



## **Craig Urban Renewal Authority Meeting**

### **AGENDA**

**Tuesday, April 27th, 2021 / 5:00pm - 6:00pm**  
**Craig City Hall Council Chambers + Zoom Option**

**Where: Craig City Hall – Council Chambers**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/83988725018?pwd=RnlpZzBwSFISekJudVBhSk15OGcyZz09>

**Meeting ID:** 839 8872 5018

**Password:** 423826

**Meeting Agenda:**

- I. Call to Order**
- II. Approval of the Minutes**
  - A. February 23, 2021 CURA Board Meeting
  - B. April 1, 2021 CURA Board Meeting
- III. Approval of the Agenda**
- IV. Briefing, Overview and Update by Staff**
- V. General Business**
  - A. Appointment of Board Chair – Mayor Ogden
  - B. Consideration and approval of Resolution CURA No. 2 (2021), approving the Bylaws of the Craig Urban Renewal Authority.
  - C. Review and Discussion of CURA Incentives Policy, Application and Budget Worksheet.
- VI. Adjournment**



## **Craig Urban Renewal Authority Meeting**

### **MINUTES**

**February 23, 2021**

Commissioner Jarrod Ogden brought to order at 5:08pm the inaugural meeting of the Craig Urban Renewal Authority on this 23<sup>rd</sup> day of February 2021. In addition to Commissioner Ogden, those present were Commissioners Chris Nichols, Andrea Camp, Paul James and Bruce Cummings. Staff present were City Manager Peter Brixius, Executive Assistant Melanie Kilpatrick and City Attorney Heather Cannon. Moffat County representative Tony Bohrer and Moffat County School District representative JoBeth Tupa were also in attendance. Joining via ZOOM were Consulting Attorney Carolynne White and Associate Attorney Angela Hygh. Commissioners Ryan Hess and Steven Mazzuca were absent.

Commissioner James moved with a second by Commissioner Nichols to amend the agenda with item 4D to be tabled. Ayes:5. Nays: 0. Motion carried.

Basic orientation and meeting overview presented by Carolynne White.

A motion to approve item 4A, Resolution CURA No. 1 (2021), regarding the appointments from Moffat County (Tony Bohrer) and Moffat County School District (JoBeth Tupa) to the Craig Urban Renewal Authority Board of Commissioners was made by Commissioner Nichols with a second by Commissioner James. Ayes: 5. Nays: 0. Motion carried.

A motion to table item 4B, Resolution CURA No. 2 (2021), regarding approval of the Bylaws of the Craig Urban Renewal Authority was made by Commissioner Camp with a second by Commissioner Nichols. Ayes: 7. Nays: 0. Motion carried.

A motion to table item 4C, Resolution CURA No. 3 (2021), regarding approval of the Intergovernmental agreement between the City of Craig and the Craig Urban Renewal Authority Regarding Coordination of Staffing and Services was made by Commissioner Nichols with a second by Commissioner James. Ayes: 7. Nays: 0. Motion carried.

CURA Commissioners discussed the additional CURA board appointments: The Special Districts and the Mayoral Appointee.

Being no further business, Commissioner Nichols moved with a second by Commissioner James to adjourn the meeting. Ayes: 7. Nays: 0. Motion carried.



## **Craig Urban Renewal Authority Meeting**

### **MINUTES**

**April 1, 2021**

Commissioner Jarrod Ogden brought to order at 6:04pm the Craig Urban Renewal Authority meeting on this 1<sup>st</sup> day of April 2021. In addition to Commissioner Ogden, those present were Commissioners Chris Nichols, Andrea Camp, Paul James, Ryan Hess, Steven Mazzuca, Bruce Cummings, Tony Bohrer and JoBeth Tupa. Staff present were City Manager Peter Brixius, Executive Assistant Melanie Kilpatrick, and City Attorney Heather Cannon. Moffat County Affiliated Junior College District representative Kirstie McPherson and Craig Rural Fire Protection District representative Alan Webber were also in attendance. Joining via ZOOM were Consulting Attorney Carolynne White and Associate Attorney Angela Hygh.

Commissioner Camp moved with a second by Commissioner James to approve the agenda. Ayes:9. Nays: 0. Motion carried.

Briefing, overview, and meeting update presented by Carolynne White. Carolynne presented a quick PowerPoint presentation which reviewed the following topics; legal, boundaries, board member responsibilities, and fiduciary responsibilities.

A motion to approve item 4A, Resolution CURA No. 5 (2021), regarding the appointments from Moffat County Affiliated Junior College District (Kirstie McPherson) and Craig Rural Fire Protection District (Alan Webber) to the Board of Commissioners of the Craig Urban Renewal Authority Board of Commissioners was made by Commissioner Nichols with a second by Commissioner Mazzuca. Ayes: 9. Nays: 0. Motion carried.

A motion to approve item 4B, Resolution CURA No. 3 (2021), regarding the Intergovernmental Agreement between the City of Craig and the Craig Urban Renewal Authority Regarding Coordination of Staffing and Services was made by Commissioner Camp with a second by Commissioner Nichols. Ayes: 11. Nays: 0. Motion carried.

