

Commissioner Clement moved that the following Resolution be adopted:

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF THE COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION NO. CC87-882

RE: OPEN SPACE - OPEN SPACE ADVISORY COMMITTEE - BY-LAWS AND POLICIES AND PROCEDURES.

Ratification and Approval of Amendment to the Open Space Advisory Committee's By-Laws and Policies and Procedures and Authorization for Incorporation in the County Policies and Procedures Manual.

WHEREAS, the Jefferson County Open Space Advisory Committee ("OSAC"), as duly constituted and authorized by the voters of Jefferson County was appointed to make recommendations to the Jefferson County Board of County Commissioners regarding the use and allocation of open space funds and specifically to make recommendations regarding the acquisition, maintenance, preservation and disposition of open space lands; and

WHEREAS, the Open Space Advisory Committee, as requested by the Jefferson County Board of County Commissioners, reviewed the Ad Hoc Committee Report dated May 12, 1987, and recommended amendments and additions to portions of the Open Space By-Laws and Policies and Procedures, depicting adoption of various portions of the Ad Hoc Report; and

WHEREAS, the Open Space Advisory Committee reviewed the Ad Hoc Committee's recommendations regarding joint venturing and recommended amendments and additions to portions of the Open Space Policies and Procedures, depicting Joint Venturing Criteria which was developed pursuant to this review; and

WHEREAS, the Open Space Advisory Committee, during a regularly scheduled meeting on October 1, 1987, by a roll call vote, with a quorum present, 7 voting yes, 1 voting no and 0 abstaining from the vote, voted to recommend that the Board of County Commissioners approve the additions and amendments to the Jefferson County Open Space By-Laws and Policies as set forth in Exhibit "A" attached hereto; and

Page 2
CC87-882

WHEREAS, the Open Space Advisory Committee's Articles of Organization provide that such additions and amendments shall not be effective until ratification and approval by the Board of County Commissioners; and

WHEREAS, it is desirable to have the By-Laws and Policies and Procedures as amended incorporated into the County Policies and Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of County Commissioners of the County of Jefferson, State of Colorado, hereby and herewith ratifies and approves the additions and amendments to the Open Space Advisory Committee's By-Laws and Policies and Procedures as set forth in Exhibit A and authorizes its incorporation as amended in the County Policies and Procedures Manual.

Commissioner Stone seconded the adoption of the foregoing Resolution. The roll having been called, the vote was as follows:

Commissioner Marjorie E. Clement	- "Nay";
Commissioner John P. Stone	- "Aye";
Commissioner Rich Ferdinandsen, Chairman	- "Aye":

The Resolution was adopted by majority vote of the Board of County Commissioners of the County of Jefferson, State of Colorado.

DATED: October 26, 1987

EXHIBIT "A"
TO THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. CC87-882

7.2.2.1.2 Vice-Chairman: In the case of absence or disability of the Chairman, the Vice-Chairman shall perform the functions of the office of the Chairman.

7.2.3.1.1 Director: The Director of the Open Space Department reports directly to the Director of the Community Resources Division who reports directly to the Board of County Commissioners. In addition the Director of the Open Space Department coordinates with the Open Space Advisory Committee. The Open Space Director is responsible for the administrative functions of the Open Space Department and directs the Department in accordance with County policy and procedures. The Open Space Director shall work with the Open Space Advisory Committee and other staff members to:

7.2.3.1.1.1 Establish detailed Department operating policies and procedures approved by the Director of Community Resources, to implement all functions of the Open Space Program and to administer the Policies and Procedures recommended by the Open Space Advisory Committee and approved by the Board of County Commissioners.

7.2.4.1.3.1 The Open Space Advisory Committee may, by majority vote, go into executive session to consider and discuss any matters as may be provided by law. No formal action on any matter may be taken while in executive session.

7.3.0 Priorities

7.3.0.1 The three major priorities of the Open Space Program are:

1. Acquisition of and access to Open Space Lands (See explanatory table in Appendix A);
2. Operation and maintenance of existing and future Open Space lands; and
3. Development of existing and/or future Open Space lands (See explanatory table in Appendix B).

