



**DOUGLAS COUNTY COMMISSIONERS
WORK SESSION**

**Monday, August 19, 2024
(In Office and Remote)**

A G E N D A

Time*

9:30 a.m.

**Parks, Trails, Historic Resources and Open Space
Funding Request Process Updates (Continued
from August 12, 2024)**

**Update on Temporary Signs on Vacant County-
Owned Properties Pilot**

Agenda Item

DATE: AUGUST 19, 2024

TO: DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

THROUGH: DOUGLAS J. DEBORD, COUNTY MANAGER

FROM: TERENCE T. QUINN, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT ^{TQ}
DAN DERTZ, DIRECTOR OF OPEN SPACE & NATURAL RESOURCES ^{DD}

CC: KATI CARTER, AICP, ASSISTANT DIRECTOR OF PLANNING RESOURCES
STEVE SHOULTZ, CPRE, ASSISTANT DIRECTOR OF PARKS, TRAILS, AND BUILDING
GROUNDS

**SUBJECT: PARKS, TRAILS, HISTORIC RESOURCES AND OPEN SPACE FUNDING REQUEST
PROCESS UPDATES - CONTINUED FROM AUGUST 12, 2024**

SUMMARY

In 2023, a process for accepting funding applications for the Parks, Trails, Historic Resources, and Open Space (PTHROS) Sales Tax funds was established. It included staff accepting and managing applications that were vetted through the respective fund-related advisory boards. The purpose of which was to manage all requests and for the advisory boards to make recommendations regarding funding priorities.

Learning from how this process was implemented during 2023, staff proposes to adjust the application review process so that staff may better represent the Board of County Commissioner's interests. Staff will continue to accept requests to manage and organize them as they are received throughout the year but will provide them to the Board as a first step so that input may be garnered from the onset. Based on that initial input, staff will manage the funding request through the review process as directed by the Board.

The attached diagrams provide an overview this proposed process for each fund category.

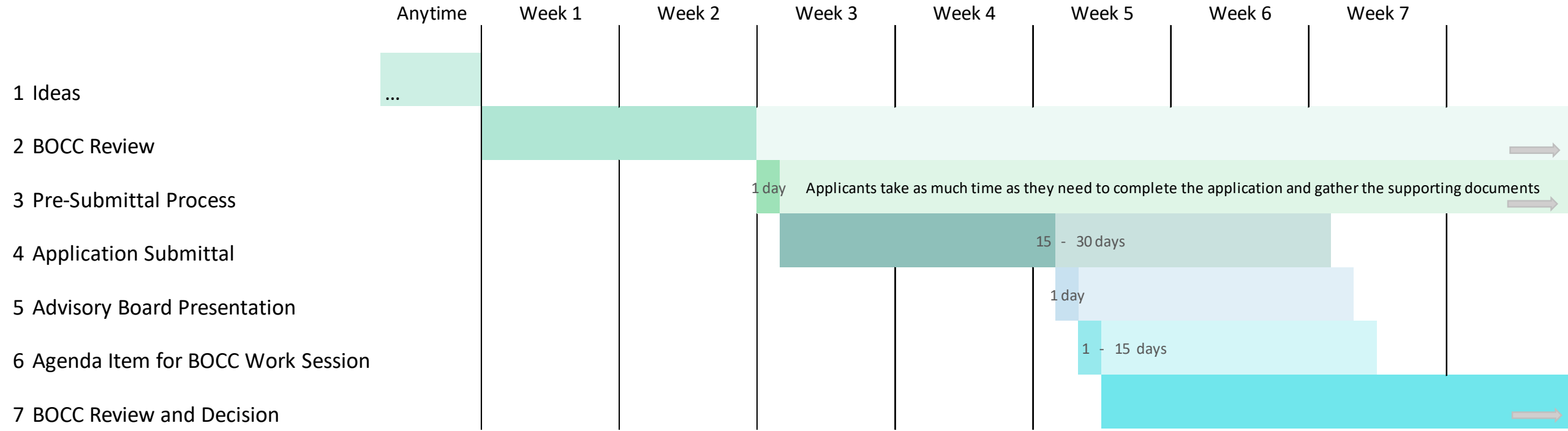
NEXT STEPS





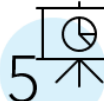


Staff is prepared to discuss this further with the Board.

