

## Chapter 2.60

### BOARDS AND COMMISSIONS

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#### **2.60.010      Generally.**

Except as otherwise provided in state statutes, the boards and commissions established for the city shall perform the activities and functions as set forth in this chapter and shall adhere to and be governed by the procedures and policies as set forth in the Handbook for Boards and Commissions adopted by resolution of the city council.

#### **2.60.020      Membership.**

- A. Except as otherwise provided in state statutes or this chapter, members of city boards and commissions shall be residents of the city or have substantial ties within the corporate limits of the city, as determined by the city council. For the purposes of this chapter, "substantial ties" shall include, without limitation, ownership of real property, employment, or conduct of a business or profession within the corporate limits of the city.
- B. A person shall not be eligible for appointment to any city board or commission if that person's spouse, parent, sibling, or child (whether related by blood, marriage, or

adoption) is a city employee who in his or her capacity as a city employee regularly appears before or advises that board or commission. This shall not prohibit such person from being eligible for appointment to any other city board or commission not affected by this eligibility limitation.

- C. A person shall not serve on more than one city board or commission at a time; provided, however, that a board or commission member may apply for and be appointed to another board or commission if: (i) said member is the only qualified applicant for the position; or (ii) said member resigns his or her position on the first board or commission prior to or upon appointment to the second board or commission.
- D. Members of city boards and commissions shall serve for the term provided in the statutes or ordinances establishing the applicable board or commission. Whenever such statute or ordinance provides for terms of office which overlap one another, the city council shall make appointments shorter than the full term in order to space the expiration dates of the terms of the members as evenly as practicable. Whenever a member is appointed for a specific term of years, such member shall serve for the specified term or until a successor is appointed, whichever occurs last.
- E. Members of city boards and commissions shall be eligible for reappointment without regard to the number of terms served. Members shall serve until their replacement has been appointed. Any member appointed to fill a vacancy shall serve the remainder of the unexpired term.
- F. Removal of any city board or commission member shall require the affirmative vote of a majority of the entire city council.
- G. Members of city boards and commissions shall serve without compensation. (Ord. 5324 § 1, 2008)

**2.60.030 City council and staff liaisons.**

- A. The city council shall have the authority to appoint one or more members of the city council to serve as non-voting council liaisons to any board or commission. The term of office of said liaisons shall coincide with the city's biennial municipal election.
- B. The city manager shall have the authority to appoint one staff member to serve as a non-voting staff liaison to any board or commission. Such staff member shall serve as the staff liaison until termination of employment or until appointment of a new staff liaison, whichever occurs first.
- C. The city manager shall be a non-voting, ex officio member of all boards and commissions. The city manager and the city attorney, upon request and after consultation with each board and commission, shall provide such staff assistance as may be appropriate to carry out the duties and responsibilities of the board or commission.

**2.60.040 Funding.**

- A. Requests for budget appropriations shall be submitted to the city manager for review and inclusion in the annual budget submitted to the city council by the city manager. Expenditures of appropriations shall be made in accordance with the city's purchasing policies and procedures.
- B. The city shall reimburse members of city boards and commissions for the reasonable and necessary costs and expenses incurred by such members in attending conferences and training programs relevant to their service and which have been authorized in advance by the city manager.

**2.60.050 Affordable housing commission.**

- A. There is established an affordable housing commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the affordable housing commission shall be to serve as an advisory body to the city council and staff on all matters pertaining to affordable housing in Loveland. In addition to any other duties as may be delegated to it by the city council, the commission shall:
  1. study the dimension and scope of the need for affordable housing and make recommendations to the city council regarding specific market targets;
  2. review existing affordable housing incentives and policies and make recommendations to the city council regarding policy changes;
  3. develop specific incentives and regulatory-based strategies to increase, preserve, and rehabilitate affordable housing in Loveland; and
  4. review all “bricks and mortar” grant applications made to the city for community development block grant funds related to housing, hear presentations from applicant agencies, and make a recommendation to the city council regarding such grant funding applications.

**2.60.060 Citizens' finance advisory commission.**

- A. There is established a citizens' finance advisory commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the citizens' finance advisory commission shall be to review the city's budget in detail and to report to the city council on its findings, to evaluate and recommend auditors for use by the city, to review city financial reports, and to review the city's financial policies and recommend changes to the city council.