All three priorities include administration and planning.

*Has Advisory Committee
to review for project*

*are the AC...
...for project*

- 7.3.1.7 The 1980 Jefferson County Open Space Master Plan is incorporated herein as a recommendation to the extent that it does not conflict with these Policies and Procedures.
- 7.3.1.8.5 Open Space needs that are commensurate with population growth, particularly in the plains area of the County, are of highest priority.
- 7.3.1.8.6 The emphasis of the Jefferson County Open Space Program in the unincorporated area of the County is to acquire open space lands.
- 7.3.1.8.7 The acquisition of property with Open Space funds adjacent to existing park and recreational property may be appropriate when such acquisition is of unusual benefit such as, but not limited to, trail corridor extension, unique land forms, historical sites, and linkage of small separated areas.
- 7.3.1.8.8 Lands acquired in the unincorporated portion of the County must fall within the criteria, intent and purpose set forth in the Jefferson County Open Space Master Plan and as stated in Appendix A. Lands acquired within city or park and recreation district boundaries must fall within the criteria, intent and purpose set forth in the Jefferson County Open Space Master Plan except to the extent such criteria, intent and purpose is inconsistent with the city or park and recreation district Master Plan in which case the city or park and recreation district Master Plan shall prevail providing however, that all acquisitions shall comply with the intent of the Open Space Resolution.
- 7.3.1.8.11 All proposals for the purchase, trade or sale of Open Space land shall be submitted to the Open Space Advisory Committee for consideration and recommendation to the Board of County Commissioners. All Open Space Advisory Committee resolutions should state the intended use of purchase in the findings of fact.
- 7.3.1.8.16 The County may accept gifts of property to be used for Open Space purposes. The determination of the gifts value of such property shall be the concern of the grantor not the County.
- 7.3.1.8.22 All Open Space and park property that is annexed to a

city or park and recreation district may become the responsibility of the city and/or park and recreation district provided that a mutually satisfactory agreement is reached between the County and city and/or park and recreation district.

- 7.3.1.8.25 Acquisition of water, water rights and water bodies for use on property acquired with Open Space funds or gifted to the County for Open Space purposes, is an appropriate use of Open Space Funds.
- 7.3.1.8.26 Open Space lands may be disposed of when:
- 7.3.1.8.26.1 A parcel is no longer meeting its Open Space purpose as recommended by the Open Space Advisory Committee and/or approved by the Board of County Commissioners; or
- 7.3.1.8.26.2 It is economically sound to purchase a large parcel in one piece and it is initially intended that a small portion of the parcel will be used for non-Open Space uses. In this situation, the non-Open Space portion may be subject to disposal. Such disposal must also be in accordance with Chapter 5 of the County Regulatory Policies, Section 5.30.2., Procedure For Disposing of County Owned Real Property, where applicable.
- 7.3.1.9.5 The development criteria for parks and Open Space areas within Jefferson County will be submitted to the Open Space Advisory Committee for recommendation and submission to the Board of County Commissioners for final determination. See Appendix B. (The Open Space Advisory Committee reserves the right to make exceptions to this policy when deemed appropriate.)
- 7.3.1.9.9 The Open Space Division may schedule and coordinate the use of County owned Open Space parks and facilities with public groups and entities. In addition, interpretive and educational programs relating to Open Space properties which identify, preserve and educate the public to their natural surroundings, and outdoor recreational activities that make use of natural areas of Open Space lands, including boating, sailing and rafting are appropriate uses of Open Space funds.

- 7.3.1.10.1 Joint Venturing for acquisition shall not exceed 50% participation from the County's participation from the County's attributable share of Open Space funds.
- 7.3.1.10.2 Criteria for Joint Venturing Funds * and Grants * is as follows:
- 7.3.1.10.2.1 Preference will be given for projects to be completed within one year.
- 7.3.1.10.2.2 A time limit of two (2) years will be given for the completion of a project. If not completed within the two (2) years, the applicant shall come back to the Open Space Advisory Committee and justify why the project has not been completed, or relinquish the unspent funds.
- 7.3.1.10.2.3 All funds and grants not expended pursuant to the approved proposal are nontransferable and must be returned to Jefferson County Open Space immediately.
- 7.3.1.10.2.4 The applicants must prioritize the projects.
- 7.3.1.10.2.5 Both proof of need and a lack of funds available from other sources - i.e., budget or other sources, must be established.
- 7.3.1.10.2.6 Joint venturing and grants shall be used only for planning, master planning, acquisition and development projects. No funds will be granted for operation and management purposes.
- 7.3.1.10.2.7 Applicant's request for funds and grants shall include the following:
- 7.3.1.10.2.7.1 History of funds and