A motion to approve item 4C, Resolution CURA No. 4 (2021), regarding the Engagement Agreement for Legal Services with Brownstein Hyatt Farber Schreck, LLP was made by Commissioner Nichols with a second by Commissioner Hess. Ayes: 10. Nays: 1. Motion carried.

A motion to approve item 4D, Resolution CURA No. 6 (2021), regarding the Intergovernmental Agreement (IGA) No. 1 and Intergovernmental Agreement (IGA) No. 2 between the City of Craig and the Craig Urban Renewal Authority for sharing of incremental tax revenue was made by Commissioner Nichols with a second by Commissioner Camp. Ayes: 10. Nays: 1. Motion carried.

A motion to table item 4E, Resolution CURA No. 2 (2021), regarding approval of the Bylaws of the Craig Urban Renewal Authority was made by Commissioner Mazucca with a second by Commissioner Cummings. Ayes: 11. Nays: 0. Motion carried.

Carolynne White discussed with the new CURA Commissioners the ability to schedule an orientation, if needed. The CURA Commissioners also discussed potential meeting date/times for the regularly scheduled CURA Board Meeting.

Being no further business, Commissioner James moved with a second by Commissioner Mazucca to adjourn the meeting. Ayes: 11. Nays: 0. Motion carried.

**CRAIG URBAN RENEWAL AUTHORITY**

**RESOLUTION CURA No. 2 (2021)**

**A RESOLUTION ADOPTING BYLAWS OF  
THE CRAIG URBAN RENEWAL AUTHORITY**

WHEREAS, the Craig Urban Renewal Authority (the “Authority”) is a duly constituted urban renewal authority, established and operating pursuant to the provisions of C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Authority wishes to adopt a set of bylaws to govern its conduct and business.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE CRAIG URBAN RENEWAL AUTHORITY:

Section 1. The foregoing Recitals are incorporated herein by this reference.

Section 2. The Authority does hereby adopt the Bylaws attached to this Resolution as **Exhibit A.**

**INTRODUCED, READ AND ADOPTED** this 27th day of April, 2021.

CRAIG URBAN RENEWAL AUTHORITY

By: \_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary/Executive Director

**Exhibit A**

Bylaws

[attached]

Exhibit A

**BYLAWS OF  
THE CRAIG URBAN RENEWAL AUTHORITY**

**ARTICLE I.**  
**The Authority**

**Section 1. Name.** The urban renewal authority for the City of Craig, created in 2021 by the City of Craig City Council in Resolution No. 4 (2021) pursuant to the Colorado Urban Renewal Law, C.R.S. §§ 31-25-101, et seq. (the “**Urban Renewal Law**”), shall be known as the “Craig Urban Renewal Authority” (hereinafter “**Authority**”).

**Section 2. Office.** The office of the Authority shall be at 300 W 4<sup>th</sup> Street, Craig, Colorado, or at such other place in the City of Craig, Colorado, as the Board of Commissioners of the Authority may direct.

**Section 3. Authority.** The Authority 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.**  
**Board of Commissioners**

**Section 1. Board of Commissioners.** In accordance with C.R.S. § 31-25-115 and C.R.S. § 31-25-104(2.5), the Authority’s Board of Commissioners (the “**Board**”) is comprised of eleven (11) commissioners who are the seven (7) members of the City Council and four (4) other commissioners appointed as required by the Urban Renewal Law, which appointees are a commissioner appointed by the Moffat County Board of Commissioners, a commissioner appointed by the Moffat County School District RE-1 (the “**School District**”) who is an elected member of the board of education of the School District, a commissioner appointed by agreement of the special districts imposing a mill levy within the Authority’s boundaries (the “**Special Districts**”) who is a member of the board of the Craig Rural Fire Protection District, and a commissioner appointed by the Mayor and confirmed by the City Council who is a member of the board of the Moffat County Affiliated Junior College District (“**CNCC**”).

**Section 2. Terms of Commissioners.** The terms of the seven (7) commissioners who are also members of the City Council shall be coterminous with their terms on the City Council. The terms of the three (3) commissioners appointed by the Moffat County Board of Commissioners, the School District, and the Special Districts shall continue until such commissioners are replaced by their respective appointing parties, or until such commissioners become ineligible to serve under the Urban Renewal Law. The term of the commissioner appointed by the Mayor shall be 5 years in accordance with C.R.S. § 31-25-104(2)(b).

**Section 3. Resignation, Death, or Disqualification from Office.** [In the event of the resignation, death or disqualification from office of any of the seven (7) members of the City Council who serves on the Board, the position shall remain open until a new member of City Council is appointed or elected. A commissioner who is also a member of the City Council may only resign as a commissioner of the Authority by resigning as a member of City Council. In the event of the resignation, death or disqualification from office of one of the three (3) commissioners appointed by the Moffat County Board of Commissioners, the School District, and the Special Districts, the position shall remain open until a new appointment is made and which commissioner shall serve until the commissioner is replaced by the respective appointing party, or until the commissioner is no longer eligible to serve under the Urban Renewal Law. In the event of the resignation, death or disqualification from office of the one (1) commissioner appointed by the Mayor, the position shall remain open until a new appointment is made by the Mayor and confirmed by the City Council and which commissioner shall serve only to the end of the prior commissioner's term.]