ATTACHMENTS

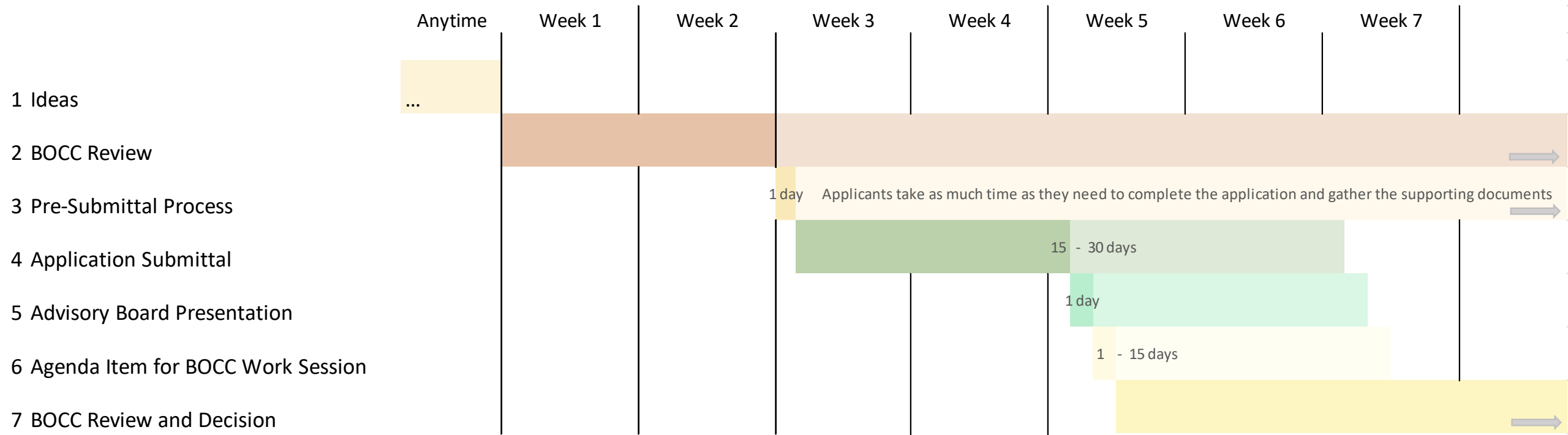
PTHROS Funding Request Processes
Parks Funding Request Master List
Historic Resources Funding List
Open Space 2025 Budget Request Summary