- * Joint venturing is defined as the distribution of the County's share of Open Space funds to cities and towns with fiscal participation by these entities.
- * Grants are defined as the distribution of the County's share of Open Space funds to park and recreation districts with or without fiscal participation.

grants previously
received;

7.3.1.10.2.7.2 Map of the project; and

7.3.1.10.2.7.3 Whether the applicant is
willing to consider
sharing costs with the
County on a joint venture
basis.

7.3.1.10.2.8 The applicant shall demonstrate the
project's compatibility with the
applicant's Master Plan and/or the Open
Space Master Plan.

7.3.1.10.2.9 Cities and towns using their share of
Open Space funds for operation and
management shall be given a low priority
for joint venture requests.

7.3.1.10.2.10 All joint venture and grant requests,
including request for changes, must be
approved through appropriate Resolution
of the elected officials of the
requesting agency.

7.3.1.10.2.11 Applicant shall list items to be funded
(i.e., trail, area lighting, parking
lot, paving, etc.) with estimated costs
as accurately as possible.

7.3.1.10.3 The Open Space Advisory Committee may consider joint
venture requests that may be at variance with the
joint venture criteria when special needs or unusual
circumstances exist.

7.3.1.10.4 The Open Space Department will mail a certified
letter including criteria and an application to each
city and recreation district by April 15 of each new
year. This application must be returned to the Open
Space office to be considered for funding no later
than June 15.

APPENDIX A
TO
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. CC87-882 AND TO
OPEN SPACE POLICIES AND PROCEDURES

Top priority should be given to lands that are:

- a. located in areas with current or projected high population growth; and
- b. available in large parcels where the size of the parcel enhances the essential values or resources of the site.

PRIORITY 1: Lands with potential¹ to be used for passive or natural development purposes in the plains or mountains.

e.g. water bodies
greenbelts/buffer zones
between existing or projected development areas
wildlife habitats
small or large natural land areas.

PRIORITY 2: Lands suitable for trail-type recreation and park linkage.

- Trail Corridors
- Stream Corridors
- Linkage Corridors
- Access to water areas.

PRIORITY 3: Lands that would preserve the unique natural characteristics of the county.

- Unusual land forms or those with significant scenic values
- Scenic backdrop from plains
- Scenic corridors, stream corridors, canyons and land between hogbacks and mountains
- Prominent sites providing scenic views or vistas.

PRIORITY 4: Not appropriate in foreseeable future (10 years).

¹ See Appendix B for examples of passive or natural development.

Lands to be used for capital intensive
development purposes.

APPENDIX B
TO
BOARD OF COUNTY COMMISSIONER'S
RESOLUTION NO. CC87-882
AND TO
OPEN SPACE POLICIES AND PROCEDURES

Appropriate for Development
by Unincorporated County
Open Space Program

A. NATURAL
DEVELOPMENT

No
Development

B. PASSIVE
DEVELOPMENT

- Trails
- Basic Picnic Facilities
- Parking areas
- Primitive camp-grounds
- Pick up sports areas
- Restrooms
- Native Plantings
- Ballfields
- Natural Amphi-theater
- Basic horse facilities
- Boat ramp
- Simple play-grounds

C. CAPITAL INTENSIVE
DEVELOPMENT*

- Lighted Ballfields
- Tennis Courts
- R.V. Campsites
- Playgrounds
- Swim Pools
- Blue Grass Irrigated Areas
- Golf Courses
- Marinas
- Structured Amphitheater
- Bathhouses
- Senior Citizen & Teen Centers
- Indoor Athletic Centers & Facilities

D. INAPPROPRIATE
UNDER O.S. RESO.

- Cultural Centers
- Libraries
- Movie Theaters
- Resorts
- Convention Centers
- Waste Storage Areas including hazardous waste
- Restaurants
- Trade Show Facilities
- Public Building sites
- Fairgrounds

* Category C is not appropriate in the foreseeable future (10 years) for development by the unincorporated County Open Space Program. However, cities may use their attributable shares for capital intensive development in a manner consistent with the Open Space Resolution. Development and operation/management of this type of facility is acceptable only by other public entities and not by Jefferson County Open Space Program.