**Section 4. Removal from Office.** [OPTION 1: A commissioner may be removed from office for good cause by vote of a majority of the commissioners then in office. ~~OPTION 2: A commissioner who is one of the seven (7) members of the City Council who serves on the Board may only be removed from office by removal of the commissioner from City Council. Each of the three (3) commissioners appointed by the Moffat County Board of Commissioners, the School District, and the Special Districts and the one (1) commissioner appointed by the Mayor may be removed from office for good cause by a vote of a majority of the commissioners then in office.~~] For purposes of removal of a commissioner from office, good cause means [(a) exercising the power of the Authority for personal gain, (b) creating an unhealthy or dysfunctional boardroom through inappropriate behavior or disrespecting the other commissioners, (c) violation of the Bylaws or any other procedures or rules of order adopted by the Board, (d) conviction of a felony involving fraud, embezzlement, theft, dishonesty or misrepresentation while serving as a commissioner, (e) filing a lawsuit against the Authority, (f) intentional failure to perform stated duties, (g) personal dishonesty which results in loss to the Authority, or (h) more than two absences from regular or special meetings each calendar year that are not excused by the Chair pursuant to Article IV, Section 12 below. ] [Notwithstanding the foregoing, a commissioner who is also a member of the City Council and the one (1) commissioner appointed by the Mayor may not be removed from office without the approval of the City Council and the CNCC, and each of the three (3) commissioner appointed by the Moffat County Board of Commissioners, the School District, and the Special Districts may not be removed from office without the approval of the respective appointing party.] [Removal from office pursuant to this Section of a Commissioner who is also a member of City Council shall not require the Commissioner so removed to resign from or be removed from City Council.] In the event of removal from office of any of the seven (7) members of the City Council who serves on the Board, the position shall remain open until a new member of City Council is appointed or elected. In the event of the removal from office of one of the three (3) commissioners appointed by the Moffat County Board of Commissioners, the School District, and the Special Districts, the position shall remain open until a new appointment is made and which commissioner shall serve until the commissioner is replaced by the respective appointing party, or until the commissioner



is no longer eligible to serve under the Urban Renewal Law. In the event of the removal from office of the one (1) commissioner appointed by the Mayor, the position shall remain open until a new appointment is made by the Mayor and confirmed by the City Council and which commissioner shall serve only to the end of the prior commissioner's term.}

**ARTICLE III.**  
**Officers**

**Section 1. Officers.** The officers of the Authority shall be the Chair, the Vice Chair}, the Secretary/Executive Director, and the Treasurer}.

**Section 2. Chair.** The Mayor shall designate the Chair who shall serve for the first year following formation of the Authority. After the initial term of the Chair appointed by the Mayor, the Chair shall be elected by the Commissioners of the Authority. The Chair shall preside at all meetings of the Board.

**Section 3. Vice Chair.** The Vice Chair of the Authority shall at all times be elected by the commissioners of the Authority. {The Vice Chair shall serve a term contemporaneous with the term of the Chair, provided that the Vice Chair shall serve until a successor has been elected to the office of Vice Chair. The Vice Chair shall perform the duties of the Chair in the temporary absence or disability of the Chair.}

**Section 4. {Temporary Chair; Vacancies.** In the temporary absence of both the Chair and Vice Chair, the Board may appoint a temporary chair to preside at any meeting of the Board. In the event of the Chair's resignation, death or disqualification from office, the Vice Chair shall perform the Chair's duties until such time as a new Chair is elected. In the event of the Vice Chair's resignation, death or disqualification from office, the Board shall elect a new Vice Chair who shall perform the Vice Chair's duties only to the end of the prior Vice Chair's term.}

**Section 5. {Secretary/Executive Director.** The Secretary of the Authority shall at all times serve as the Executive Director of the Authority. The Secretary/Executive Director shall at all times be the City Manager of the City of Craig or the Economic Development Manager of the City of Craig. The Secretary/ Executive Director shall:

1. Attest to any resolutions or bylaws adopted by the Authority;
2. Execute all deeds, conveyances, deeds of trust, and agreements under seal of the Authority;
3. Act as the chief executive officer of the Authority and exercise supervision over the business of the Authority and of those members of the City Staff as may be assigned to Authority business; and

4. Perform all duties which may from time to time be assigned to the Executive Director by the Board.}]

**Section 6. {Clerk.** The Clerk of the Authority shall be appointed by the Authority or, in the absence of such an appointment, shall be the City Clerk of the City of Craig. The Clerk of the Authority shall:

1. Keep correct and complete minutes of the proceedings of the Board and any committees of the Authority;
2. Give all notices required by law, provided that if the Clerk of the Authority is someone other than the City Clerk, the Clerk of the Authority shall coordinate with the City Clerk to give all notices required by law;
3. Attest to all contracts, deeds, and other documents of the Authority; and
4. Perform such other duties as directed by the Executive Director.

