

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 \$7,260 from Highlands Ranch Community Association for the Annual Race Series 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 \$7,260 to use the East-West Regional Trail to host their annual race series.

II. BACKGROUND

HRCA has been utilizing the East-West Regional Trail for its race series since 2005. The HRCA mountain bike races are scheduled for July 10, 17, 31 and August 7 with up to 200 participants per day. The Wildcat Mountain Trail Run is set for September 28, expecting around 300 participants. The Backcountry Wilderness Half Marathon is set for November 8, expecting 700 participants.

III. REQUEST

The request is for a fee waiver in the amount of \$7,260 from HRCA for the use of the East-West Regional Trail to host their annual race series.

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 \$7,260.

ATTACHMENTS

Fee Waiver Request **PAGE**
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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 respectfully requests a reduction in the trail use fee for our HRCA Race Series events:

Event	Date	Estimated Attendance
MTB Series #1	7/9/25	200
MTB Series #2	7/23/25	200
MTB Series #3	7/30/25	200
MTB Series #4	8/6/25	200
Wildcat Mtn Trail Races	9/6/25	300
Backcountry Wilderness Half Marathon	11/8/25	700

The total cost of trail rental would be \$7,260 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

Address:

Invoice #: DC-002413

Invoice Date: 04/24/2025

Invoice Due: 07/09/2025

Online Payment Validation: 424B

C/O: Mirick, Sarah

For: 2025 HRCA Race Series:

Event: 4145: 2025 HRCA Race Series

Wednesday, July 09, 2025

Location: Trail - East/West Regional

From - To

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	2025 HRCA Race Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
Surcharge:			\$1,210.00	

Wednesday, July 23, 2025

Location: Trail - East/West Regional

From - To

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	2025 HRCA Race Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
Surcharge:			\$1,210.00	

Wednesday, July 30, 2025

Location: Trail - East/West Regional

From - To

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	2025 HRCA Race Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
Surcharge:			\$1,210.00	

Wednesday, August 06, 2025

Location: Trail - East/West Regional

From - To

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	2025 HRCA Race Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
Surcharge:			\$1,210.00	

Saturday, September 06, 2025

Location: Trail - East/West Regional

From - To

Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	2025 HRCA Race Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				
Surcharge:			\$1,210.00	

Saturday, November 08, 2025



Invoice

Bill To: Mirick, Sarah	Invoice #: DC-002413
Address:	Invoice Date: 04/24/2025
	Invoice Due: 07/09/2025
	Online Payment Validation: 424B
C/O: Mirick, Sarah	

