

## Fee Waiver Staff Report

**Date:**

**To:** Douglas County Board of County Commissioners

**Through:** Dan Avery, Deputy County Manager

**From:** Steve Shoultz, CPRE, Director of Parks and Recreation *SS*

**CC:** Morgan Morehart, Parks Operations Manager  
Nick Giauque, CPRP, Parks Programs Manager  
Amy Knopp, MSOL, Rueter-Hess Recreation Manager

**Subject:** **Fee Waiver Request in the amount of \$30,250 for the Highlands Ranch Community Association at Highland Heritage Regional Park and Amphitheater and the East/West Regional Trail**

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**Board of County Commissioners Hearing:**

**April 28, 2026 @ 2:30 p.m.**

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### **I. EXECUTIVE SUMMARY**

The Highlands Ranch Community Association (HRCA) requests a fee waiver of \$30,250 for the use of Douglas County Parks and Recreation facilities and trails for their community events in 2026.

### **II. BACKGROUND**

The Highlands Ranch Community Association (HRCA) organizes community events, including concerts, trail races, seasonal programs, and fireworks displays. These events are operated by HRCA, which manages signage, participant safety, and cleanup. HRCA values its partnership with Douglas County Parks and Recreation and is requesting a fee waiver to support the continued delivery of these community events at the Department of Parks and Recreation facilities.

### **III. REQUEST**

The Highlands Ranch Community Association is requesting a fee waiver of \$30,250 for the use of Highland Heritage Regional Park and Amphitheater for the Summer Concert Series and the July 4<sup>th</sup> Fireworks Event. HRCA is also requesting the use of the East/West Regional Trail for the HRCA Race Series Events and the fall Haunted Forest Event.

Table 1

HRCFA Fee Waiver Request		
Event-Type/ Location	Date	Use Fee
<b>Summer Concert Series</b>		
Highland Heritage Regional Park	June 4, 2026	\$1,210
Highland Heritage Regional Park	June 11, 2026	\$1,210
Highland Heritage Regional Park	June 18, 2026	\$1,210
Highland Heritage Regional Park	June 25, 2026	\$1,210
Highland Heritage Regional Park	July 9, 2026	\$1,210
Highland Heritage Regional Park	July 16, 2026	\$1,210
Highland Heritage Regional Park	July 23, 2026	\$1,210
Highland Heritage Regional Park	July 30, 2026	\$1,210
	Total	<b>\$9,680</b>
<b>July 4 Fireworks</b>		
Highland Heritage Regional Park	July 4, 2026	\$10,890
	Total	<b>\$10,890</b>
<b>HRCFA Race Series</b>		
East West Regional Trail	May 20, 2026	\$1,210
East West Regional Trail	July 8, 2026	\$1,210
East West Regional Trail	July 29, 2026	\$1,210
East West Regional Trail	August 19, 2026	\$1,210
East West Regional Trail	October 3, 2026	\$1,210
East West Regional Trail	November 7, 2026	\$1,210
	Total	<b>\$7,260</b>
<b>Haunted Forest</b>		
East West Regional Trail	October 24, 2026	\$1,210
East West Regional Trail	October 25, 2026	\$1,210
	Total	<b>\$2,420</b>
	<b>Grand Total</b>	<b>\$30,250</b>

**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 or reduce the use fee of \$30,250 for the Highlands Ranch Community Association.

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**HIGHLANDS RANCH**  
COMMUNITY ASSOCIATION

March 3, 2026

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	6/4/26	2,000
Summer Concert Series	6/11/26	2,000
Summer Concert Series	6/18/26	2,000
Summer Concert Series	6/25/26	2,000
Summer Concert Series	7/9/26	2,000
Summer Concert Series	7/16/26	2,000
Summer Concert Series	7/23/26	2,000
Summer Concert Series	7/30/26	3,000

The total cost of trail rental would be \$9,680 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 Corboy  
Community Events Manager  
Highlands Ranch Community Association

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



# HIGHLANDS RANCH

COMMUNITY ASSOCIATION

March 3, 2026

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 HRCR Race Series events:

<b>Event</b>	<b>Date</b>	<b>Estimated Attendance</b>
MTB Series #1	5/20/26	200
MTB Series #2	7/8/26	200
MTB Series #3	7/29/26	200
MTB Series #4	8/19/26	200
Wildcat Mtn Trail Races	10/3/26	300
Backcountry Wilderness Half Marathon	11/7/26	700

The total cost of trail rental would be \$7,260 and we request a reduction to \$0.

