

## Fee Waiver Staff Report

**Date:** May 20, 2025  
**To:** Douglas County Board of County Commissioners  
**Through:** Douglas J. DeBord, County Manager  
**From:** Terence T. Quinn, AICP, Director of Community Development *TQ*  
**CC:** Steven Shoultz, CPRP, Assistant Director of Parks, Trails and Building Grounds  
**Subject:** **Fee Waiver Request in the amount of \$8,470 from Highlands Ranch Community Association for the 2025 Concert Series at Highland Heritage Regional Park**

**OWNER:**  
DOUGLAS COUNTY  
100 THIRD STREET  
CASTLE ROCK, CO 80104

**REPRESENTATIVE:**  
SARAH MIRICK  
HIGHLANDS RANCH COMM ASSN.  
9568 S. UNIVERSITY BLVD  
HIGHLANDS RANCH, CO 80126

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**Board of County Commissioners Meeting:**

**June 10, 2025 @ 1:30 p.m.**

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**I. EXECUTIVE SUMMARY**

The Highlands Ranch Community Association (HRCA) and the Highlands Ranch Cultural Affairs Association (HRCAA) 501(c)(3) request a fee waiver in the amount of \$8,470 to host the 2025 Concert Series at Highland Heritage Regional Park (HHRP).

**II. BACKGROUND**

Since 1993 HRCA and HRCAA have partnered with Douglas County to provide a free eight-week concert series each summer at HHRP. The 2025 Concert Series is planned for Thursday evenings from June 5 through July 31, from 6:30 p.m. to 8:00 p.m. This request includes the use of the amphitheater, grass area, and surrounding parking at HHRP.

The Concert Series offers residents the chance to spend time with family and friends, have a picnic dinner, and listen to great local music, all for free. For many residents, it has become a summer tradition. It is made possible with the donation of staff by the HRCAA and funding through the Scientific and Cultural Facilities District (SCFD). The attendance is estimated at 2,000+ attendees per concert.

In return for the donation, Douglas County will be listed as a sponsor on all event publicity and promotion materials.

**III. REQUEST**

The request is for a fee waiver in the amount of \$8,470 from HRCA and HRCAA for the use of the Highland Heritage Regional Park to host the 2025 Concert Series.

**IV. STAFF ASSESSMENT**

The Board of County Commissioners has the sole authority to waive or reduce all parks use fees and may choose to waive or reduce the event fees of \$8,470 for HRCA and HRCAA.

**ATTACHMENTS**

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**HIGHLANDS RANCH**  
COMMUNITY ASSOCIATION

May 5, 2025

Board of County Commissioners  
Douglas County Parks and Trails  
100 Third Street  
Castle Rock, CO 80104

Dear Board of County Commissioners,

The Highlands Ranch Community Association respectfully requests a reduction in the park use fee for our Summer Concert Series events:

<b>Event</b>	<b>Date</b>	<b>Estimated Attendance</b>
Summer Concert Series	6/5/25	2,000
Summer Concert Series	6/12/25	2,000
Summer Concert Series	6/19/25	2,000
Summer Concert Series	7/10/25	2,000
Summer Concert Series	7/17/25	2,000
Summer Concert Series	7/24/25	2,000
Summer Concert Series	7/31/25	3,000

The total cost of trail rental would be \$8,470 and we request a reduction to \$0. We value the partnership with Douglas County Parks and Trails. We are seeking this reduction because the events are self-operating and we will handle posting signage, participant safety, and clean up.

If you have any questions regarding this request, please contact me at 303-471-7048. I look forward to hearing from you.

Sarah Mirick  
Community Events Manager  
Highlands Ranch Community Association &  
Highlands Ranch Cultural Affairs Association

[www.HRCAonline.org](http://www.HRCAonline.org)



# Invoice

<b>Bill To:</b> Highlands Ranch Community Association	<b>Invoice #:</b> DC-002429
<b>Address:</b> 9568 S. University Blvd. Highlands Ranch, CO 80126 USA	<b>Invoice Date:</b> 04/25/2025
<b>C/O:</b> Finance, Team	<b>Invoice Due:</b> 06/05/2025
	<b>Online Payment Validation:</b> 1497

**For:** HRCA Summer Concert Series:  
**Event:** 3867: HRCA Summer Concert Series

### Thursday, June 05, 2025

**Location:** Amphitheater - Highland Heritage Regional Park  
**From - To**

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	HRCA Summer Concert Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
<b>Surcharge:</b>			\$1,210.00	

### Thursday, June 12, 2025

**Location:** Amphitheater - Highland Heritage Regional Park  
**From - To**

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	HRCA Summer Concert Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
<b>Surcharge:</b>			\$1,210.00	

### Thursday, June 19, 2025

**Location:** Amphitheater - Highland Heritage Regional Park  
**From - To**

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	HRCA Summer Concert Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
<b>Surcharge:</b>			\$1,210.00	

### Thursday, July 10, 2025

**Location:** Amphitheater - Highland Heritage Regional Park  
**From - To**

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	HRCA Summer Concert Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
<b>Surcharge:</b>			\$1,210.00	

### Thursday, July 17, 2025

**Location:** Amphitheater - Highland Heritage Regional Park  
**From - To**

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	HRCA Summer Concert Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
<b>Surcharge:</b>			\$1,210.00	

### Thursday, July 24, 2025



# Invoice

<b>Bill To:</b> Highlands Ranch Community Association	<b>Invoice #:</b> DC-002429
<b>Address:</b> 9568 S. University Blvd. Highlands Ranch, CO 80126 USA	<b>Invoice Date:</b> 04/25/2025
<b>C/O:</b> Finance, Team	<b>Invoice Due:</b> 06/05/2025
	<b>Online Payment Validation:</b> 1497

## Thursday, July 24, 2025

### Location: Amphitheater - Highland Heritage Regional Park

From - To	Description	Status	Charge	Tax
8:00 AM-10:00 PM	HRCA Summer Concert Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
			<b>Surcharge:</b>	\$1,210.00

## Thursday, July 31, 2025

### Location: Amphitheater - Highland Heritage Regional Park

From - To	Description	Status	Charge	Tax
8:00 AM-10:00 PM	HRCA Summer Concert Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
			<b>Surcharge:</b>	\$1,210.00
			<b>Total Amount:</b>	<b>\$0.00</b>
			<b>Surcharges:</b>	<b>\$8,470.00</b>
			<b>Net Amount:</b>	<b>\$8,470.00</b>
			<b>Invoice Total:</b>	<b>\$8,470.00</b>
			<b>Payments/Credits:</b>	<b>\$0.00</b>
			<b>Amount Due:</b>	<b>\$8,470.00</b>