and securities of the Authority;
- B. Keep or cause to be kept correct and complete, books and records of accounts;
- C. Receive and give receipts for moneys due and payable to the Authority from any source whatsoever;
- D. Perform all duties incident to the Office of the Treasurer and perform such other duties as may be assigned by the Executive Director; and
- E. Designate an acting Treasurer in the absence of the Treasurer.

**Section 4. General Counsel.** The General Counsel of the Authority shall at all times be the Town Attorney. The General Counsel shall provide legal advice to the Board of Commissioners and shall provide such other legal representations as directed by the Board of Commissioners. In the event that the Town Attorney is precluded from serving as General Counsel due to professional or ethical constraints, the Board of Commissioners shall appoint special counsel to represent the Board of Commissioners on such matters.

**Section 5. Additional Personnel.** The Board of Commissioners may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the "Urban Renewal Law" of Colorado, and all other laws of the State of Colorado and the Town of Castle Rock.

#### **ARTICLE IV MEETINGS**

**Section 1. Annual and Regular Meetings.** The Annual meeting of the Board of Commissioners of the Authority shall be held in the month of June. The Board of Commissioners shall hold other meetings at such time or times as the Chair may determine or the requisite number of Board of Commissioners might request.

**Section 2. Meeting Location.** The meetings of the Board of Commissioners and any committee of the Board of Commissioners shall be held at the Castle Rock Town Hall or such other place as the Board shall determine.

**Section 3. Notice of Meetings.** Notice of meetings shall be given as required in Colorado Open Meetings Law, C.R.S. §§24-6-401 and 402, which requires posting of the notice at the Castle Rock Town Hall 24-hours prior and include the time, place, and agenda for the meeting.

**Section 4. Special Meetings.** Special meetings of the Board of Commissioners shall be called by the Executive Director at the request of the

Chair or any three members of the Board of Commissioners as long as written notice, served through email or in-person at the usual place of residence for all of the Members, not less than 24-hours of the meeting.

**Section 5. Quorum and Manner of Acting.** A majority of the Board of Commissioners shall constitute a quorum for the transaction of business at the annual or any regular meeting of the Board of Commissioners. The act of a majority of those Commissioners present at the meeting shall be the act of the Board of Commissioners on all matters.

**Section 6. Meeting Attendance.** In the event of an unanticipated absence, a Board member shall inform the Board of Commissioners Chair or Executive Director of their pending absence.

**Section 7. Expectations and Responsibilities of the Board Chair:** The Board of Commissioners Chair is responsible for running the Board of Commissioners public meetings, assisting the Executive Director in preparation of the agenda, acting as facilitator of Board of Commissioners meetings and ensuring there is adequate time for discussion and deliberation of issues.

**Section 8. Expectations and Responsibilities of the Board Vice-Chair:** The Board of Commissioners Vice-Chair serves in the absence of the Chair at all Board of Commissioners public meetings.

**Section 9. Deliberations and Decisions of Board Members:** A Board member accepts responsibility to actively participate in effective deliberations and debates, apply good judgment, and support the Board of Commissioners decisions at public meetings.

## **ARTICLE V POWERS**

**Section 1.** The Authority shall have all of the general powers of such and Authority granted to it under the Colorado Urban Renewal Law, except those powers which are excepted and excluded as general powers recited in the subsequent sections of this ARTICLE V.

## **ARTICLE VI CONFLICT OF INTEREST**

**Section 1.** No Authority Member, other Officer or Employee, nor any immediate member of the family of any such Authority Member, Officer or Employee shall acquire any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he/she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any Authority member, or Officer or Employee of

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the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, he/she shall immediately disclose the same in writing to the Authority. Upon such disclosure, such Authority member, Officer or other Employee shall not participate in any discussion and action by the Authority affecting the carrying out of the project planning or the undertaking of the project unless the Authority determines that, in light of such personal interest, the participation of such Member in any such act would not be contrary to the public interest. Acquisition or retention of any such interest without such determination by the Authority (that it is not contrary to the public interest) or willful failure to disclose any such interest will constitute misconduct in office.

## **ARTICLE VII AMENDMENTS**

**Section 1.** These bylaws may be amended by an affirmative vote of two-thirds of the Authority at any regularly scheduled or special meeting of the Authority.