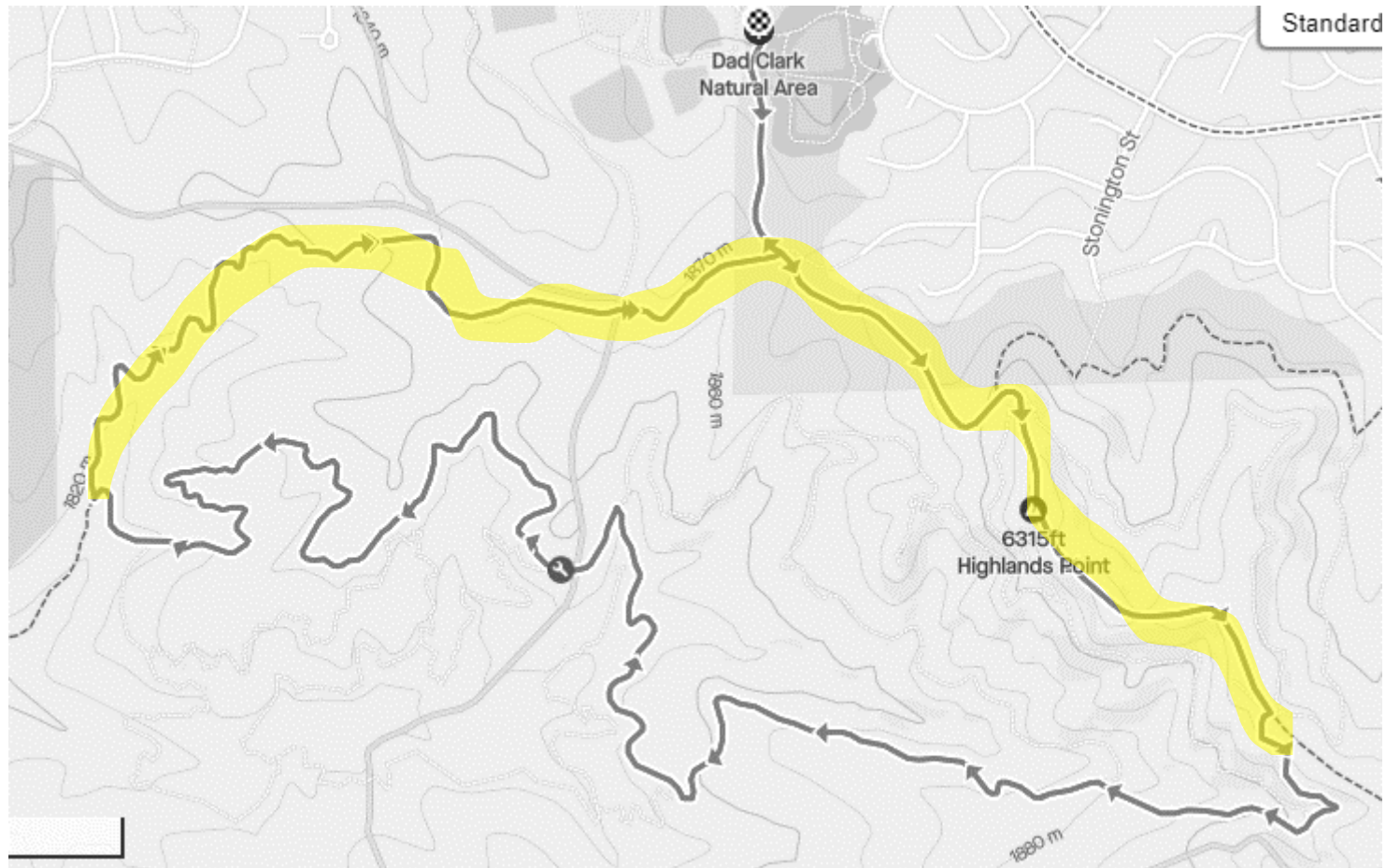
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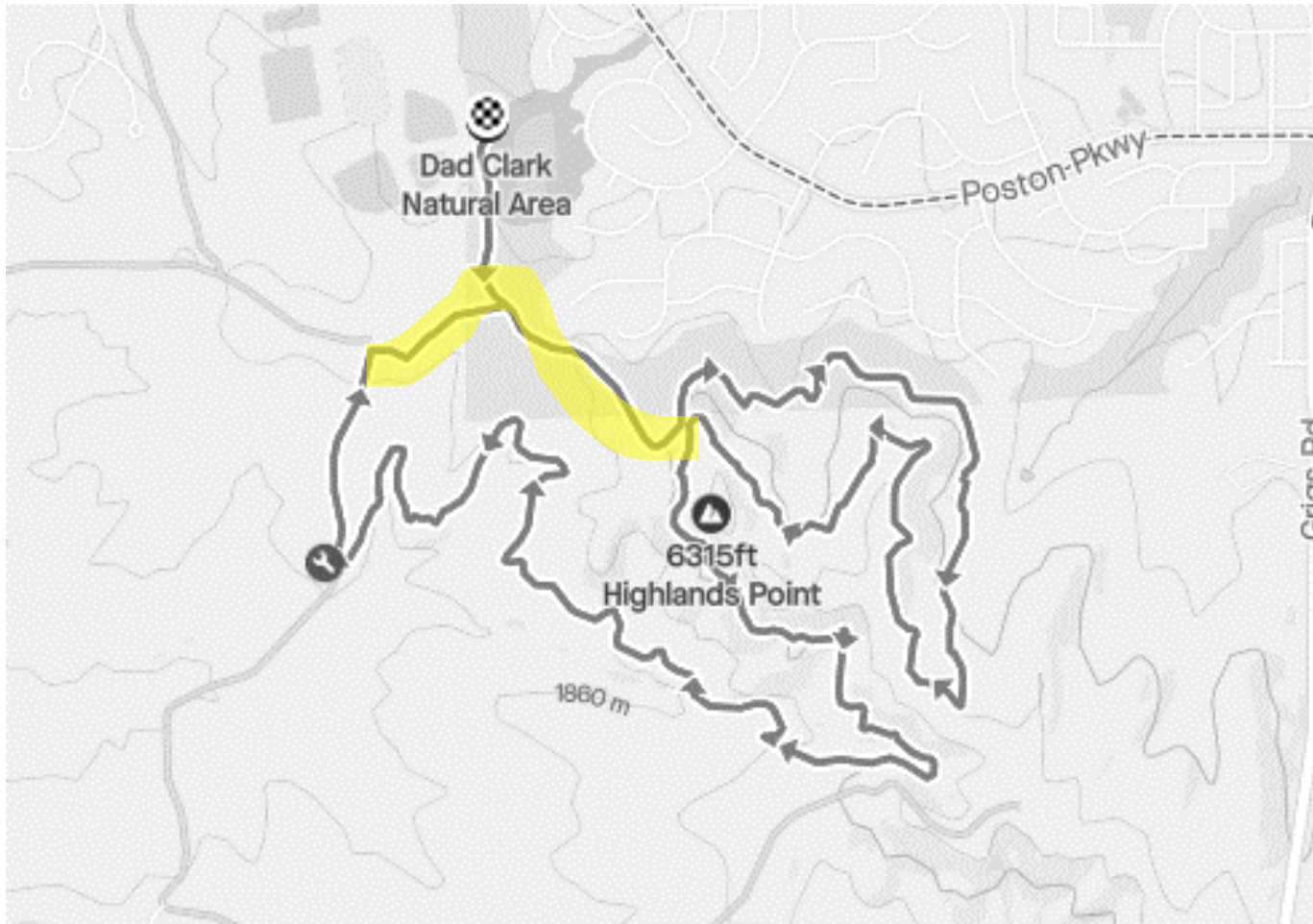
Sarah Corboy  
Community Events Manager and Race Director  
Highlands Ranch Community Association

