

RESOLUTION
#R-27-2025

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
LOVELAND URBAN RENEWAL AUTHORITY REPEALING AND
REENACTING THE AUTHORITY'S BYLAWS**

WHEREAS, the Loveland Urban Renewal Authority ("LURA") is a body corporate and politic of the State of Colorado established pursuant to Title 31, Article 25, Part 1, Colorado Revised Statutes ("C.R.S.") (the "Urban Renewal Law");

WHEREAS, LURA is authorized by the Urban Renewal Law to adopt bylaws governing its meeting rules and procedures; and

WHEREAS, LURA desires to amend its current Bylaws.

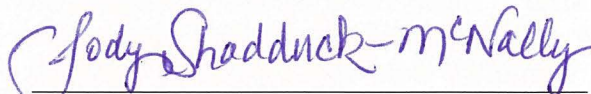
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE LOVELAND URBAN RENEWAL AUTHORITY:**

Section 1. Approval of Bylaws. LURA hereby repeals and replaces LURA's Bylaws as attached hereto as **Exhibit A**.

Section 2. Effective Date. This Resolution shall be effective as of the date of its adoption.

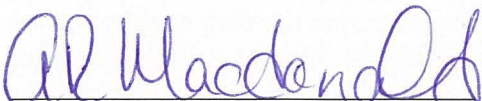
ADOPTED this 8th day of April, 2025.

LOVELAND URBAN RENEWAL AUTHORITY



Jody Shadduck-McNally, Chair

ATTEST:



Ashley Macdonald, Board Secretary



Loveland Urban Renewal Authority

Bylaws

Last Amended: 4/8/2025

Article I. Creation, Powers, and Responsibilities

Section 1.01 The Loveland Urban Renewal Authority ("LURA") for the City of Loveland was established in July of 2002 by the City of Loveland City Council by Resolution #R-44-2002 in accordance with the Colorado Urban Renewal Law, C.R.S. § 31-25-101, *et seq.*, (the "Urban Renewal Law").

Section 1.01 LURA shall have all the general powers granted to it by the Urban Renewal Law and shall perform all duties required by law.

Section 1.02 LURA is authorized pursuant to C.R.S. § 31-25-105(1)(a) to make and adopt bylaws, orders, rules, and regulations in furtherance of its powers and authority under the Urban Renewal Law.

Article II. Membership and Term

Section 2.01 Pursuant to C.R.S. §§ 31-25-115 and 31-25-104(2.5), LURA's Board of Commissioners is comprised of 13 commissioners who are the nine members of the Loveland City Council and four other commissioners appointed as required by C.R.S. § 31-25-104(2.5) to include a commissioner appointed by the Larimer County Commissioners; an elected member of the Board of the Thompson School District; an elected member of a special district selected by agreement of the special districts imposing a mill levy within the boundaries of the urban renewal authority; and a commissioner appointed by the Mayor.

Section 2.02 The terms of the nine Commissioners who are also members of the Loveland City Council shall be concurrent with their terms on City Council. Councilmembers shall leave the LURA when their terms on City Council expire or until a Commissioner becomes ineligible to serve under Section 2.04 and shall be replaced by the Councilmember elected in their place.

Section 2.03 The terms of the remaining four Commissioners are as follows: the terms of the members appointed by the Larimer County Commissioners, the Thompson School District, and the member agreed upon by the special districts shall be five years from the date of appointment or until a Commissioner becomes ineligible to serve under Section 2.04. The term of the individual appointed by the Mayor shall be five years from the date of appointment or until the Commissioner becomes ineligible to serve under Section 2.04.

Section 2.04 A Commissioner shall be ineligible to serve and shall be removed as a Commissioner when:

- (a) Such commissioner is removed for cause for inefficiency or neglect of duty, or misconduct in office pursuant to C.R.S. § 31-25-104(4), which provides as follows:
 - (i) The Mayor, with the consent of the governing body, may remove a commissioner for inefficiency or neglect of duty or misconduct in office, but only after the commissioner has been given a copy of the charges made by the Mayor against him and has had an opportunity to be heard in person or by counsel before the governing body. In the event of

the removal of any commissioner, the Mayor shall file in the office of the clerk a record of the proceedings, together with the charges made against the commissioner and findings thereon.

- (b) Such commissioner is no longer eligible to serve pursuant to C.R.S. § 31-25-104(2.5); or
- (c) Such commissioner resigns, rejects the appointment, or otherwise declines to serve.