Jim Martin moved that the following Resolution be adopted:

BEFORE THE JEFFERSON COUNTY
OPEN SPACE ADVISORY COMMITTEE
OF THE COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION #52-87

RE: Amendment to the Policies & Procedures Manual Depicting Adoption of Portions of the Ad Hoc Report

WHEREAS, the Jefferson County Open Space Advisory Committee ("OSAC"), as duly constituted and authorized by the voters of Jefferson County was appointed to make recommendations to the Jefferson County Board of County Commissioners regarding the use and allocation of open space funds and specifically to make recommendations regarding the acquisition, maintenance, preservation and disposition of open space lands; and

WHEREAS, the Open Space Advisory Committee, as requested by the Jefferson County Board of County Commissioners, has reviewed the Ad Hoc Committee Report dated May 12, 1987, and is recommending amendments and additions to portions of the Open Space Policies and Procedures, depicting adoption of various portions of the Ad Hoc Report; and

WHEREAS, the Open Space Advisory Committee has reviewed the Ad Hoc's recommendations regarding joint venturing and is recommending amendments and additions to portions of the Open Space Policies and Procedures, depicting Joint Venturing Criteria which was developed pursuant to this review.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Open Space Advisory Committee recommends that the Board of County Commissioners approve the following additions and/or amendments to the Open Space Policies and Procedures as set forth in this Resolution and incorporate such in the Open Space Policies and Procedures.

- 7.2.2.1.2 Vice-Chairman: In the case of absence or disability of the Chairman, the Vice-Chairman shall perform the functions of the office of the Chairman.
- 7.2.3.1.1 Director: The Director of the Open Space Program is employed by and reports directly to the Board of County Commissioners as well as coordinates with the Open Space Advisory Committee. The Director is responsible for the administrative functions of the Open Space Program and directs the Program in accordance with County policy and procedures. The Director shall work with the Open Space Advisory Committee and other staff members to:

- 7.2.3.1.1.1 Establish detailed Division operating policies and procedures to implement all functions of the Open Space Program and to administer the Policies and Procedures recommended by the Open Space Advisory Committee and approved by the Board of County Commissioners.
- 7.2.4.1.3.1 The Open Space Advisory Committee may, by majority vote, go into executive session to consider and discuss any matters as may be provided by law. No formal action on any matter may be taken while in executive session.
- 7.3.0 PRIORITIES
- 7.3.0.1 The three major priorities of the Open Space Program are:
1) Acquisition of and access to Open Space Lands (See explanatory table in Appendix A); 2) Operation and maintenance of existing and future Open Space lands; and 3) Development of existing and/or future Open Space lands (See explanatory table in Appendix B). All three priorities include administration and planning.
- 7.3.1.7. The 1980 Jefferson County Open Space Master Plan is incorporated herein as a recommendation to the extent that it does not conflict with these Policies & Procedures.
- 7.3.1.8.5 Open Space needs that are commensurate with population growth, particularly in the plains area of the County, are of highest priority.
- 7.3.1.8.6 The emphasis of the Jefferson County Open Space Program in the unincorporated area of the County is to acquire open space lands.
- 7.3.1.8.7 The acquisition of property with Open Space funds adjacent to existing park and recreational property may be appropriate when such acquisition is of unusual benefit such as, but not limited to, trail corridor extension, unique land forms, historical sites, and linkage of small separated areas.
- 7.3.1.8.8 Lands acquired in the unincorporated portion of the County must fall within the criteria, intent and purpose set forth in the Jefferson County Open Space Master Plan and as stated in Appendix A. Lands acquired within city or park and recreation district boundaries must fall within the criteria, intent and purpose set forth in the Jefferson County Open Space Master Plan except to the extent such criteria, intent and purpose is inconsistent with the city or park and recreation district Master Plan in which case the city or park and recreation district Master Plan shall prevail providing however, that all acquisitions shall comply with the intent of the Open Space Resolution.
- 7.3.1.8.11 All proposals for the purchase, trade or sale of Open Space
-