PARKS INVESTMENT OPPORTUNITIES TIMELINE



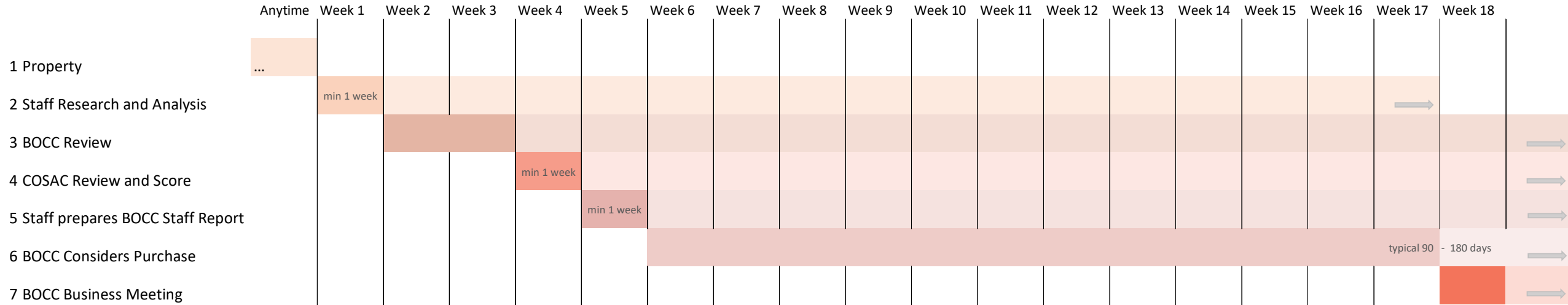
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|  1 Ideas |  2 BOCC Review |  3 Pre-Submittal Process |  4 Application Submittal |  5 Advisory Board Presentation |  5 Agenda Item for BOCC Work Session |  7 BOCC Review and Decision |
| <p>Come from:</p> <ul style="list-style-type: none"> • BOCC • Public • Advisory Board • Other municipalities | <ul style="list-style-type: none"> • Staff collects and provides all incoming ideas to BOCC for review • The BOCC reviews the ideas and decides which projects will proceed to Pre-Submittal meeting | <ul style="list-style-type: none"> • Applicants meet with staff • Staff provides the application form, assists the applicants with filling it out and explains the scoring criteria • Staff answers any questions the applicants may have and interacts with applicants to set them up for success | <ul style="list-style-type: none"> • Applicants formally submit their applications and supporting documents, including asset details, need, location, budget, partners, timing, economic impact and maintenance costs • Staff reviews the submitted application for completeness and accuracy | <ul style="list-style-type: none"> • The submitted applications are presented to the Advisory Boards at monthly meetings for review and discussion • The Advisory Boards evaluate the applications based on predetermined criteria • The applications are prioritized according to their alignment with strategic goals and objectives | <ul style="list-style-type: none"> • Staff presents the investment opportunity information in the form of an Agenda Item for BOCC Work Session, accompanied by Advisory Board recommendation, application and supporting documents • Staff provides the updated Investment Master List | <ul style="list-style-type: none"> • The work session materials are added to a work session agenda • BOCC deliberates and makes a decision regarding the investment request based on strategic goals, objectives and BOCC priorities |








HISTORIC RESOURCES INVESTMENT OPPORTUNITIES TIMELINE



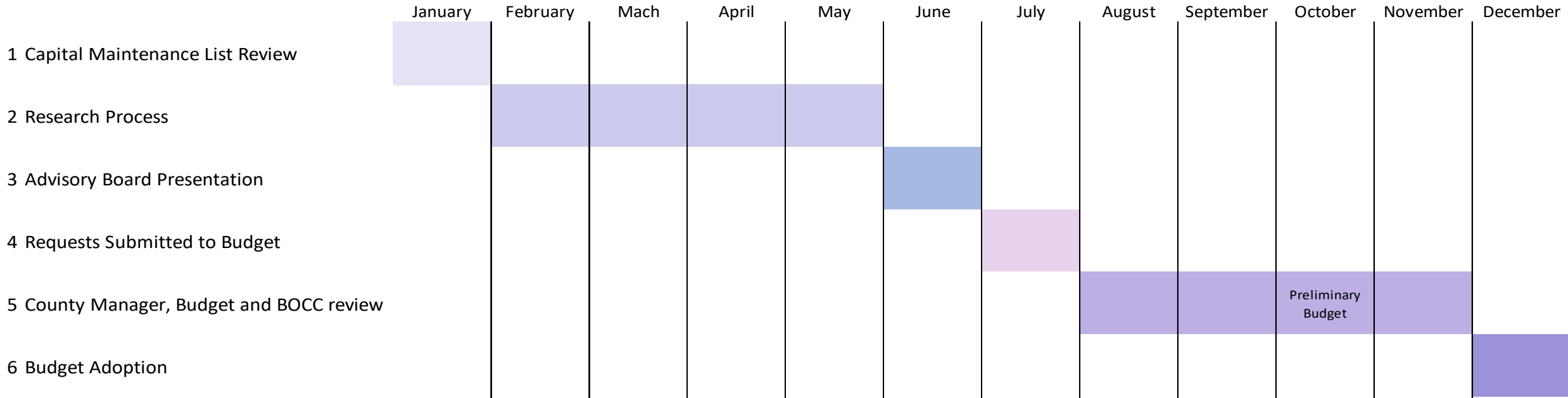
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| <p>1 Ideas</p> <p>Come from:</p> <ul style="list-style-type: none"> • BOCC • Public • Advisory Board • Other municipalities | <p>2 BOCC Review</p> <ul style="list-style-type: none"> • Staff collects and provides all incoming ideas to BOCC for review • The BOCC reviews the ideas and decides which projects will proceed to Pre-Submittal meeting | <p>3 Pre-Submittal Process</p> <ul style="list-style-type: none"> • Applicants meet with staff • Staff provides the application form, assists the applicants with filling it out and explains the scoring criteria • Staff answers any questions the applicants may have. Staff interacts with applicants to set them up for success | <p>4 Application Submittal</p> <ul style="list-style-type: none"> • Applicants formally submit their applications and supporting documents, including asset details, need, location, budget, partners, timing, economic impact and maintenance costs • Staff reviews the submitted application for completeness and accuracy | <p>5 Advisory Board Presentation</p> <ul style="list-style-type: none"> • The submitted applications are presented to the Advisory Boards at monthly meetings for review and discussion • The Advisory Boards evaluate the applications based on predetermined criteria • The applications are prioritized according to their alignment with strategic goals and objectives | <p>6 Agenda Item for BOCC Work Session</p> <ul style="list-style-type: none"> • Staff presents the investment opportunity information in the form of an Agenda Item for BOCC Work Session, accompanied by Advisory Board recommendation, application and supporting documents • Staff provides the updated Investment Master List | <p>7 BOCC Review and Decision</p> <ul style="list-style-type: none"> • The work session materials are added to a work session agenda • BOCC deliberates and makes a decision regarding the investment request based on strategic goals, objectives and BOCC priorities |
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OPEN SPACE ACQUISITION TIMELINE