Saturday, November 08, 2025

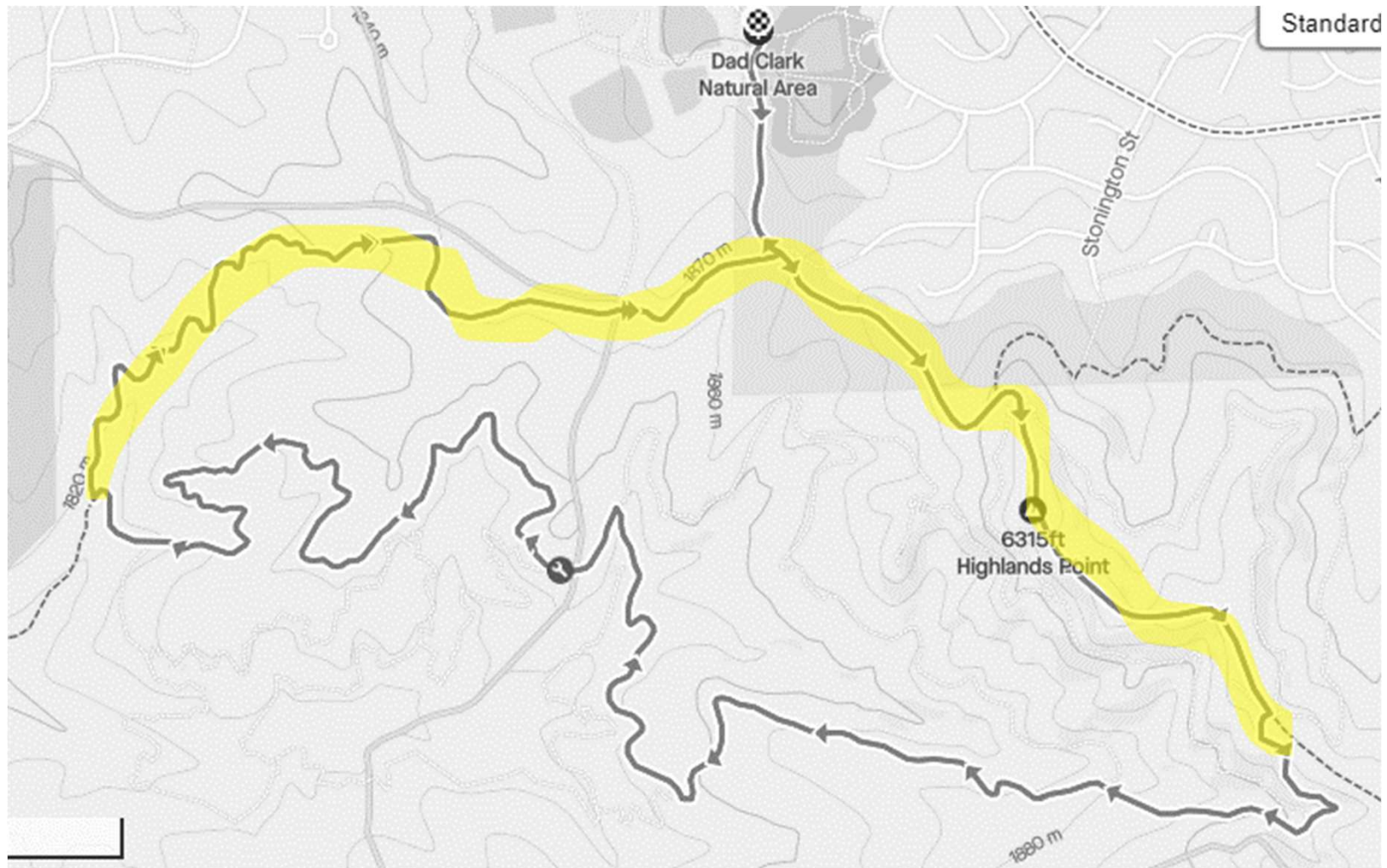
Location: Trail - East/West Regional

From - To

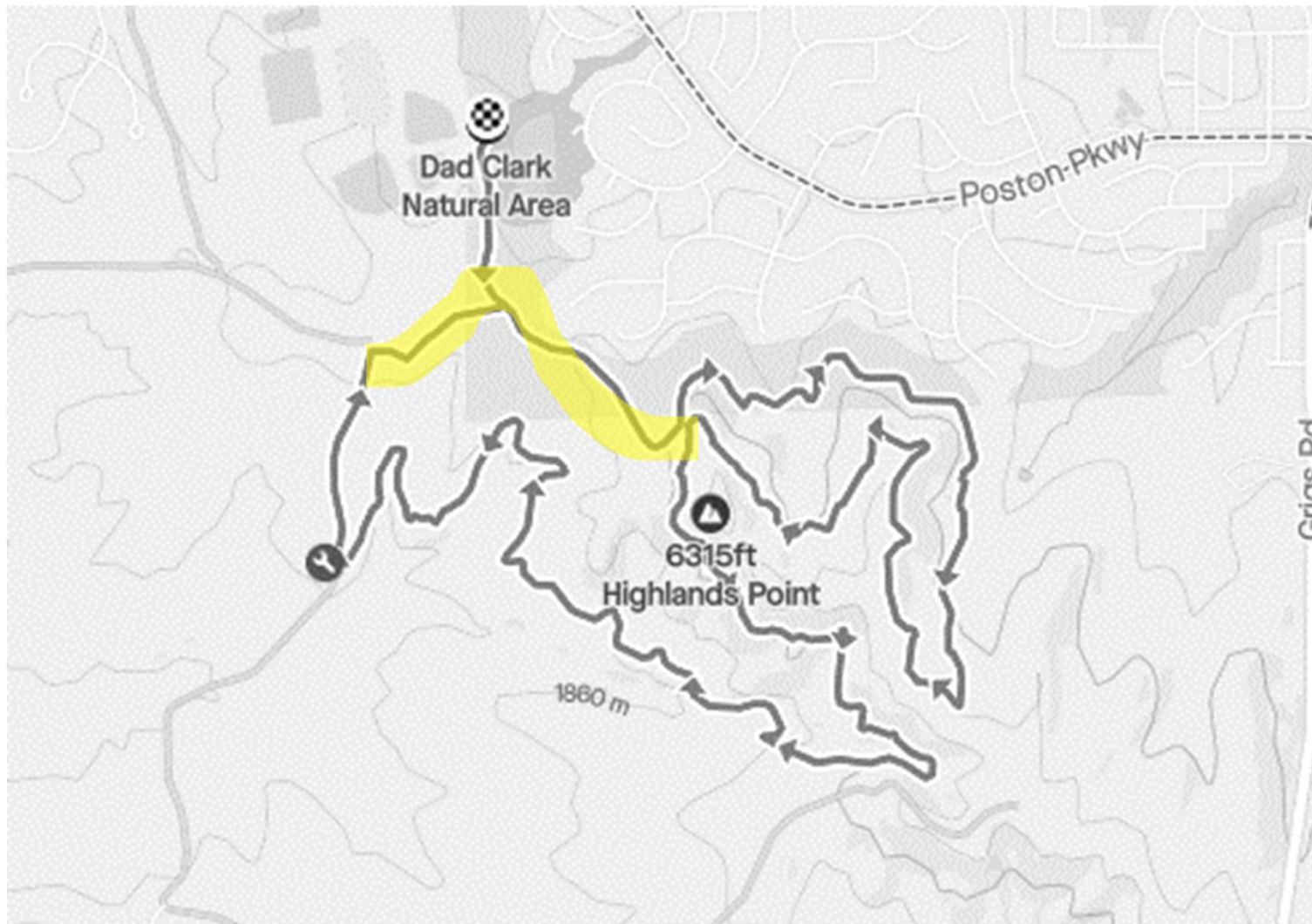
Starts - Ends	Description	Status	Charge	Tax
8:00 AM-10:00 PM	2025 HRCA Race Series	BOOKED	\$0.00	
8:00 AM-10:00 PM				