land shall be submitted to the Open Space Advisory Committee for consideration and recommendation to the Board of County Commissioners. All Open Space Advisory Committee resolutions should state the intended use of purchase in the findings of fact.

- 7.3.1.8.16 The County may accept gifts of property to be used for Open Space purposes. The determination of the gifts value of such property shall be the concern of the grantor not the County.
 - 7.3.1.8.22 All Open Space and park property that is annexed to a city or park and recreation district may become the responsibility of the city and/or park and recreation district provided that a mutually satisfactory agreement is reached between the County and city and/or park and recreation district.
 - 7.3.1.8.25 Acquisition of water, water rights and water bodies for use on property acquired with Open Space funds or gifted to the County for Open Space purposes, is an appropriate use of Open Space funds.
 - 7.3.1.8.26 Open Space lands may be disposed of when:
 - 7.3.1.8.26.1 a parcel is no longer meeting its Open Space purpose as recommended by the Open Space Advisory Committee and/or approved by the Board of County Commissioners; or
 - 7.3.1.8.26.2 it is economically sound to purchase a large parcel in one piece and it is initially intended that a small portion of the parcel will be used for non-Open Space uses. In this situation, the non-Open Space portion may be subject to disposal. Such disposal must also be in accordance with Chapter 5 of the County Regulatory Policies, Section 5.30.2., Procedure For Disposing of County Owned Real Property, where applicable.
 - 7.3.1.9.5 The development criteria for parks and Open Space areas within Jefferson County will be submitted to the Open Space Advisory Committee for recommendation and submission to the Board of County Commissioners for final determination. (See Appendix B. The Open Space Advisory Committee reserves the right to make exceptions to this policy when deemed appropriate.)
 - 7.3.1.9.9 The Open Space Division may schedule and coordinate the use of County owned Open Space parks and facilities with public groups and entities. In addition, interpretive and educational programs relating to Open Space properties which identify, preserve and educate the public to their natural surroundings, and outdoor recreational activities that make use of natural areas of Open Space lands, including boating, sailing and rafting are appropriate uses of Open Space funds.
 - 7.3.1.10.1 Joint venturing for acquisition shall not exceed 50%
-

participation from the County's attributable share of Open Space funds.

7.3.1.10.2 Criteria for Joint Venturing Funds* and Grants* is as follows:

- 7.3.1.10.2.1 Preference will be given for projects to be completed within one year.
- 7.3.1.10.2.2 A time limit of two (2) years will be given for the completion of a project. If not completed within the two (2) years, the applicant shall come back to the Open Space Advisory Committee and justify why the project has not been completed, or relinquish the unspent funds.
- 7.3.1.10.2.3 All funds and grants not expended pursuant to the approved proposal are non-transferable.
- 7.3.1.10.2.4 The applicants must prioritize the projects.
- 7.3.1.10.2.5 Both proof of need and a lack of funds available from other sources - i.e., budget or other sources, must be established.
- 7.3.1.10.2.6 Joint venturing and grants shall be used only for planning, master planning, acquisition and development projects. No funds will be granted for operation and management purposes.
- 7.3.1.10.2.7 Applicant's request for funds and grants shall include the following:
 - 7.3.1.10.2.7.1 History of funds and grants previously received;
 - 7.3.1.10.2.7.2 Map of the project; and
 - 7.3.1.10.2.7.3 Whether the applicant is willing to consider sharing costs with the County on a joint venture basis.
- 7.3.1.10.2.8 The applicant shall demonstrate the project's compatibility with the applicant's Master Plan and/or the Open Space Master Plan.
- 7.3.1.10.2.9 Cities and towns using their share of Open Space funds for operation and management shall be given a low priority for joint venture requests.
- 7.3.1.10.2.10 All joint venture and grant requests, including request for changes, must be approved through appropriate Resolution of the elected officials of the requesting agency.
- 7.3.1.10.2.11 Applicant shall list items to be funded (i.e., trail, area lighting, parking lot, paving, etc.) with estimated costs as accurately as possible.

