

Best Practice Recommendations for Development Consideration of the HRCA Backcountry

A. Policy recommendations for the uses and development of the Subject Planning Areas

The Backcountry Planning Areas Committee is recommending to the Board of Directors (Board) that a survey be conducted in the community to determine the members desire for the uses and development of the Subject Planning Areas. We recommend using a professional survey company in order to get the most accurate results. We have estimated the cost for the survey to be between \$20,000 to \$30,000. We further recommend that the survey be updated every 5 to 10 years as the Board and RAC determine necessary in order to maintain relevant data as our community changes. This survey can also be combined with other topics as the Board deems appropriate however, the Backcountry Planning Area should be held as a priority and the main focus of the survey.

B. Policy recommendations that will guide the HRCA in future decisions regarding uses and development of the Subject Planning Areas

The Backcountry Planning Area Committee is recommending to the Board that a Backcountry Advisory Committee (BAC) be appointed. This committee should meet periodically and be familiar with the existing documents governing the use and development of the Backcountry and the Subject Planning Areas. They should also be familiar with the survey results indicating the members desire for Backcountry development. As part of their charter, this committee would convene when a proposal is submitted regarding the Backcountry Planning Areas. Using their knowledge and expertise they will make recommendations to the Board regarding the proposal. The committee would also be available to work with the Board to plan and implement the Community Involvement Process (CIP). We further recommend that the Backcountry Planning Areas Committee draft the initial charter. The Backcountry Planning Areas Committee will also stay in place to assist the Board with any Backcountry issues until the BAC has been seated.

C. Best Practice Recommendations for the Consideration of Development, Sale or Lease of the Subject Planning Areas

The Backcountry Planning Area Committee is recommending that the Board follow the Community Involvement Process as laid out in the flow chart and outline to assess any proposed projects for the Backcountry Planning Areas.

D. Recommendations For Seeking Community Input for Development of the Subject Planning Areas

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The Backcountry Planning Area Committee is recommending the following in order to access as much community input as possible regarding proposals made to develop all or a portion of the Backcountry Subject Planning Areas.

1) A minimum of three public meetings scheduled where members will have an opportunity to hear details about the proposal, ask questions, and make comments.

2) Comment boxes will be made available at each recreation center where members can submit any comments regarding the proposed development. Staff will review the comments regularly and pass them along to the Board and Recreation Advisory Committee (RAC).

3) An email address will be established where community members can email their questions and comments about the proposed development. Staff will regularly review the emails and report the comments and questions to the Board and RAC.

4) A web enabled form will be made available.

5) A focused/targeted survey may be conducted if deemed appropriate

6) Electronic and/or social media (as well as any other pertinent technological notification) methods may be used if deemed appropriate.

E. Best Practice Recommendations for Seeking RAC Input Regarding the Development of the Backcountry Planning Areas

The Backcountry Planning Area Committee is recommending to the Board that the RAC have the opportunity to hear the proposal, get detailed information, ask questions, receive answers, and make comments after the Board has had a chance to review the proposal and has made the decision to consider it. After the RAC has had a chance to hear the proposal they will have the opportunity to vote on a recommendation to the Board regarding whether to further consider or reject the proposal (Numbers 4 and 5 in the CIP flow chart). If the RAC or the Board elect to further consider the proposal, the RAC will have another opportunity to vote on their recommendation to the Board regarding the proposal once they have gathered community input. (Number 8 on the CIP flow chart.)

F. Best Practice Recommendations for Seeking Board Input Following the Community Input and RAC Input Process

The Backcountry Planning Area Committee recommends the Board votes whether to approve the proposed development of the Backcountry Planning Area as stated in step 9 of the Community Input Process flow chart. The Board should greatly consider the recommendations of the community and the RAC while making their decision.

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G. Best Practice Recommendations for the HRCA to Communicate with Members Regarding the Use and Development of the Subject Planning Areas

The Backcountry Planning Area Committee recommends use of the following avenues to most effectively communicate with Members regarding the use and development of the Subject Planning Areas.

1) Develop a website with frequently asked questions and answers regarding the proposal made to develop the Subject Planning Areas.