- 
1 Property
 - Property becomes available for purchase
- 
2 Staff Research and Analysis
 - Staff begins research and analysis for BOCC
- 
3 BOCC Review
 - The BOCC reviews the property analysis provided by staff and decides which projects will proceed to COSAC meeting
- 
4 COSAC Review and Score
 - COSAC reviews the staff report and discusses the proposal during an executive session
 - COSAC scores the project and provides a recommendation to the BOCC
- 
5 Staff Prepares BOCC Staff Report
 - Staff prepares staff report with COSAC input, score cards and recommendation
- 
6 BOCC Considers Purchase
 - The BOCC reviews the staff report and COSAC's recommendation and considers the purchase of the property during an executive session
 - The BOCC can direct staff to continue with negotiations or not
- 
7 BOCC Business Meeting
 - If the BOCC directed staff to move forward with purchase, staff will bring to BOCC at either a scheduled or special BOCC Business Meeting

PARKS, HISTORIC RESOURCES AND OPEN SPACE OPERATIONS, MAINTENANCE & CIP TIMELINE



1 Capital Maintenance List

- Capital Maintenance List includes asset and equipment replacements determined by their life expectancy and safety issues, acquisitions, supply requirements, scheduled renovations, and unforeseen circumstances
- Ideas come from BOCC, Public, Advisory Board and other municipalities

2 Research Process

- Staff gathers information and prepares their budget requests, including necessary project details such as scope of work, quote updates, and others

3 Advisory Board Presentation

- Operation and Maintenance budget requests are presented to the Advisory Board for review and discussion to ensure alignment and understanding
- Capital Project requests are evaluated by the Advisory Board based on the predetermined criteria

4 Requests Submitted to Budget

- Staff submits budget requests with Advisory Board recommendations to the Budget Department following the current budget process

5 County Manager, Budget and BOCC review

- Budget reviews the requests for need, safety and alignment with BOCC priorities
- Budget interacts with staff to address and clarify all necessary questions
- BOCC selects projects to be included in the Budget Book