**2.60.070 Communications technologies commission.**

- A. There is established a communications technologies commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the communications technologies commission shall be to serve as an advisory body to the city council on all matters pertaining to communications technologies. In addition to any other duties as may be delegated to it by the city council, the commission shall:
  1. identify community communications technology needs, analyze available communication technologies, and recommend implementation of those communications technologies which best promote community interconnectivity and economic growth;
  2. evaluate and make recommendations regarding communications franchise applications, monitor all existing communications franchises granted by the city for compliance with applicable franchise agreements, receive and review citizen complaints regarding existing communications franchises, and serve as a hearing body for disputes arising therefrom; and
  3. make recommendations regarding use and development of the city's public access channel.
  4. evaluate requests to install wireless technologies on city facilities and make recommendations regarding contracts for said installation. (Ord. 5324 § 2, 2008)

**2.60.075 Community marketing commission.**

- A. There is established a community marketing commission consisting of seven members appointed by the city council. Members on the commission shall have backgrounds in the fields and businesses of lodging, tourism, the arts, marketing, economic development and community development. The term for two of the initial members appointed shall be for one year, two other initial members shall be

appointed for a term of two years, and the remaining initial three members shall be appointed for three-year terms. After these initial terms expire, members shall be appointed for a three year term.

B. The purpose of the community marketing commission shall be to serve as an advisory body to the city council concerning the city's use of the revenues received from the lodging tax levied under Code Chapter 3.24. The commission shall make recommendations to the city council as to how the funds should be specifically spent consistent with the purpose authorized in Code Section 3.24.005 and Section 3.24.105. (Ord. 5445 § 2, 2009)

**2.60.080 Construction advisory board.**

- A. There is established a construction advisory board consisting of eleven members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the construction advisory board shall be to serve as an advisory body to the city council on all matters pertaining to the regulation of construction activities within the jurisdiction of the city. In addition to any other duties as may be delegated to it by the city council, the board shall:
  - 1. review uniform codes and recommend updates, as needed; and
  - 2. review subdivision improvement requirements and development standards and recommend updates, as needed.
- C. The construction advisory board shall be the board of appeals in connection with all codes adopted by reference in Title 15 and shall exercise the powers delegated to it by the city council in Chapter 15.04.

**2.60.090 Cultural services board.**

- A. There is established a cultural services board consisting of seven members appointed by the city council. The term of office of each member shall be four years.
- B. The purpose of the cultural services board shall be to serve as an advisory body to the city council on such policies, procedures, rules, and regulations and other matters as the board believes necessary and proper for the administration, management, and development of the cultural services department and its facilities. In addition to any other duties as may be delegated to it by the city council, the board shall:
  - 1. review and make recommendations regarding the establishment of policies and fees affecting the cultural services department;
  - 2. support communication and cooperation between the cultural services department and other cultural service organizations in the community;
  - 3. represent the cultural services department at special events, activities, and functions in the cultural services department;
  - 4. review exhibit and programming ideas and offer conceptual ideas to staff for future exhibits and programs;
  - 5. assist with fundraising for special cultural services department projects when appropriate;
  - 6. advise city staff on the development of the annual budget for the cultural services department and serve as advocates for the cultural services department; and
  - 7. make final decisions on deaccessioning and disposition of collection items in accordance with the policies established by the city council.

**2.60.100 Disabilities advisory commission.**

- A. There is established a disabilities advisory commission consisting of twelve members appointed by the city council. The term of office of each member shall be three years.

B. The purpose of the disabilities advisory commission shall be to study problems relating to disabled persons and their interaction with the community and to serve as an advisory body to the city council on such matters.

**2.60.110 Fire and rescue advisory commission.**

A. There is established a fire and rescue advisory commission consisting of nine members, eight of whom shall be appointed by the city council to serve a term of three years, and one of whom shall be appointed by the rural fire protection district board of directors from among the district's board members to serve a term to be determined by the district. Members appointed by the city council shall not be employees or volunteers of the Loveland fire and rescue department.

B. The purpose of the fire and rescue advisory commission shall be to serve as an advisory body to the city council in the implementation of the fire protection master plan and future strategic planning for the fire and rescue department. In addition, the commission shall serve as an advisory body to the fire chief concerning fire protection, rescue, and emergency management issues. (Ord. 5323 § 1, 2008)

**2.60.120 Golf advisory board.**

A. There is established a golf advisory board consisting of nine members appointed by the city council. The term of office of each member shall be three years.