The Committee may waive any criteria based on special needs or unusual circumstances.

The Open Space Division will mail a certified letter including criteria and an application, to each city and recreation district by April 15 of each new year. This application must be returned to the Open Space office to be considered for funding no later than June 15.

- * Joint venturing is the distribution of the County's share of Open Space funds to cities and towns with fiscal participation by these entities.
- * Grants are the distribution of the County's share of Open Space funds to park and recreation districts with or without fiscal participation.

Appendix A

Top priority should be given to lands that are:

- a. located in areas with current or projected high population growth; and
- b. available in large parcels where the size of the parcel enhances the essential values or resources of the site.

PRIORITY 1: Lands with potential to be used for passive or natural development¹ purposes in the plains or mountains.

- e.g. water bodies
- greenbelts/buffer zones
- between existing or projected development areas
- wildlife habitats
- small or large natural land areas

PRIORITY 2: Lands suitable for trail-type recreation and park linkage

- Trail Corridors
- Stream Corridors
- Linkage Corridors
- Access to water areas

PRIORITY 3: Lands that would preserve the unique natural characteristics of the county.

- Unusual land forms or those with significant scenic values
- Scenic backdrop from plains
- Scenic corridors, stream corridors, canyons and land between hogbacks and mountains
- Prominent sites providing scenic views or vistas

PRIORITY 4: Not appropriate in foreseeable future (10 years)

Lands to be used for capital intensive development purposes.

¹ See Appendix B for examples of passive or natural development.

Appendix B

Appropriate for Development
by unincorporated County
Open Space Program

A. NATURAL DEVELOPMENT	B. PASSIVE DEVELOPMENT	C. CAPITAL INTENSIVE DEVELOPMENT	D. INAPPROPRIATE UNDER O.S. RESO.
No Development	<ul style="list-style-type: none"> -Trails -Basic Picnic Facilities -Parking areas -Primitive camp-grounds -Pick up sports areas -Restrooms -Native Plantings -Ballfields -Natural Amphi-theater -Basic horse facilities -Boat ramp -Simple play-grounds 	<ul style="list-style-type: none"> -Lighted Ballfields -Tennis Courts -R.V. Campsites -Playgrounds -Swim Pools -Blue Grass Irrigated Areas -Golf Courses -Marinas -Structured Amphitheater -Bathhouses -Senior Citizen & Teen Centers -Indoor Athletic Centers & Facilities 	<ul style="list-style-type: none"> -Cultural Centers -Libraries -Movie Theaters -Resorts -Convention Centers -Waste Storage Areas including hazardous waste -Restaurants -Trade Show Facilities -Public Building sites -Fairgrounds

* Category C is not appropriate in the foreseeable future (10 years) for development by the unincorporated County Open Space Program. However, cities may use their attributable shares for capital intensive development in a manner consistent with the Open Space Resolution. Development and operation/management of this type of facility is acceptable only by other public entities and not by Jefferson County Open Space Program.

Delma Jeel seconded the adoption of the foregoing Resolution. The roll having been called, the vote was as follows: Majority vote, 7 voting yes, 1 voting no, and 0 abstaining from a vote on the question, of the members of the Jefferson County Open Space Advisory Committee present at Jefferson County, Colorado.

DATED: 10-1-87

STATE OF COLORADO)
) ss:
COUNTY OF JEFFERSON)

I, Richard Mutzebaugh, Secretary of the Jefferson County Open Space Advisory Committee of Jefferson County, Colorado, certify that the above is a true and correct copy of a Resolution adopted at the regular meeting

of the Jefferson County Open Space Advisory Committee on
10-1-87.

By: Richard L. Muntz
Secretary, Jefferson County
Open Space Advisory Committee
Jefferson County, Colorado