In the event the City Clerk holds the position of Clerk of the Authority, then in the City Clerk's temporary absence or disability, the City Clerk Pro Tem shall perform all the duties of the Clerk of the Authority.}]

**Section 7. {Treasurer.** The Treasurer of the Authority shall at all times be the Finance Director of the City of Craig or the designee of the Finance Director. The Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the Authority;
2. Keep or cause to be kept correct and complete books and records of account;
3. Receive and give receipts for moneys due and payable to the Authority from any source whatsoever;
4. Render financial statements upon request of the Board;
5. Sign all contracts of the Authority; and
6. Perform all duties incident to the Office of Treasurer and perform such other duties as may be assigned by the Executive Director.}]

**Section 8. {General Counsel.** The General Counsel of the Authority shall be employed under contract by the Board. The General Counsel shall provide legal advice to the Board and shall provide such other legal representation as directed by the Board. Pursuant to C.R.S. § 31-25-104(2)(c), the Authority may employ an attorney to provide outside legal counsel for the Authority, or it may call upon the municipal counsel of the City of Craig for such legal services

as the Authority may require. The commissioners may authorize the attorney to represent the Authority in legal actions taken by or against the Authority.}

**Section 9. Additional Personnel.** The Authority 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, and all other laws of the State of Colorado and the City of Craig.

**Section 10. Additional Duties.** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board and authorized by the Urban Renewal Law.

**Section 11. Term of Officers.** The term of office for a commissioner elected to the position of Chair {and Vice Chair} is for one year. ~~Officers~~The Chair and Vice Chair shall be elected {annually} by the Authority ~~{at the first regular meeting of each year}~~ and shall assume their duties upon election. Officers shall hold office until their successors are elected and qualified.

#### ARTICLE IV. Meetings

**Section 1. Regular Meetings.** The Board shall hold its regular meetings ~~{OPTION 1: at such time or times as the Board shall determine // OPTION 2: at~~monthly~~}~~.

**Section 2. Place of Meetings.** The meetings of the Board and any committee of the Board shall be held at the Craig City 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 (the “Open Meetings Law”), which requires posting of the notice of the time and place of the meeting and posting of an agenda for the meeting at least twenty-four (24) hours prior to the holding of the meeting.

**Section 4. Special Meetings.** The Chair and any two commissioners may call special meetings on at least twenty-four (24) hours written notice to each of the commissioners personally served, left at his or her usual place of residence, or sent by e-mail to the commissioner’s e-mail address; provided, however, that a special meeting may be held on shorter notice if all commissioners are present or have waived notice thereof in writing. At such special meeting no business shall be considered other than as designated in the call for the special meeting, but if all of the commissioners are present at a special meeting, any business which may lawfully come before a regular meeting may be transacted at that special meeting.

**Section 5. Meetings Through Electronic Communications.** ~~{OPTION A:~~ Commissioners may participate in a meeting of the Board through the use of videoconferencing, teleconferencing, or similar communications technology, so long as all commissioners

participating in such meeting can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting.}] ~~OPTION B: Commissioners may participate in a meeting of the Board through the use of videoconferencing, teleconferencing, or similar communications technology when the Chair designates a remote meeting due to an emergency situation or when an individual commissioner requests from the Chair the ability to attend remotely due to illness, travel or other special circumstances, so long as all commissioners participating in such meeting can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting.}]~~

**Section 6. Committees.** The Board may by resolution, from time to time, create either standing or ad hoc committees as deemed appropriate for special study or review and appoint all standing or ad hoc committee members. Each committee shall, at its first meeting, elect its own chair. Upon completion of the duties of any ad hoc committee, the committee shall be deemed to be automatically disbanded. The Board may by resolution also disband any standing or ad hoc committees.}]

**Section 7. Executive Sessions.** Executive sessions of the Board or its committees may be called during any formal meeting of the Board or of the committee as permitted by the Open Meetings Law.

**Section 8. Quorum.** A majority of the Board shall constitute a quorum for the transaction of business at a meeting of the Board. The act of a majority of those commissioners present at the meeting shall be the act of the Board on all matters, excepting only actions for which a different requirement for voting is required by applicable law or these Bylaws.

**Section 9. Manner of Voting.** The voting on all questions before the Authority shall be by voice unless a roll call vote is requested by any commissioner or required by law. In the case of a virtual meeting, all voting shall be by roll call. The yes votes, no votes and abstentions shall be entered in the minutes of each meeting. Every commissioner, when present, must vote unless excused from voting on matters involving the consideration of his or her own official conduct or when his or her personal or financial interest is involved.

**Section 10. Resolutions.** All resolutions shall be reduced to writing and shall be copied in the official minute book or journal of the proceedings of the Authority.

**Section 11. Board Meetings.** Meetings of the Board shall be conducted in conformity with such meeting schedules, procedures and rules of order as the Board may adopt, in its discretion.

**Section 12. Attendance.** Commissioners are expected to attend all regular and special meetings and actively participate on the Board. A commissioner may be excused from a meeting for good cause at the Chair's discretion where a request ~~in writing~~ is received ~~no less than 24~~ hours a reasonable time in advance of the meeting.}]

**ARTICLE V.**  
**Conflict of Interest**

No commissioner, other 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 project or in any property included or planned to be included in any project, nor shall he or 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 commissioner, officer or employee of the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, he or she shall immediately disclose the same in writing to the Authority. Upon such disclosure, such commissioner, officer or employee shall not participate in any action by the Authority affecting the carrying out of the project planning or the undertaking of the project unless the Authority 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 the Authority that it is not contrary to the public interest or willful failure to disclose any such interest constitutes misconduct in office.