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# May 20, 2026 - MTB: Highlands Point Circuit



## July 8, 2026- MTB: Rocky Gulch Circuit





**HIGHLANDS RANCH**  
COMMUNITY ASSOCIATION

March 3, 2026

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 24 and 25, 2026. 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.

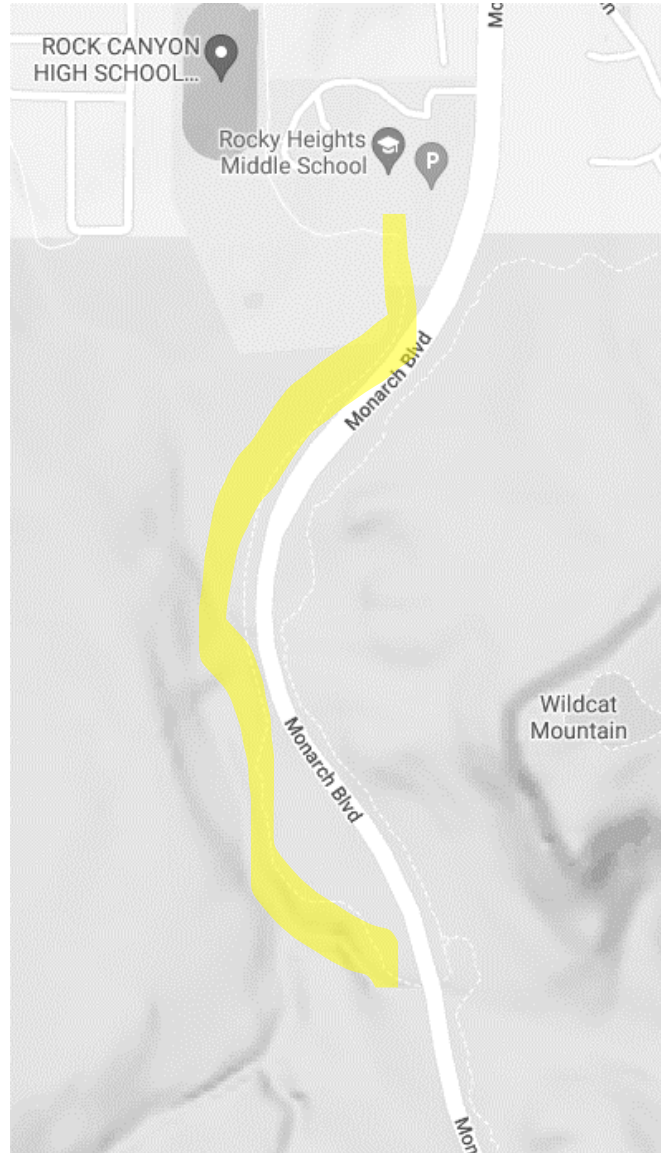
We value the partnership with Douglas County Parks and Trails. We are seeking this reduction because the events are self-operating and we will manage posting signage, participant safety, and clean up.

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

Sarah Corboy  
Community Events Manager and Race Director  
Highlands Ranch Community Association

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# October 24-25, 2026 - Haunted Forest





**HIGHLANDS RANCH**  
COMMUNITY ASSOCIATION

March 3, 2026

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 the July 4<sup>th</sup> fireworks.

Event	Date	Estimated Attendance
July 4 <sup>th</sup> Fireworks	7/4/26	8,000+

The total cost of park rental would be \$10,890 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 Corboy  
Community Events Manager  
Highlands Ranch Community Association

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