6 Budget Adoption

- BOCC Public Hearing

Parks Funding Request Master List

Organization	Request Date
Mile High Sports Plex	July 25, 2024
<p>Summary: Requesting 50 acres of land from the County for the purpose of building an indoor football facility with additional outdoor fields.</p>	
<p style="color: red;">Pre-Submittal meeting completed on July 29, 2024</p>	
Slammers Baseball	July 12, 2024
<p>Summary: Organization looking for land to build baseball facility to include ball fields and indoor facility. No application has been submitted therefore amount requested is unknown.</p>	
<p style="color: red;">Pre-submittal Meeting completed on July 23, 2024</p>	
Town of Parker	July 10, 2024
<p>Summary: Construction of Salisbury Park North and expansion to Salisbury Park adding ballfields, multipurpose fields and pickle ball courts. No application has been submitted therefore amount requested is unknown.</p>	
<p style="color: blue;">Town Of Parker - Salisbury Park North Concept</p>	
Roxborough Metropolitan District	July 3, 2024
<p>Summary: Re-design of playground at Community Park to conform with ADA standards. No application has been submitted therefore amount of funding is unknown.</p>	
<p style="color: red;">Pre-submittal Meeting Completed July 3, 2024</p>	
Highlands Ranch Community Association	June 26, 2024
<p>Summary: Request for County to donate 202 acres of land identified for regional park to Highlands Ranch Community Association as well as funding basic infrastructure such as utilities and vehicle bridge off Monarch Blvd.</p>	
<p style="color: blue;">HRCA - Wildcat Land Donation</p>	

Highlands Ranch Metropolitan District	June 25, 2024
<p>Summary: Funding request for planning phase to begin with public input, development of conceptual plan, business plan, and preliminary design for Historic Park. Request for funding is for \$250,000.</p>	
HRMD - Historical Park Funding Request Letter	
Douglas County	June 3, 2024
<p>Summary: Funding request for master plan for costs for Sterling Ranch Soccer Complex. Request is for \$400,000.</p>	
Sterling Ranch Soccer Complex Master Plan Application	
Douglas County	June 3, 2024
<p>Summary: Funding request for master plan for costs for Wildcat Regional Park. Request is for \$250,000</p>	
Wildcat Regional Park Master Plan Application	
City of Lone Tree	February 29, 2024
<p>Summary: Funding for construction of phase I of High Note Park. Request is for \$8,000,000</p>	
High Note Park Application	
High Line Canal Conservancy	February 29, 2024
<p>Summary: Funding for the Natural Resource Management Plan. Request is for \$15,000</p>	
High Line Canal - Natural Resource Plan Application	
High Line Canal Conservancy	February 29, 2024
<p>Summary: Funding for Origins Trailhead improvement. Request is for \$450,000</p>	
High Line Canal - Origins Trailhead Application	

Shea Properties	February 29, 2024
<p>Summary: Funding for the construction of a pickle ball facility located in Meridian. Request is for \$4,018,450</p>	
Shea Properties - Meridian Pickleball Facility Application	
Sterling Ranch Community Authority Board	February 23,2024
<p>Summary: Funding request for the master planning, design and construction of phase I of Burns Regional Park. Request for funding is for \$10,350,000</p>	
Sterling Ranch CAB - Burns Regional Park	
Douglas County - Plum Creek Trail	
<p>Summary: Funding request for the planning, design and construction of Plum Creek Trail starting at Titan Road and connecting to exist Town of Castle Rock trail. Estimated cost of trail is \$22,000,000. Monitoring water and waste water design from Louviers to Castle Rock to see if trail construction can be implemented at same time and also serve as a service road.</p>	
Plum Creek Trail	
Douglas County - North/South Connection Trail	
<p>Summary: Funding request for the planning, design and construction of phase I . Request for funding is for \$10,350,000. Will be working with design architect for preliminary design to bring trail from Daniels Park and connect to Plum Creek Trail.</p>	
Douglas County - HLC Plum Creek Gap Connection	
<p>Summary: Design and construction for the connection of the High Line Canal Trail at Plum Creek. Estimated request for funding is for \$10,000,000. Would be working with High Line Canal Conservancy, Colorado Parks and Wildlife and Highlands Ranch Metro District to design best option to connect the High Line Canal Trail</p>	
Sterling Ranch Community Authority Board	
<p>Summary: Funding request for the design and construction of phase II of Burns Regional Park.</p>	