2) Post notification of the proposed development of the Subject Planning Areas in each recreation center. Make sure the notification is posted in a conspicuous area.

3) Post notification of the proposed development of the Subject Planning Areas in the paper HRCA Newsletter.

4) Post notification of the proposed development of the Subject Planning Areas in the electronic HRCA Newsletter, Meanwhile Back at the Ranch.

5) Notify the Members of the proposed development of the Subject Planning Areas through Delegate notification.

6) Appropriate notification of the proposed development of the Subject Planning Areas should be made through local media.

Community Involvement Process for Assessing Backcountry Planning Area Proposals

**Step 1. Project Proposed

- Entity submits an application and processing fee to HRCA.

Step 2. Preliminary Review

- HRCA staff reviews proposal. They look at the OSCA Plan and other pertinent documents to determine if the project complies with approved uses. If the proposal is an approved use it is also passed on to the Backcountry Advisory Committee (BAC). The BAC will base its decision on the applicable planning documents and previously gathered community input.
- HRCA staff and BAC decisions are a recommendation to the Board of Directors only.

(30-45 days)*

Step 3. Board of Directors (BOD) Review 1

- BOD considers staff and BAC recommendations and votes to determine if the project should proceed to the Recreation Advisory Committee (RAC) for further evaluation. Feedback is provided to applicant.
- If BOD opts to proceed further with the proposal, courtesy notification shall be made to Shea Properties.

Step 4. Presentation to RAC

- Proposed project is presented before the RAC.
- The RAC has the ability to request further information as needed to make recommendations.

(30-90 days) *

Step 5. RAC Recommendation

- RAC makes recommendation to the Board.

Note: This recommendation is only to determine if the proposal warrants further review. It is not an endorsement.

Step 6. BOD Review 2

- BOD considers RAC recommendations and determines whether to move forward with the process or to decline the proposal.

Step 7. Community Notification (45 days)* and Feedback (60 days minimum)

- Community is formally notified of proposal utilizing the various communication vehicles.
- Open comment period begins utilizing the various input vehicles.

Step 8. RAC Vote (30 days)*

- RAC considers community input and makes recommendation to BOD.

Step 9. BOD Vote (30 days)*

- BOD votes to approve or reject the proposal. Approval is contingent upon Douglas County approval.

