

KEN-CARYL RANCH TRAILS IMPLEMENTATION PROCESS

Adopted: December 17, 2013
Revised by KCRMA Board: August 20, 2019

I. INTRODUCTION

The purpose of this document is to describe the Ken-Caryl Ranch Master Association Board-approved process for identifying, approving and implementing changes to the Ken-Caryl Ranch Trail System consistent with the approved Trails Master Plan “(TMP)”. It replaces all other processes for guiding the community leadership in the implementation of trail changes. This document will be updated on an as-needed basis.

Minor or routine trail maintenance work will be addressed by the Ranger staff and Volunteer Trail Coordinator as part of their work product.

II. PROJECT IDENTIFICATION PROCESS

Ranger staff and the Volunteer Trail Coordinator will provide monthly reports as a means of keeping KCR residents (via web site) and the MA Board involved and informed on all matters related to trails in Open Space.

As part of the annual budget preparation process, Ranger staff and the Volunteer Trail Coordinator with involvement of the Open Space Committee, will review the trail system and develop an Annual Trails Report (report) that identifies trail projects that require MA Board approval and recommendations for specific work projects for the upcoming year. Specifically, this report will include proposals for: new trails, formalization of social trails or re-route of existing trails and major repairs to existing trails. The report will include at a minimum all information listed below. Any proposed trail NOT identified in the TMP shall require additional detailed information as to purpose, reason for request, potential impacts and costs.

- a. Purpose and use – Description of access and use by each trail user type (equestrian, bike, hike / run), priority reason over other proposed trails in TMP.
- b. Location – to include distance from closest trail system access point, connector trails, ease of access by non-members.
- c. Estimated costs – preliminary estimate based on Ranger staff’s unit costs to build, maintain and patrol plus costs for a biological survey if recommended and permitting.
- d. Potential challenges to consider – topographical, biological, resident objections.

The report will also include a prioritized list of major maintenance projects including the general location of the site and a brief description of the work needed.

The report will be presented to the MA and MD Boards in late summer by Ranger staff, Volunteer Trail Coordinator and the Open Space Committee in conjunction with notifications to the community including the

board meeting agenda, an announcement in *Life at Ken-Caryl* and an announcement on the KCR web site. Residents will be encouraged to attend the presentation to the MA and MD Boards.

III. STEP-BY-STEP PROCESS TO REVIEW IDENTIFIED PROJECTS AND MAKE ANNUAL DECISIONS ON TRAIL PROJECTS

A. Major Maintenance and Minor Re-routes- generally more than 200' and less than 1,000' in length, do not cause significant impact to open space resources and neighboring properties.

- 1) Volunteer Trail Coordinator prepares initial re-route design and/or, brief description of major maintenance project and reviews with OSC.
- 2) Based on review, OSC/Volunteer Trail Coordinator informs MA Board on plan to complete project. (MA Board approval not required).
- 3) Ranger staff initiates permitting process, if applicable.
- 4) Permits secured, if applicable.
- 5) Construction, or maintenance work, begins.

Opportunities for resident participation in major maintenance and minor re-routes discussions are available at regular OSC meetings and through the annual budget preparation process (see II. above).

B. New Trails and Major Re-routes- New trails are defined as trail construction in areas where no trails exist. Major re-routes are generally more than 1,000 ft in length or projects that could have significant impact to open space resources or neighboring properties and therefore require survey and assessment work during the design process.

- 1) MA Board is briefed by Volunteer Trail Coordinator on a conceptual design for a trail.
- 2a) MA Board rejects recommendation. Directs project to be modified, cancelled or suspended. If directed to modify, process starts over at Step B.1. above.

or

- 2b) MA Board approves conceptual design.
- 3) Ranger Staff determines if biological studies are needed.
- 4) If studies are needed, Ranger staff determines whether they will be accomplished by contractors or in-house staff.
- 5) If studies are needed and will be conducted by contractors, OSC/Ranger staff request funds via normal budget cycle. If studies are not needed, skip to Step 10.

6a) MA Board reviews the budget requests as part of the normal budget development process and includes/excludes in budget. If excluded, project is cancelled or suspended.

or

6b) If included in budget, preliminary design work is completed by Volunteer Trail Coordinator and volunteers to the point where biological studies can be conducted.

7) Biological studies are conducted by contractors or in-house staff.

8) The final trail design and biological studies are formally reviewed by OSC/Ranger staff and Volunteer Trail Coordinator.

9) Based on review, OSC/Ranger staff and Volunteer Trail Coordinator makes recommendation to MA Board on whether to approve the final design and proceed to the permit and construction phase.

10a) MA Board moves to not approve and directs project to be modified, cancelled or suspended. If directed to modify, process starts over at Step B1 above.

or

10b) MA Board moves to approve final design and directs Ranger staff to initiate permitting process.

11) Permits approved.

12) Construction begins.

Opportunities for resident input are available at regular OSC meetings, regular Board meetings and through the annual budget preparation process.

C. Social Trails- Trails which were not formally designed and built by staff and are not maintained. When considering the formalization of a social trail we will use the steps described above in Process A or Process B above depending on the characteristics of the particular social trail. Not all social trails should be formalized; some should be closed and restored.