Historic Resources Funding Requests

Organization	Request Date
Castle Rock Museum	August 8, 2024
<p>Summary: Initial inquiry into funding to support façade restoration work at the Museum. Funding amount unknown at this point.</p>	
No presubmittal or Advisory Board review has occurred	
Schweiger Ranch Foundation	July 26, 2024
<p>Summary: Organization request for \$13,100 to assist in funding to re-stain a barn, loafing shed, and stable.</p>	
No presubmittal or Advisory Board review has occurred	
Hilltop Social Club	February 29, 2024
<p>Summary: Request for \$23,754 to use as a cash match for a State Historical Fund (SHF) Grant to complete construction documents for interior and exterior rehabilitation, ADA improvements, mechanical and electrical upgrades, and structural stabilization of the Hilltop School.</p>	
Presubmittal held on January 19, 2024 and Advisory Board review occurred March 27, 2024	

Pikes Peak Grange	February 29, 2024
<p>Summary: Request for \$50,000 to use as a cash match for a State Historical Fund (SHF) Grant to address hail damage on the exterior of the Grange.</p>	
<p>Presubmittal held on February 29, 2024 and Advisory Board review occurred March 27, 2024</p>	
Lynn Kay (owner of Lorraine Ranch)	February 29, 2024
<p>Summary: Request for \$10,140 to complete a National Register of Historic Places Application.</p>	
<p>Presubmittal held on January 26, 2024 and Advisory Board review occurred March 27, 2024</p>	
Parker Area Historical Society	February 29, 2024
<p>Summary: Request for \$7,000 to use as a cash match for a State Historical Fund (SHF) Grant to complete construction documents for restoration and preservation of the Tallman Newlin Cabin.</p>	
<p>Presubmittal held on January 26, 2024 and Advisory Board review occurred March 27, 2024</p>	
Indian Park School House Association	February 29, 2024
<p>Summary: Request for \$35,000 to fund a property survey, possible land purchase, and interpretative signage installation for the school house.</p>	
<p>Presubmittal held on January 18, 2024 and Advisory Board review occurred March 27, 2024</p>	

Town of Castle Rock	February 29, 2024
<p>Summary: Request for \$50,000 to fund window restoration on the historic Cantril School located in downtown Castle Rock.</p>	
<i>Presubmittal held on January 29, 2024 and Advisory Board review occurred March 27, 2024</i>	
Douglas County - Greenland Post Office	
<p>Summary: Request for \$62,500 to use a cash match for a State Historical Fund (SHF) grant for exterior rehabilitation of the Greenland Post Office, including windows and doors. This work will be done in partnership with the Douglas County Open Space and Natural Resources Department and will further enhance the County's partnership with the Larkspur Historical Society on developing interpretive signage to establish a walking tour of the Greenland Town Site.</p>	
<i>Advisory Board review occurred May 22, 2024</i>	
Douglas County - Prairie Canyon Ranch	
<p>Summary: Request for \$65,000 to perform a cultural resource survey of the entire property. As the Department of Open Space and Natural Resources explores opportunity for expanding the trail network and increasing public access, there is a need to survey the entire property and identify areas that should be avoided and protected.</p>	
<i>Advisory Board review occurred May 22, 2024</i>	
Douglas County - Miksch-Helmer Cabin	
<p>Summary: Request for \$62,500 for the cash match for a State Historical Fund (SHF) grant to restore the interior of the cabin by replacing the bead boarding and restoring the floors and ceiling. Once this phase of work is complete, the structure will be open to the public for tours in partnership with the Roxborough Area Historical Society and Lamb Spring Archaeological Preserve.</p>	
<i>Advisory Board review occurred May 22, 2024</i>	

Douglas County - ARCHAEOLOGICAL SITE 5DA.265

Summary:

Request for a \$62,500 cash match for a State Historical fund grant to implement the findings of the 2024 site assessment funded with a non-competitive State Historical Fund grant. The outcome of the site assessment work occurring through 2024 will determine the extent of slope stabilization needed to protect the site and artifacts from further erosion and may include excavation and surface artifact collection. If the site is not secured, public access and educational opportunities will be lost.