Article III. Officers and Personnel

Section 3.01 The Chair of LURA shall be elected annually by a majority vote of the Commissioners. The Chair is responsible for preserving order and the integrity of all proceedings before LURA, and shall:

- (a) Call meetings to order as scheduled and proceed with the order of business;
- (b) Announce the business to be acted upon;
- (c) Inform LURA, when necessary, on any point of order;
- (d) Authenticate by signature, when necessary, or when directed by LURA, all of the acts, findings and orders, and proceedings of LURA;
- (e) Efficiently move the agenda along, limit redundancy and the time allowed for commissioner or staff comments, and set guidelines for public input; and
- (f) Recognize speakers prior to receiving comments and presentations.

Section 3.02 The Vice Chair of LURA shall be elected annually by a majority vote of the Commissioners. The Vice Chair shall exercise the duties of the Chair in the Chair's absence.

Section 3.03 In the event both the Chair and the Vice Chair are absent from a meeting, the Executive Director shall call LURA to order and call the roll. If a quorum is present, LURA shall elect by a majority vote a temporary Chair who shall preside over the meeting until the arrival of the Chair or Vice Chair.

Section 3.04 The City Manager for the City of Loveland shall serve as the Executive Director of LURA. The Executive Director shall have general supervision over the administration of the LURA's business and affairs, subject to the direction of LURA and shall keep accurate minutes of all LURA meetings and a record of all LURA resolutions, transactions, findings, and determinations. The Executive Director shall be responsible for posting all required notices and agendas.

Article IV. Meetings

Section 4.01 All meetings of LURA shall be open to the public, other than executive sessions, in compliance with the Colorado Open Meetings Law.

Section 4.02 LURA shall meet in regular session quarterly on the second Tuesday of the month at 6:00 p.m. unless noticed otherwise.

Section 4.03 Special meetings may be called at the request of the Chair or four or more Commissioners. Notice of a special meeting shall be provided to each Commissioner, by electronic means or by telephone.

Section 4.04 LURA may meet in a study session, but no decisions may be made, nor may any actions be taken at a study session; all actions taken, and all decisions made shall be approved at either a regular or special meeting.

Section 4.05 All meetings shall be held in the Loveland City Council Chambers unless otherwise determined.

Section 4.06 Any member may participate in meetings remotely.

Section 4.07 Cellular telephones are not permitted at the dais during LURA meetings.

Article V. Agendas

Section 5.01 The agenda for each meeting shall be posted in accordance with the Colorado Open Meetings Law.

Section 5.02 Agendas shall be set by the Executive Director and Chair. An item may be placed on the agenda at the direction of a majority of LURA at a meeting.

Section 5.03 Any material provided by the public to supplement public comment or testimony on an agenda item shall be provided to the City Clerk's Office by a deadline of no later than 5 p.m. on the Friday prior to regular or special meeting that addresses such agenda item. Material provided by such deadline shall be placed into the agenda packet and distributed to LURA members. Material provided to LURA after such deadline shall be added to the electronic agenda packet and emailed to all LURA members after such regular or special meeting and shall not be distributed to or reviewed by LURA members prior to the meeting.

Article VI. Meeting Procedures

Section 6.01 Bob's Rules of Order

- (a) Bob's Rules of Order are adopted as the rules guiding the conduct of business at LURA meetings. In case of a conflict between these Rules and Bob's Rules, these Rules shall apply.

Section 6.02 Quorum

- (a) A majority of LURA shall constitute a quorum for the transaction of business at a meeting of LURA. The act of a majority of those Commissioners present at the meeting shall constitute an act of LURA on all matters, unless required otherwise herein.

Section 6.03 Recognition and Speaking

- (a) No member wishing to speak, debate, make a motion, submit a report, or for any other purpose shall proceed until they have asked the Chair for the floor and have been recognized.
- (b) When a member is speaking, no other member or other person shall engage in conversation or commit any other act tending to distract the attention of LURA from the business before it.
- (c) No member shall be permitted to speak more than once on any subject until every member desiring to be heard has been afforded an opportunity to speak.

- (d) Every member shall be permitted the opportunity to speak on each motion and agenda item as described in Section 6.08 herein.

Section 6.04 Voting

- (a) All matters shall require a majority vote of the members present unless specified otherwise herein.
- (b) Every member present shall vote unless such member has a conflict of interest or abstains with a statement on the record stating the reasons for such abstention. Abstentions shall be recorded as an abstention rather than an affirmative or negative vote.