B. The purpose of the golf advisory board shall be to serve as an advisory body to the city council and to assist the department of parks and recreation in matters pertaining to golf and the municipal golf courses for the common benefit of the city, its golf courses, and the golfing public.

**2.60.130 Historic preservation commission.**

A. There is established a historic preservation commission consisting of seven members appointed by the city council. Members shall have demonstrated interest, competence, or knowledge in historic preservation. The commission shall be comprised of both professionals and lay members and shall be selected, as much as possible, from the fields of history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, or related disciplines such as the building trades, cultural geography, cultural anthropology, real estate, or law. Three members of the commission shall be professionals or shall have extensive expertise in a preservation-related discipline including, but not limited to, history, architecture, planning, or archaeology. Recognizing that professionals may not be available, this requirement may be waived by the city council following a good faith effort to recruit such professionals. The term of office of each member shall be three years.

B. The purpose of the historic preservation commission shall be to serve as an advisory body to the city council on matters related to preserving the historic character of the city. In addition to any other duties as may be delegated to it by the city council, the commission shall:

1. review resources nominated for designation as either an historic landmark or district based upon the criteria outlined in Section 15.56.090, and recommend that the city council designate by ordinance those resources qualifying for such designation;
2. review and make decisions on any application for alterations to a designated historic landmark or district based upon the criteria outlined in Section 15.56.100;

3. review and make decisions on any application for moving an historic landmark or structure within an historic district based upon the criteria outlined in Section 15.56.110;
4. review and make decisions on any application for demolishing an historic landmark or structure within an historic district based upon the criteria outlined in Section 15.56.120;
5. advise and assist owners of historic properties on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including nomination to the local, state, or National Register of Historic Places;
6. develop and assist in public education programs including, but not limited to, walking tours, brochures, a marker program for historic properties, lectures, exhibits, and conferences;
7. conduct surveys of historic sites, properties, and areas for the purpose of defining those of historic significance, and prioritizing their importance;
8. actively pursue financial assistance and incentive programs for preservation-related programs;
9. review all applications made to the city for the rehabilitation loan program created in Section 15.56.170 and make a recommendation to staff regarding allocation of loan funds; and
10. review and make recommendations to the city council regarding amendments to the Loveland Historic Preservation Plan. The Loveland Historic Preservation Plan, and any amendments thereto, shall be adopted by resolution of the city council.

**2.60.140      Housing authority.**

The public housing authority of the city, as heretofore established by resolution of the city council, shall have all the powers necessary or convenient to carry out the purposes of such authorities as set forth in Article 4, Part 2 of Title 29, Colorado Revised Statutes, including solving the problem of unsafe and unsanitary dwelling accommodations in the city.

**2.60.150      Human services commission.**

- A. There is established a human services commission consisting of eleven members appointed by the city council. Two of the eleven members shall be high school students enrolled in secondary schools located within the city who shall be under the age of twenty-one at time of appointment. The term of office of each member shall be three years.
- B. The purpose of the human services commission shall be to serve as an advisory body to the city council on all matters pertaining to human services offered by the city. In addition to any other duties as may be delegated to it by the city council, the commission shall:
  1. review all grant applications made to the city for human services commission grant funds and for community development block grant funds except for "bricks and mortar" applications that are housing related, hear presentations from applicant agencies, and make a recommendation to the city council regarding grant funding allocation;
  2. perform site visits at the offices of grant recipients;
  3. provide citizen input on consolidated planning documents and reports as required by the United States Department of Housing and Urban Development;
  4. review and amend grant program guidelines and goals as needed; and
  5. act as a sounding board for social concerns of Loveland citizens.

**2.60.160 Library board.**

- A. There is established a library board consisting of seven members appointed by the city council. The term of office of each member shall be five years.
- B. The purpose of the library board shall be to serve as an advisory body to the city council on all issues pertaining to the operation of the library. In addition to any other duties as may be delegated to it by the city council, the board shall:
  - 1. advise the city council on such policies, procedures, rules, regulations, and other matters as the board believes necessary and proper for the administration, management, and development of the library and its facilities, collection, and equipment;
  - 2. take such actions as the board believes necessary and proper to encourage the making of grants and gifts in support of the library;
  - 3. accept on behalf of the city such gifts of money or property for use for library purposes in accordance with city policies;
  - 4. make an employment recommendation to the city manager on hiring and retaining the library director;
  - 5. recommend an annual operations and capital budget and report on the expenditure of library funds and operations after the close of the fiscal year; and
  - 6. to the extent authorized by any policy adopted by the city council by resolution, hear and decide appeals taken by users of the library concerning the application of library policies, rules, regulations, or procedures.