**ARTICLE VI.**  
**Powers and Responsibilities**

**Section 1. General Powers.** The Authority shall have all of the general powers of such an Authority granted to it under the Urban Renewal Law, to be exercised consistent with applicable requirements of these Bylaws.

**Section 2. Expenditures of Monies.** Purchases and other expenditures of monies by the Authority shall be made in conformity with a purchasing policy as the Board may adopt, in its discretion.

**Section 3. Acquisition of Real Estate.** The Authority may expend monies for the acquisition of real estate, or interests therein, and utilize the laws of eminent domain for such acquisition purposes; provided however, such acquisition of real estate shall be for the purpose of effecting a redevelopment project or urban renewal project specifically approved by the commissioners.

**Section 4. Contracts.** Contracts of the Authority with persons, firms, agencies, companies, the United States, and other public entities shall be authorized by motion duly recorded upon the minutes of the Authority meeting or by written resolution, and a copy of any such resolutions and contracts shall be kept with the journal for the proceedings of the Authority.

**Section 5. Checks.** Two signatures shall be required on all Authority checks or drafts for payments of monies of the Authority, one of which shall be from amongsteither the following officials: Chair, or Vice Chair, or and one of which shall be from the Secretary/Executive Director.

**Section 6. Policies.** Unless a separate policy or regulatory document is approved by the Authority, processes and policies around open records requests, records retention or any other matters shall refer to and utilize the Urban Renewal Law for such matters.

**Section 7. Budget.** The Authority shall consider and adopt an annual budget in accordance with C.R.S. §§ 29-1-101 et seq. [by an affirmative vote of two-thirds of the commissioners ~~present~~then in office.

**ARTICLE VII.**

**Bylaws**

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

**Section 2. When Bylaws Silent.** When the Bylaws are silent as to the manner of performing any function of the Authority, the provisions of the Urban Renewal Law shall control.

Adopted this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
\_\_\_\_\_, Chair

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Secretary/Executive Director

Document comparison by Workshare 10.0 on Monday, April 12, 2021 9:41:51 PM

Input:	
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Document 2 ID	iManage://dm.bhfs.com/Active/22078135/7
Description	#22078135v7<dm.bhfs.com> - Craig - CURA Bylaws
Rendering set	BHFS Standard

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Moved from	
<a href="#">Moved to</a>	
Style change	
Format change	
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Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

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Insertions	10
Deletions	55
Moved from	0
Moved to	0
Style changes	0
Format changes	0
Total changes	65



## **CURA TAX INCREMENT FINANCING (TIF) AWARD POLICY**

### **BACKGROUND**

To encourage and support revitalization of blighted areas, the City of Craig has created two Urban Renewal Areas: Urban Renewal Area #1 and Area Urban Renewal #2, within Moffat County. (Please see the maps of both areas on page 5). The goal is to fund projects that either renovate existing buildings or support new construction or otherwise remediate and prevent blighted conditions through Tax Increment Financing (TIF) funds. TIF is used to help leverage public and private financing to complete projects within the designated areas, which otherwise could not be accomplished without the assistance of these funds. For more information, contact Shannon Scott in the Economic Development Department at 970-826-2020.

TIF funding is part of an overall strategy to stimulate private sector investment in the Urban Renewal Areas within the City of Craig and Moffat County.

### **ELIGIBILITY**

1. Must fall within the Urban Renewal Area #1 or the Urban Renewal Area #2. (Please see the maps of both areas on page 5).
2. The *Project Criteria* listed below will be considered when making grants but precise compliance with all factors is not a prerequisite.
3. The request for funding must be composed of one or more of the eligible *TIF Award Types* listed on page 2.

### **PROJECT CRITERIA**

Does the Project:

- Eliminate blighted conditions in the area?
- Increase employment opportunities?
- Encourage the development of affordable housing?
- Strengthen the focus area's identity?
- Support the goals of making the area a cultural, leisure and tourist destination?
- Encourage the renovation of existing, historical structures?
- Remediate environmental deficiencies or enhance public safety?



- Construct new local or regional infrastructure?
- Encourage and promote development along current and proposed rail corridors?
- Promote mixed-use development?
- Implement environmentally friendly features, such as green building materials, rainwater harvest, or low-energy heating and cooling?
- Enhance the current sales tax base and property tax base within Moffat County by stimulating the increases of assessed valuation and sales tax collections?
- Have the potential to encourage future development within the designated Areas?