Section 6.05 Conflicts of Interest

- (a) LURA shall adhere to all Colorado laws, rules and regulations related to conflicts of interest including the Urban Renewal Law and the State Code of Ethics.
- (b) No Commissioners, officer, or employee, nor any immediate member of the family of any such Commissioner, officer or employee shall acquire any interest, direct or indirect, in any activity or in any property included or planned to be included in any activity, nor shall they 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 activity. If any Commissioner, officer or employee of LURA owns or controls an interest, direct or indirect, in any property included or planned to be included in any activity, they shall immediately disclose the same in writing to LURA. Upon such disclosure, such Commissioner, officer, or employee shall not participate in any action by LURA affecting the planning for the activity or the actual undertaking of the activity unless LURA determines that, in the 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 LURA constitutes misconduct in office.

Section 6.06 Reconsideration

- (a) After an ordinance, resolution, or motion has been decided by LURA, any member recorded as having voted with the prevailing side may move to reconsider at the same or next meeting, unless the ordinance, resolution or motion has taken effect.
- (b) A motion to reconsider shall require the affirmative vote of two-thirds of the members present.

Section 6.07 Right of Appeal

- (a) Any member may appeal a ruling or order of the Chair. If seconded, such appeal shall be submitted to a vote of the members, however, without a second such appeal shall die.

Section 6.08 Meeting Format. The order of business shall be as follows (unless modified by a majority vote of LURA):

- (a) Call to Order
- (b) Pledge of Allegiance and Attendance Report
 - (i) The City Clerk shall report the presence or absence of members of LURA in lieu of roll call.
- (c) Consent Agenda

- (i) The Executive Director shall put on the consent agenda items for LURA approval without discussion or debate. Prior to the motion to approve, any commissioner may unilaterally request removal of an item on the consent agenda. Items removed shall be considered under "General Business" in the order they appear on the agenda.
- (d) General Public Comment
 - (i) The general public comment period allows the public to comment on any matter not set for a public hearing.
 - (ii) A person who wishes to give general public comment in person shall sign up with the City Clerk prior to the start of the meeting.
 - (iii) All virtual public commenters shall use the raise their hand feature when prompted by the City Clerk.
 - (iv) The total time for general public comment shall be 60 minutes unless a longer time is approved by a majority vote of LURA. Each commenter is allotted three minutes except that the Chair may reduce such time to two minutes per speaker when the number of commenters wishing to speak is greater than 10.
 - (v) Commenters may pool time provided that pooling shall not result in more than 10 minutes per designated speaker and the persons who agree to cede their time to another shall be present at the meeting and state their name and city of residence. A person who cedes speaking time may not provide public comment during the general public comment period.
 - (vi) LURA shall not act on items not on the meeting agenda. However, LURA may direct those issues raised during this period to be considered on a subsequent agenda, and simple questions may be answered at the Chair's direction.
- (e) General Business
 - (i) Generally, LURA shall consider all matters not set for the consent agenda under general business.
 - (ii) General business shall follow the following order:
 - 1) The Chair reads the title of the agenda item.
 - 2) Staff gives a presentation.
 - 3) Applicant gives a presentation, if applicable.
 - 4) If a public hearing, public comment is taken in accordance with the rules herein. No public comment shall be taken on general business items that do not require a public hearing.
 - 5) Each commissioner shall be allotted two minutes per round to ask questions or make any statement related to the agenda item. Commissioners shall only be permitted to speak once per round. Rounds shall continue until a motion on the item is made.
 - 6) A motion and action are taken.
 - (iii) Public comment for general business items shall only be permitted for public hearings.

- 1) The public comment period related to public hearings allows the public to comment on the specific item to which the public hearing applies.
 - 2) A person who wishes to give public comment at a public hearing shall sign up with the City Clerk before the start of the meeting.
 - 3) All virtual public commenters shall use the raise their hand feature when prompted by the City Clerk.
 - 4) The total time for public comment for each public hearing shall be 60 minutes unless a longer time is approved by a majority vote of LURA. Each commenter is allotted three minutes except that the Chair may reduce such time to two minutes per speaker when the number of commenters wishing to speak is greater than 10.
 - 5) Commenters may pool time provided that pooling shall not result in more than 10 minutes per designated speaker and the persons who agree to cede their time to another shall be present at the meeting and state their name and city of residence. A person who cedes speaking time may not provide public comment on the item for which time was ceded.
- (f) Staff and Information Only Reports
- (i) Staff and information only reports are intended as informational, and no LURA action shall be taken.
- (g) Executive Session (as needed)
- (i) An Executive Session may be scheduled anywhere on the agenda as determined to be appropriate by LURA counsel.
- (h) Adjournment
- (i) The Chair may adjourn the meeting at the close of LURA's agenda or as necessary for timing constraints.

Article VII. Amendments of Bylaws

Section 7.01 These Bylaws shall be amended only by a majority vote of the Commissioners.