**2.60.075 Community marketing commission**

- A. There is established a community marketing commission consisting of seven members appointed by the city council. Members on the commission shall have backgrounds in the fields and businesses of lodging, tourism, the arts, marketing, economic development or community development. The term for two of the initial members appointed shall be for one year, two other initial members shall be appointed for a term of two years, and the remaining initial three members shall be appointed for three-year terms. After these initial terms expire, members shall be appointed for a three-year term.
- B. The purpose of the community marketing commission shall be to serve as an advisory body to the city council concerning the city's use of the revenues received from the lodging tax levied under Code Chapter 3.24. The commission shall make recommendations to the city council as to how the funds should be specifically spent consistent with the purpose authorized in Code Section 3.24.005 and Section 3.24.105. (Ord. 5445 § 2, 2009)

**2.60.180 Loveland utilities commission.**

- A. There is established a Loveland utilities commission consisting of nine members appointed by the city council. Any person who is a customer of the city's water, waste water, or electric utility, or who is an authorized representative of such a customer, shall be eligible for appointment to the commission. The term of office of each member shall be three years.
- B. The purpose of the Loveland utilities commission shall be to serve as an advisory body to the city council on all matters pertaining to the water, waste water, and electric utility operations and services provided by the city. In addition to any other duties as may be delegated to it by the city council, the commission shall:
  - 1. advise the city council on matters pertaining to rates, charges, and fees for water, waste water, and electric services provided by the city;
  - 2. award and approve any and all construction contracts over the limits of the city manager's authority as established in Chapter 3.12 and for which sufficient funds

have previously been budgeted and appropriated by the city council in the water and power department budget;

3. develop, approve, and adopt policies, practices, and guidelines to assist the water and power department in the efficient operation of the city's water, waste water, and electric utilities, and in the event a change to the municipal code is required in order to effectuate policies to be adopted by the commission, to recommend such changes to the city council;
4. review the proposed annual budget for the water and power department;
5. conduct public hearings on issues of policy concerning all water, waste water, and electric utility matters within the jurisdiction of the commission; and
6. provide policy recommendations to the city manager and the director of the water and power department, consistent with any previously adopted city council policies, concerning all water, waste water, and electric utility matters within the jurisdiction of the commission. (Ord. 5401 § 1, 2009)

**2.60.190 Open lands advisory commission.**

- A. There is established an open lands advisory commission consisting of nine members appointed by the city council. The term of office of each member shall be four years. One person appointed by the Larimer County open lands advisory board shall serve as a non-voting liaison to the commission for a term to be determined by the county.
- B. The purpose of the open lands advisory commission shall be to make recommendations to the city council regarding the attributable revenue share to the city of the Larimer County open space sales and use tax. Further, the commission shall make recommendations concerning the acquisition, disposal, jurisdictional transfers, planning, preservation, development, use, and management of open space, natural areas, wildlife habitat, and other associated open lands issues.

**2.60.200 Parks and recreation commission.**

- A. There is established a parks and recreation commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the parks and recreation commission shall be to serve as an advisory body to the city council with regard to the maintenance, administration, expansion, and development of the city's parks and the city's parks and recreation programs.

**2.60.210 Planning commission.**

- A. There is established a planning commission consisting of nine members appointed by the city council. All nine members shall be bona fide residents of the city of Loveland. The term of office of each member shall be three years.
- B. The purpose of the planning commission shall be to consider and pass upon all plats and make recommendations as to approval, modification, and disapproval thereof to the city council. The commission also shall consider and advise the city council on all proposed changes to the zoning and subdivision ordinances and recommend adoption of comprehensive plans for the physical development of the city, which plans may be adopted by resolution of the city council, and perform such other duties as required by state statutes and as the city council may by ordinance or resolution prescribe.

**2.60.220 Police citizen advisory board.**

- A. There is established a police citizen advisory board consisting of nine members appointed by the city council. The term of office of each member shall be three years.

B. The purpose of the police citizen advisory board shall be to support communication and education between the community and the Loveland police department. Additionally, the board shall serve as an advisory body to the Loveland police department and the city council concerning police policy, planning, and program issues.

**2.60.230 Police pension board of trustees.**

The police pension board of trustees shall be vested with the general administration, management, and responsibility for the proper operation of the police pension system. The board of trustees shall have such powers and duties as are prescribed by state statutes.