	Surcharge:	\$1,210.00
	Total Amount:	\$0.00
	Surcharges:	\$7,260.00
	Net Amount:	\$7,260.00
	Invoice Total:	\$7,260.00
	Payments/Credits:	\$0.00
	Amount Due:	\$7,260.00

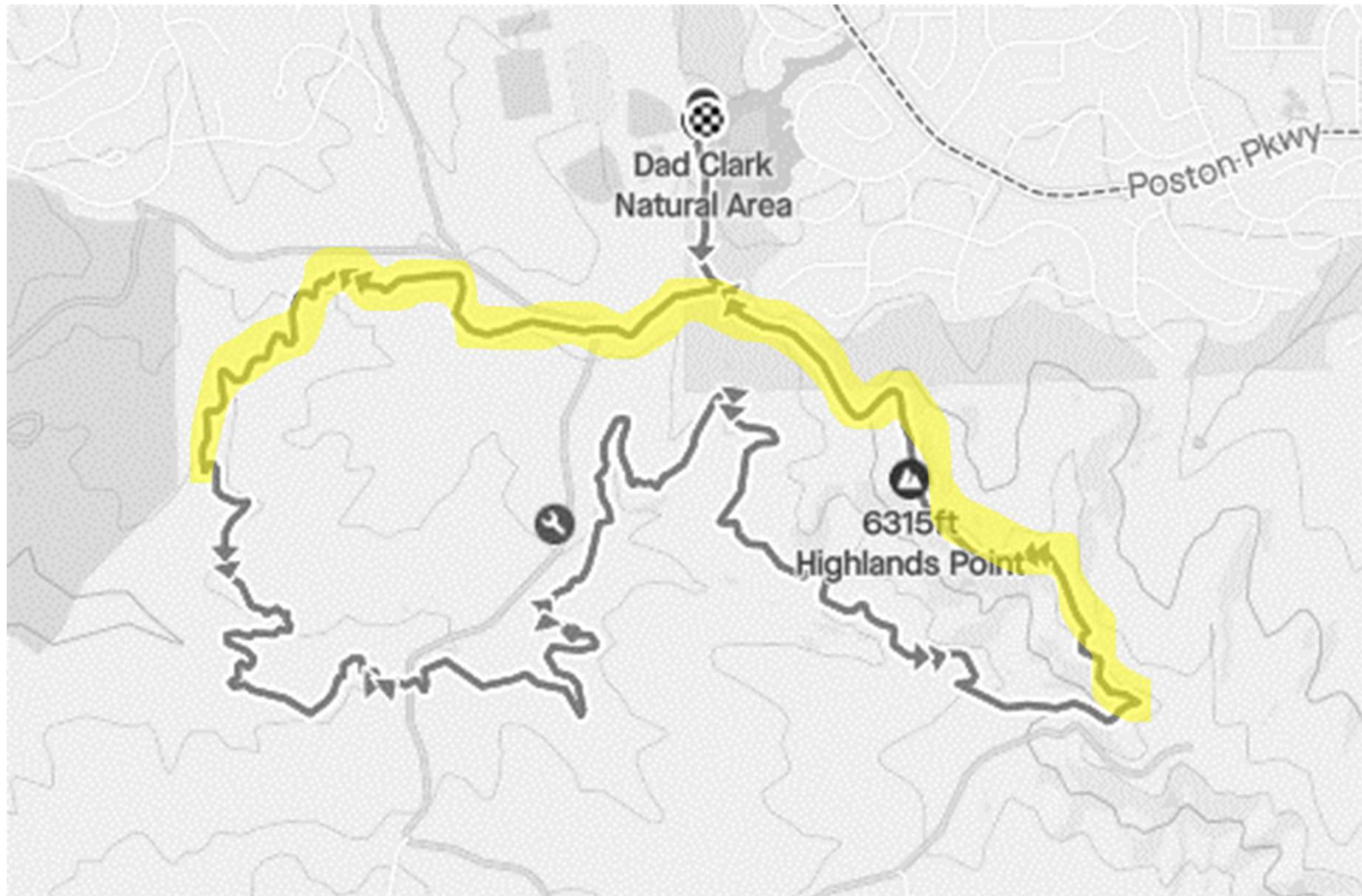
July 9, 2025 - MTB: Highlands Point Circuit



