

Procedures for Staff Review of New or Amended Urban Renewal Plans

Background

The Colorado legislature passed HB 1348 in the 2015 legislative session, providing additional participation and review authority for counties, special districts, and school districts for any new or amended urban renewal plans. The bill provides for an appointment to the municipality's urban renewal authority board by the county, school district, and a special district. It also provides for additional negotiations on the topic of revenue sharing prior to the municipality's approval of the new or amended plan. Adams County wishes to formalize its internal review procedures in order to be prepared to respond in a timely and organized fashion to any new or amended urban renewal plans.

County Review Committee

The County shall form a standing Urban Renewal Review committee that shall be comprised of representatives from the following departments and offices:

1. County Manager's office
2. Finance Department
3. Community & Economic Development
4. Budget Office

The representative from the Community and Economic Development Department shall serve as the committee coordinator and shall be responsible for setting meeting dates and times, providing review materials to committee members, and setting review deadlines. Additional staff duties are outlined below within the procedural steps.

County Review Procedures

The following procedures are provided to guide the responsibilities of various staff members to ensure:

1. Receipt of Urban Renewal Plan Proposal
Urban renewal plans are typically addressed to the Board of County Commissioners, and are received by the administrative staff in the BOCC office. Effective December 1, 2016, County staff will contact each municipal urban renewal authority and provide the email contact information urban renewal review committee coordinator. The administrative staff will also receive training to identify urban renewal plan proposals in order to consistently forward them to the County's review committee coordinator.
2. Notification of BOCC
Staff will provide an electronic version of the proposal to the BOCC as soon as possible after it has been received, typically within 48 hours or less.
3. Distribution of Urban Renewal Plan Proposals
The urban renewal review committee coordinator shall email an electronic copy of the materials to members of the review committee within 48 hours of receipt. The email shall also include instructions on the applicable review deadline, which shall be

approximately 21 days from the distribution date. The urban renewal review committee coordinator will provide a review form for organizing the required review information, which will be coordinated with the BOCC's adopted review policy.

4. Convening the Urban Renewal Review Committee

The review committee shall hold an initial meeting to confirm the necessary review information for this particular urban renewal proposal. This meeting shall occur as soon as practical, but no less than one-week from the initial receipt.

After a 21-day review period, the review committee shall meet again and discuss the urban renewal proposal. During this meeting, the review committee shall formulate a staff recommendation based upon the policy guidance adopted by the BOCC.

5. Presentation to the BOCC

The review committee shall make a presentation and recommendation to the BOCC at the next available study session. At this study session, the Board may provide direction to the staff as to the appointment of a Commissioner to the municipality's urban renewal authority board, if appropriate.

6. Arrangement for Intergovernmental Meeting(s) Concerning Revenue Negotiations

The representative from the County Manager's office on the County's urban renewal review committee shall then coordinate the initial meeting between the municipality and the county, pursuant to C.R.S. 31-25-107(9.5)(a). The purpose of this meeting is to begin negotiations concerning the types and limits of tax revenues of each taxing entity to be allocated to the urban renewal plan. Negotiations may continue up to 120 days from the date of notice. If no agreement is reached, the parties may submit to mediation. The County Attorney's office shall be the County's representative in the event of mediation.

7. Approval of Agreement

If the County and the municipality reach agreement on revenue allocation, the County Attorney's office shall prepare the form agreement for approval by the BOCC.