**2.60.240 Senior advisory board.**

A. There is established a senior advisory board consisting of fifteen members. Nine members shall be appointed by the city council to serve terms of three years. Six members shall be nominated by the senior advisory board, and approved by the city council, to serve terms of two years. These six members shall consist of one at large member, and one member from each of the following organizations: Chilson Senior Advisory Committee, Volunteers of America, McKee Senior Services, the Poudre Valley Hospital Aspen Club, and the McKee Medical Center Seasons Club. (Ord. 5449 § 1, 2009; Ord. 5481 § 1, 2010)

B. The purpose of the senior advisory board shall be to assist senior citizens in the Loveland area to live full and interesting lives, so that they might continue to contribute, participate, and share in the life of the community. Additionally, the board shall:

1. serve as a coordinating agency for senior services and activities;
2. assess, publicize, and support present senior services and activities in the community;
3. investigate and evaluate requests for new senior citizen services and activities;
4. plan, initiate, develop, and encourage new senior citizen programs as need is indicated; and
5. establish and maintain communications with local, state, and federal government agencies concerning senior citizens.

**2.60.250 Transportation advisory board.**

A. There is established a transportation advisory board consisting of seven members appointed by the city council. The term of office of each member shall be three years.

B. The purpose of the transportation advisory board shall be to serve as an advisory body to the city council and staff to assist in the planning and development of multi-modal transportation systems, other than those considered solely recreational. In addition to any other duties as may be delegated to it by the city council, the board shall provide the city council with advice and recommendations relating to the following:

1. local and regional transportation and transit matters, including, without limitation, those matters related to local and regional transportation projects and organizations;
2. policies, standards, and code amendments concerning transportation and transit;
3. the city's annual budget for the transit, project engineering, traffic, and streets divisions of the city's public works department;
4. the city's ten-year capital improvements plan as it relates to transportation and transit revenues and expenditures;
5. proposed amendments to the city's transportation master plan; and
6. transportation and transit fees, rates, and other charges to be approved by the city council.

**2.60.260 Visual arts commission.**

- A. There is established a visual arts commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The function of such commission shall be to perform the duties set forth in Chapter 12.60 pertaining to the city's art in public places program.

**2.60.270      Volunteer firefighters' pension board of trustees.**

The volunteer firefighters' pension board of trustees shall be vested with the general administration, management, and responsibility for the proper operation of the volunteer firefighters' pension system. The board of trustees shall have such powers and duties as are prescribed by state statutes.

**2.60.280      Youth advisory commission.**

- A. There is established a youth advisory commission consisting of twelve members appointed by the city council. Members shall be high school or middle school students enrolled in the Thompson School District or shall be residents of the city who are under the age of twenty-one at the time of appointment. The term of office of each member shall be one year and shall run from June 1st of any year through May 31st of the subsequent year. In addition to the twelve members, up to four alternates may be appointed by the city council to serve on the commission in the event of a vacancy. Said alternates shall be ranked at the time of appointment and shall automatically fill successive vacancies provided they meet all membership criteria at the time the vacancy is filled.
- B. The purpose of the youth advisory commission shall be to identify issues in the community that concern and relate to the youth in the community. The commission may provide such advice to the city council as it deems appropriate, but at a minimum shall prepare an annual statement setting forth the issues concerning and relating to youth and suggesting actions to be taken by the city council and others.

**2.60.290      Creative Sector Development Advisory Commission.**

- A. There is established a creative sector development advisory commission consisting of seven members appointed by the city council. Members on the commission shall have a background in, experience in, or a commitment to the arts, arts education, or other creative sector fields, including but not limited to marketing, economic development and community development related to the creative sector. Each member of the commission shall be appointed for a three-year term. In addition to city council and staff liaisons as provided in City Code section 2.60.030, a representative appointed by Aims Community College shall be a non-voting ex-officio member of the commission.
- B. The purpose of the creative sector development advisory commission shall be to serve as an advisory body to the staff of the office of creative sector development and city council concerning the business plan and the vision, mission, goals and objectives of the office of creative sector development.
- C. The office of creative sector development is intended to be pilot program operated and funded on an annual basis for a period of approximately three years ending December 31, 2013. The creative sector development advisory commission shall expire and this Section 2.60.290 shall be repealed on December 31, 2013 unless extended by ordinance of the city council. (Ord. 5556 § 1, 2011)