July 23, 2025 – MTB: Rocky Gulch Circuit



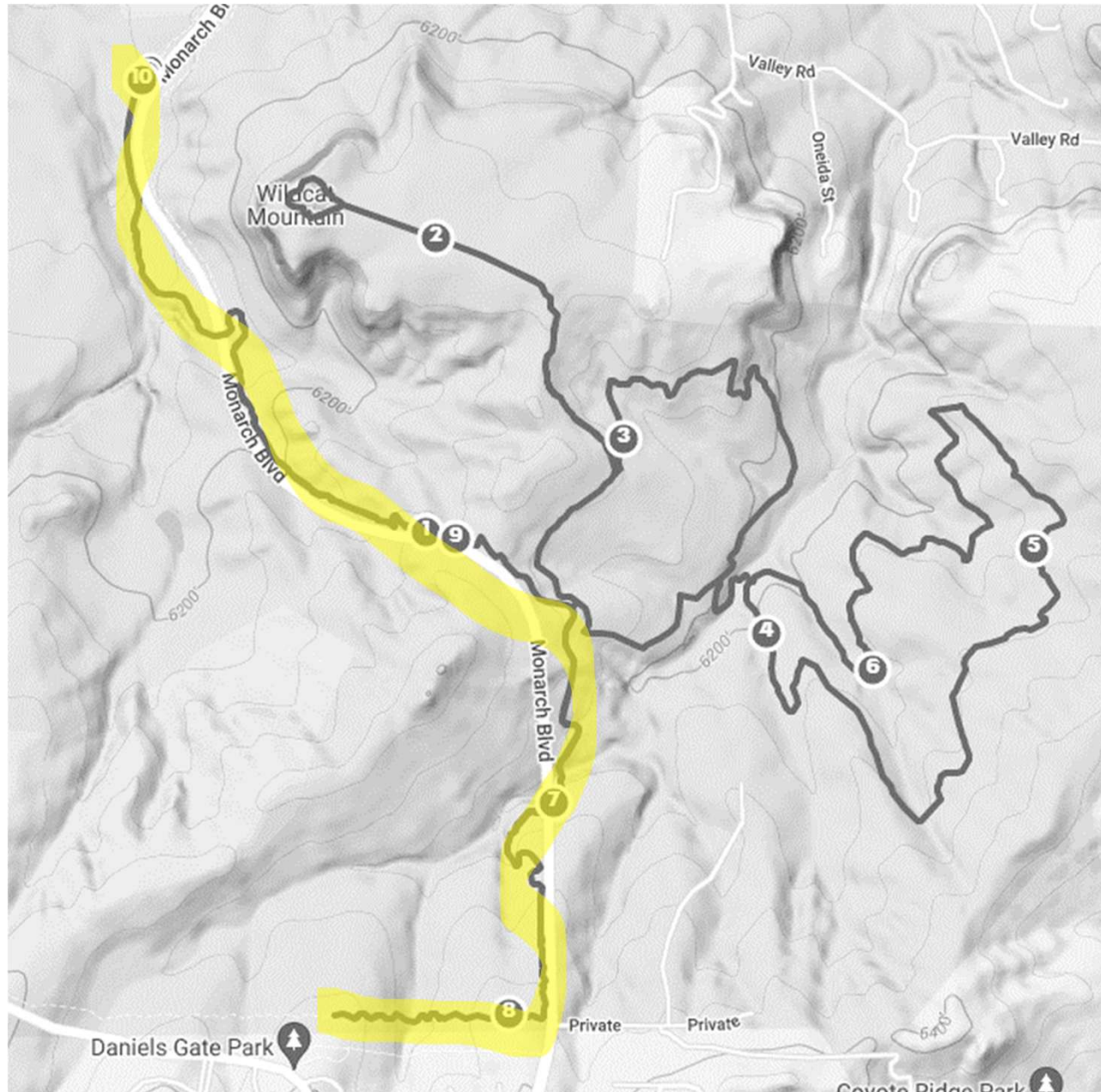
July 30, 2025 - MTB: Badlands Circuit



August 6, 2025 - MTB: Wildcat Circuit



September 6, 2025 - Wildcat Mtn 10M | 10K



November 8, 2025 - Backcountry Wilderness Half Marathon