## TIF AWARD TYPES

- ***Façade Improvement***- As part of the funding package, CURA funds could cover a portion, or all of the costs involved in façade improvements on existing buildings which are part of approved projects.
- ***Infrastructure Improvements*** – Construction of new infrastructure, such as roads and utilities within the plan areas will be the responsibility of the developing party, although partial funding may be contributed by the City.
- ***Historic Preservation***- As part of the funding package, TIF funds could cover a portion, or all of the costs involved in the preservation, sustainability and conservation of historic buildings.
- ***Sales Tax***- As part of the funding package, a rebate of sales or use taxes paid to the City of Craig on locally- purchased construction materials used on an approved project.
- ***Development Fee Reductions***- As part of the funding package, TIF funds could cover City of Craig development fees including:
  - Preliminary Plat, Final Plat, Amended Plat and Replat application fees
  - Abandonment of public right-of-way application fees
  - Application fees for release of easements
  - Dedication of a public right-of-way or easement
  - Special Use, Conditional Use or Zone Change application fees and/or Building Permit fees
  - Off-site sign demolition permit fees
  - Permit fees for demolition of any non-historic building or structure
  - Architectural fees
  - Engineering fees
  - Water tap fees
  - Annexation fees

***Other Award Types*** – Other types of awards may be considered by the CURA Board so long as they fulfill the purposes of the Colorado Urban Renewal Law, the applicable Urban Renewal Plan, and a sufficient number of the Project Criteria listed above to demonstrate, to the CURA Board’s satisfaction, that the proposed award will accelerate the implementation of the applicable Urban Renewal Plan.

## REQUIRED APPLICATION DOCUMENTS

- A completed application
- A brief narrative illustrating how the project meets the *Project Criteria* outlined on page 1
- Current assessed value of the subject property
- The estimated duration of time to complete the URA project
- A substantiation of the need for funding requested via a proposed project budget (Worksheet A)
  - Budget must demonstrate that, but for the infusion of TIF funds, the project would not be feasible
- The annual estimated property tax increment (and, if applicable, sales tax increment) to be generated by the URA project
- Current photos
- Renderings/Elevation drawings of the proposed work (What the project will look like when complete)
- A completed W-9
- Information demonstrating the financial and managerial capacity and experience of the developer to execute the project
- Information indicating financial commitments of debt or equity to support the project

## AWARD PROCESS

A minimum of two actions by the CURA Board are required:

- Board review of Project
  - The applicant will present its project to the Board, along with staff's review and recommendation. The Board will make a determination of the project's suitability for TIF funding and direct staff to prepare and negotiate a draft TIF agreement.
- Board approval of TIF Agreement
  - Once the project has been authorized by the CURA Board, a TIF Agreement will be prepared outlining the Project requirements. At a minimum, TIF agreements will include:
    - Required Project Characteristics
    - Maximum TIF Funding Amount
    - Schedule of Performance
    - Penalties for Non-Performance

## OTHER IMPORTANT INFORMATION

- Applicants should anticipate one or more meetings with staff prior to the application's presentation to the CURA Board. Staff will notify applicants of missing information, or additional information which is required for staff's analysis prior to presentation to the CURA Board.

- The applicant must provide the total cost of the project and estimated return analysis via an overall scope and project budget (Worksheet A). The request for award funding should be composed of one or more of the eligible *TIF Award Types* and substantiated with a cost estimate, estimated budget, or other means of documentation. Additionally, the budget must demonstrate why, without the requested TIF funding, the project cannot be executed.
- The maximum request for TIF funding will be considered; however, the request may be denied for TIF funding, approved for partial funding, or approved for the full amount of TIF funding requested, based upon how well the proposed project meets the *Project Criteria* outlined on page 1, and the CURA Board's analysis of the amount required to implement the project.
- All TIF Agreements must be signed and executed within 60 days of CURA Board approval or they must be re-approved by the CURA Board.
- In 2021, The City of Craig conducted the Tax Forecast and County Impact Reports which identified 3 areas of focus that the URA Area's should support:

#### **URA AREA #1**

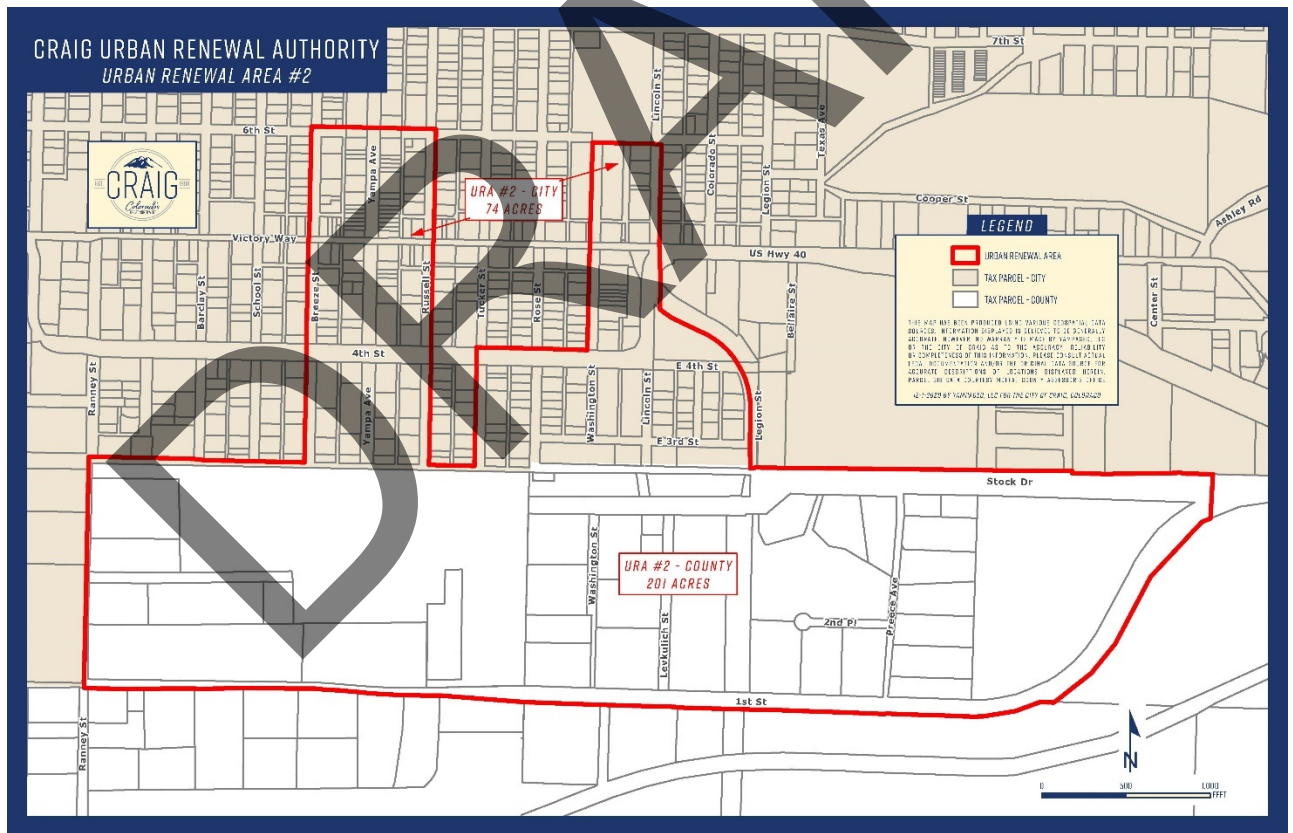
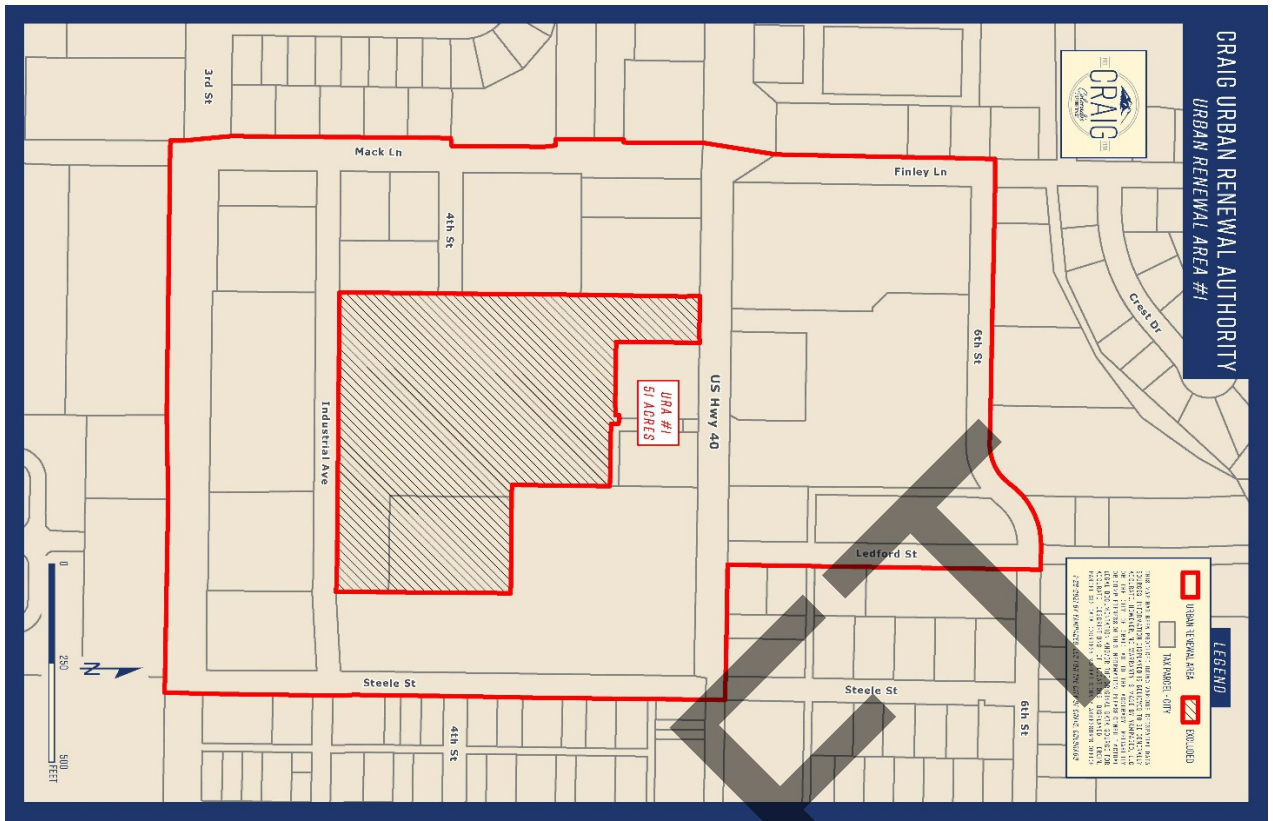
- Category A- COMMERCIAL
- Category B- RETAIL
- Category C – COMMERCIAL OFFICE

#### **URA AREA #2**

- Category A – MANUFACTURING
- Category B – INDUSTRIAL
- Category C - MIXED COMMERCIAL/RESIDENTIAL

### **ZONING REQUIREMENTS**

Unless specifically exempted, all projects seeking CURA funding must meet current building standards, codes and permitting requirements as well as be current on all taxing obligations. All CURA awards are subject to TIF funding availability and final approval by the CURA Board.