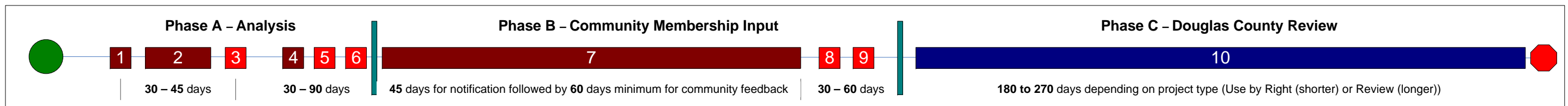
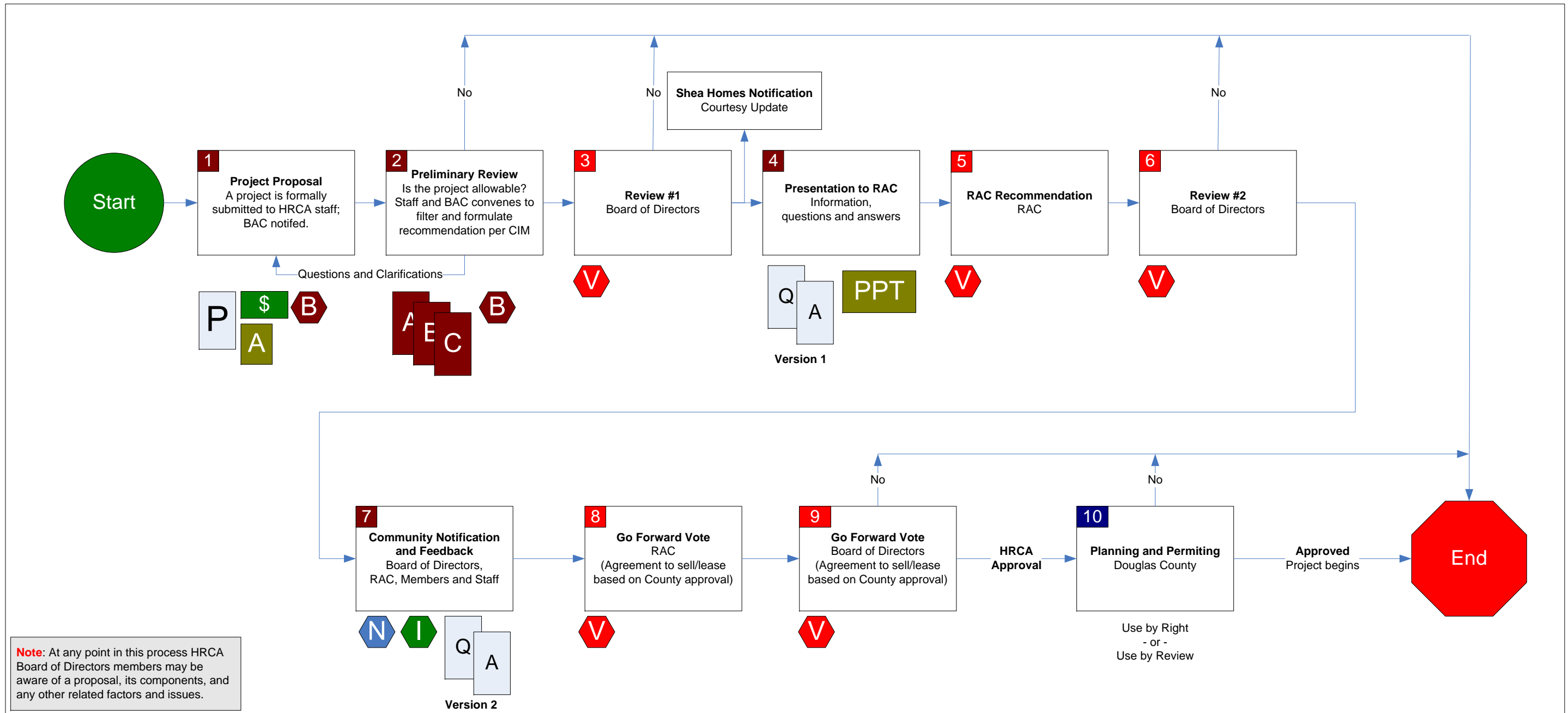
Step 10. Project moves on to Douglas County planning process with approval from the HRCA.

Notes:

**Time frames are recommendations only.*

***This process begins once an application is submitted. Staff and BOD may be made aware of any proposals prior to Step 1.*

Community Involvement Process for Assessing Backcountry Planning Area Proposals



<p>P Proposal from entity interested in developing an HRCA BCWA planning area</p> <p>\$ Proposal application fee (non-refundable fee TBD)</p> <p>B Backcountry Advisory Committee (BAC) (proposed committee)</p>	<p>AEC BCWA Community Interest Matrix (CIM) based on 5, 8 or 10 year planning/input cycle (TBD) developed with professional firm</p> <p>PPT Presentation from proposing entity on project concept, finances, merits</p>	<p>QA Community, leadership, and staff solicitation and collection of questions and answers (iterative)</p> <p>A Application form for proposed project</p> <p>V Vote Board of Directors or RAC</p>	<p>N Notification of Members</p> <p><i>Communication vehicles</i></p> <ol style="list-style-type: none"> 1) Web site with Q+A 2) Display at each Recreation Center 3) Paper newsletter 4) Electronic newsletter 5) Delegate feed 6) Local media 	<p>I Input from Members</p> <p><i>Input venues</i></p> <ol style="list-style-type: none"> 1) Public hearings (min 3 Recreation Centers) 2) Comment boxes at each of the 4 Recreation Centers 3) Unique E-mail address 4) Web enabled form on HRCA web site 	<p>HIGHLANDS RANCH COMMUNITY ASSOCIATION</p> <p>Backcountry Wilderness Area Planning Areas Task Force</p> <p>Date Revised: 17 Oct 2011 Version: A Status: DRAFT</p>
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