

Fee Waiver Staff Report

Date: May 19, 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 \$2,420 from Highlands Ranch Community Association for the Annual Haunted Forest at the East-West Regional Trail**

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

Board of County Commissioners Meeting:

JUNE 10, 2025 @ 1:30 p.m.

I. EXECUTIVE SUMMARY

The Highlands Ranch Community Association (HRCA) request a fee waiver in the amount of \$2,420 to use the East-West Regional Trail to host their annual Haunted Forest.

II. BACKGROUND

HRCA has been utilizing the East-West Regional Trail for its Haunted Forest since 2005. The Backcountry Haunted Forest event will be held on October 18 and 19, historically attracting up to 500 participants per day. HRCA are requesting the fee waiver as this event is self-operating, and HRCA will handle posting signage and clean up.

III. REQUEST

The request is for a fee waiver in the amount of \$2,420 from HRCA for the use of the East-West Regional Trail to host their annual Haunted Forest.

IV. STAFF ASSESSMENT

The Board of County Commissioners has the sole authority to waive or reduce all park use fees and may choose to waive the event fee of \$2,420.

ATTACHMENTS

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HIGHLANDS RANCH

COMMUNITY ASSOCIATION

April 23, 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 and Backcountry Wilderness Area respectfully request a reduction in the trail use fee for our Haunted Forest events taking place on October 17 and 18, 2025. An estimated 500 people will attend each day. The total cost of trail rental would be \$2,420 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 and Race Director
Highlands Ranch Community Association

www.HRCAonline.org



Invoice

Bill To: Mirick, Sarah	Invoice #: DC-002414
Address:	Invoice Date: 04/24/2025
	Invoice Due: 10/17/2025
	Online Payment Validation: B33E
C/O: Mirick, Sarah	

For:	Haunted Forest 2025:
Event:	4146: Haunted Forest 2025
Friday, October 17, 2025	

Location: Trail - East/West Regional				
From - To				
Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	Haunted Forest 2025	BOOKED	\$0.00	
8:00 AM-10:00 PM				
Surcharge:			\$1,210.00	

Saturday, October 18, 2025				
Location: Trail - East/West Regional				
From - To				
Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	Haunted Forest 2025	BOOKED	\$0.00	
8:00 AM-10:00 PM				
Surcharge:			\$1,210.00	
Total Amount:			\$0.00	
Surcharges:			\$2,420.00	
Net Amount:			\$2,420.00	
Invoice Total:			\$2,420.00	
Payments/Credits:			\$0.00	
Amount Due:			\$2,420.00	

October 17-18, 2025 - Haunted Forest