## CURA APPLICATION & CHECKLIST

Fill in all blanks below and check applicable boxes for each item. All fields must be completed; "see attached" is not an appropriate response. Incomplete applications will not be processed.

### SECTION 1: PROPERTY INFORMATION

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner (if different from above): \_\_\_\_\_

Business Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Remit Incentive Payment(s) to:  Property Owner  Business Owner

NOTE: A W-9 for the applicable party checked above is a requirement on this application. Applications will not be accepted without this information

### SECTION 2: PROJECT CRITERIA FOR EVALUATION OF APPLICATION:

These criteria are also outlined on page 1 of the CURA TIF Award Policy and are to be utilized in the preparation of required documents as outlined in Section 4 of this application. Applicant is responsible for demonstrating which criteria are applicable to the proposed project and why. Evaluation will be performed as outlined in the CURA TIF Award Policy.

Does the proposed project:

- Eliminate blighted conditions in the area?
- Increase employment opportunities?
- Encourage the development of affordable housing?
- Strengthen the focus area's identity?
- Support the goals of making the area a cultural, leisure, and tourist destination?
- Encourage the renovation of existing, historical structures?
- Remediate environmental deficiencies or enhance public safety?
- Construct new local or regional infrastructure?
- Encourage and promote development along current and proposed rail corridors?
- Promote mixed-use development?
- Implement environmentally friendly features, such as green building materials, rainwater harvest, or low-energy heating and cooling?
- Enhance the current sales tax base and property tax base within Moffat County by stimulating the increase of assessed valuation and sales tax collections?
- Have the potential to encourage future development within the designated Areas?

### **SECTION 3: TIF AWARD TYPES**

Below are the various types of incentives to which the requested funding may be applied. Carefully review the URA Incentives Policy, specifically page 2 and familiarize yourself with each type of incentive category. Please indicate which item(s) you propose for funding requested in Item 4B (under Award Amounts on page 3) and included in more detail in Worksheet A) to be utilized for.

- Façade Improvements
- Infrastructure Improvements
- Historical Preservation
- Sales Tax Rebate
- Development Fee Reimbursements

### **SECTION 4: CHECKLIST OF REQUIRED APPLICATION DOCUMENTS**

- A completed application
- A brief narrative illustrating how the project meets the project criteria outlined in Page 1 of the URA Incentives Policy
- Current assessed value of the subject property
- The estimated duration of time to complete the URA project
- A substantiation of the need for funding requested via a proposed budget (Worksheet A)

- \_\_\_ The annual estimated property tax increment (and, if applicable, sales tax increment) to be generated by the URA project
- \_\_\_ Current photos
- \_\_\_ Renderings/Elevation drawings of the proposed work (What the project will look like when complete)
- \_\_\_ A completed W-9 Information demonstrating the financial and managerial capacity and experience of the developer to execute the project
- \_\_\_ Information indicating financial commitments of debt or equity to support the project

**SECTION 5: AWARD AMOUNTS**

The funding level, as described on page 3 of the CURA Award Policy, outlines the various procedures for each proposal and determines the procedure for consideration and action.

- 4A. The total estimated project cost is \_\_\_\_\_, as detailed in Worksheet A.
- 4B. The amount of funding requested is \_\_\_\_\_, as detailed in Worksheet A, attached.

**SECTION 6: STATEMENT OF UNDERSTANDING**

1. I agree to comply with the guidelines and procedures of the CURA TIF Award Program, and acknowledge that I have reviewed and understand the current CURA TIF Award Policy
2. I understand that neglecting to provide all information required in and by this application will invalidate my application.
3. I understand that I must submit cost documentation—including evidence of estimated costs as part of the budget and including paid invoices and/or receipts from contractors after the work is complete—in order to comply with the requirements of this program. I further understand that CURA may contact contractors or subcontractors to ensure they have been paid.
4. I acknowledge the deadlines outlined on pages 3 and 4 of the CURA TIF Award Policy and realize that my funding proposal may be denied, partially approved, and is subject to funding availability.
5. I acknowledge that all documents as outlined in this application are minimum requirements and that in complete applications will be rejected and returned immediately.

Signature of Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 7: REPRESENTATIVE**

I hereby designate \_\_\_\_\_ as my representative on this project and prefer that any communication regarding this project be addressed to them directly. They may be reached at

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*After you have completed all of the items outlined in Section 4 of this application, please call Shannon Scott in the Economic Development Department at 970- 826-2020 to schedule a meeting to review all documents.*

**FOR OFFICE USE ONLY:**

**COMPLETE?**    Y        N

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**SIGNATURE OF ECONOMIC DEVELOPMENT MANAGER**

**DATE**

**DRAFT**