Advisory Board review occurred May 22, 2024

Douglas County - Evans Homestead

Summary:

Request for \$250,000 for the final phase of restoration work on the Evans Homestead located at Lincoln Mountain Open Space. This phase of work will focus on the structure's interior including reinstalling the floors and recreating the chimneys and the historic porch. Following this phase of work, a trail will be built allowing for public access and educational opportunities in partnership with the Douglas County Open Space and Natural Resources Department.

Advisory Board review occurred May 22, 2024

Douglas County - William Converse Ranch

Summary:

Request for \$60,000 to develop construction documents to implement the needs of the Master Plan for the large white house located at the Hidden Mesa Open Space property, in partnership with the Douglas County Open Space and Natural Resources Department.

Advisory Board review occurred May 22, 2024

Douglas County - Sandstone Ranch

Summary:

Request for \$250,000 to fund a cultural resource survey on the property and for restoration of historic structures based on the level of critical need. As the Department of Open Space and Natural Resources continues to build out the trail system at Sandstone Ranch Open Space, there is an increased need to survey the entire property to ensure that areas of critical cultural resource deposits are avoided with trail planning. There are also several historic structures on the property that require structural stabilization and restoration.

Advisory Board review occurred May 22, 2024

Douglas County - Columbine Open Space

Summary:

Request for \$250,000 for structural and foundation stabilization work on the barn and creamery and roof repair. These structures are located in close proximity to the covered pavilion on the Columbine Open Space site allowing for easy public accessibility.

Advisory Board review occurred May 22, 2024

Douglas County - Crull Hammond Cabin

Summary:

Request for \$51,075 for exterior rehabilitation and increased security of the structure by installing storm windows, deadbolts, and door sweeps. This site provides an opportunity for the County to partner with the Larkspur Historical Society for use of the structure as an example of pioneer life for elementary school children as well as the general public.

Advisory Board review occurred May 22, 2024

2025 Budget Request Summary

<u>External Requests</u>	<u>Capital Requests</u>	<u>Internal Requests</u>
<ul style="list-style-type: none"> • Outside 285 - Indian Creek Trail Grant <ul style="list-style-type: none"> • \$1m one time (90% reimbursable) • Cherokee Ranch and Castle <ul style="list-style-type: none"> • \$75k one time • \$500k ongoing • Conservation Easement Transfer <ul style="list-style-type: none"> • \$100k ongoing • Greenland Townsite <ul style="list-style-type: none"> • \$25k one time 	<ul style="list-style-type: none"> • CRFT acquisition & CIP <ul style="list-style-type: none"> • \$2m one time • \$15k ongoing • Prairie Canyon Ranch <ul style="list-style-type: none"> • \$5m one time • \$100k ongoing • Sandstone Ranch Phase II Trail Design <ul style="list-style-type: none"> • \$100k one time • Lincoln Mountain Trail and Pavilion <ul style="list-style-type: none"> • \$500k one time 	<ul style="list-style-type: none"> • Acquisition Reserve Fund <ul style="list-style-type: none"> • \$15m one time • Staffing Request <ul style="list-style-type: none"> • \$250k one time • \$500k ongoing • Camping <ul style="list-style-type: none"> • \$300k one time • \$100k ongoing • Pool Vehicle <ul style="list-style-type: none"> • \$70k one time • Trailhead Security <ul style="list-style-type: none"> • \$250k one time • Snowplow Blade <ul style="list-style-type: none"> • \$15k one time
<p><u>Total 2025 Budget Requests</u> \$24,585,000 one time \$1,315,000 ongoing</p>		





AGENDA ITEM

DATE: August 19, 2024

TO: Douglas County Board of County Commissioners

THROUGH: Douglas J. DeBord, County Manager

FROM: Holly Carrell, Special Project Manager

SUBJECT: **Update on Temporary Signs on Vacant County-Owned Properties Pilot**

Staff is prepared to provide the Board with an update on signs installed and registered during the first period of the program from May 3, 2024 through July 9, 2024. Staff looks for Board direction on continuance of the program and acceptance of registrations from September 10, 2014 through November 15, 2024.