



LAMP CONSERVATION BOARD PROPERTY EVALUATION PROCESS

Revised 10/23/2023

This outline is intended to provide a stepwise process for the evaluation and ranking of properties submitted to LAMP for potential acquisition. This document may be amended as processes and procedures are improved or changed.

1. PROPERTY APPLICATION

- 1.1. [Land Acquisition Application](#) submitted by Owner or Authorized Representative.
- 1.2. Staff reviews application for completeness.
- 1.3. Staff will notify the Owner/Authorized Representative if additional information needed for a complete review and provide a due date for the submittal of the additional information.
- 1.4. Staff will notify Owner/Authorized Representative once the application is complete and is being scheduled for the LAMP Board consideration.
- 1.5. Upon expiration of the due date for the complete application to be submitted and the required documents were not received staff will notify the Owner/Authorized Representative that the application will be closed.

2. INITIAL PROPERTY REVIEW

- 2.1. Staff completes desk review of Property and creates an Initial Assessment Package for LAMP Board consideration, including:

Land Acquisition Application	Property Information Sheet
Owner Authorization	Conservation Lands Map
Aerial Map/Location Map	Land Cover Map
Land Use and Zoning Map	Property Acquisition Evaluation Form (blank)
Conceptual Management Plan Form (blank)	Other additional information as needed
- 2.2. Staff to request input from relevant County Departments including Real Estate and Parks & Recreation for any comments.
- 2.3. Staff provides Initial Assessment Package to the LAMP Board members no less than two weeks prior to the meeting when the property will be considered.
- 2.4. LAMP Board members individually prepare their own Initial Assessments which may include individual site visits with the Owner/Authorized Representative, property records search, discussion with Owner/Authorized Representative, and so forth.
- 2.5. LAMP Board members may request additional information from staff and/or the Owner/Authorized Representative.
- 2.6. Staff will provide any additional information requested to all LAMP Board members for their review.
- 2.7. LAMP Board members shall prepare their draft Evaluation and draft Conceptual Management Plan for each Property for use in the Evaluation meeting.

3. INITIAL ASSESSMENT LAMP BOARD MEETING

- 3.1. LAMP Board evaluates the Property to determine if it meets LAMP Program goals. Evaluation includes each Member's draft Evaluation of the Property and draft Conceptual Management Plan.
- 3.2. The Owner/Authorized Representative may attend and present any additional information relevant to LAMP program goals.
- 3.3. If Property is *approved for continued evaluation*:
 - 3.3.1. The property is added to a future LAMP Board meeting agenda for Final evaluation and ranking.
 - 3.3.2. LAMP Board members may request additional information needed for ranking.
 - 3.3.3. Staff notifies the Owner/Authorized Representative of initial approval.
- 3.4. If Property is *denied for continued evaluation*:
 - 3.4.1. Staff notifies Owner/Authorized Representative of reason(s) Property was denied. The Owner/Authorized Representative may submit additional materials for re-evaluation at a future meeting, otherwise the Property will be removed from the LAMP program list. If the Property is re-evaluated and denied for a second time, it will be removed from the LAMP program list.

4. PRIOR TO FINAL ASSESSMENT MEETING

- 4.1. Staff compiles a Final Assessment Package for LAMP Board consideration, including:
 - Materials from Initial Assessment Package
 - Site Visit Report (*if a site visit is conducted*)
 - Draft Conceptual Management Plan (*compilation of LAMP Board members draft Conceptual Management Plans*)
 - Any additional information needed to sufficiently address Acquisition Criteria
- 4.2. Staff uploads the Final Assessment Package materials into the County's WATS tracking system.
- 4.3. Staff notifies the Owner/Authorized Representative of the scheduled date when the LAMP Board will conduct their Final Assessment and Ranking.

5. FINAL ASSESSMENT AND RANKING MEETING

- 5.1. LAMP Board members bring their Final Property Acquisition Evaluations and draft Conceptual Management Plans for each Property.
- 5.2. Owner/Authorized Representative may present additional information for consideration.
- 5.3. Following discussion, LAMP Board members report their Total Property Scores based on the ranking of acquisition criteria.
- 5.4. Total scores are totaled and averaged. In order to be added to the Final Property Ranking list property a property must be ranked no less than 50% of the possible total points.
- 5.5. The LAMP Board members shall select the top candidates for acquisition by way of a super majority vote which is 6 of the 9 members.
- 5.6. LAMP Board members approve Final Property Ranking List, draft Conceptual Management Plans and the Final Recommendation Letter.

6. SUBMISSION OF RANKED LIST TO BOARD OF COUNTY COMMISSIONERS

- 6.1. Staff shall prepare an Agenda item to the Board of County Commissioners (BCC) for the review and approval of the Final Property Rankings and draft Conceptual Management Plans.
- 6.2. LAMP Board chair shall present the Final Recommendation Letter, Final Property Ranking, and draft Conceptual Management Plans to the BCC for consideration and approval.

7. BCC APPROVE/DISAPPROVE/MODIFY RANKED LIST

- 7.1. At least annually, the BCC will be provided with the top candidates for acquisition and conservation. The BCC may choose to approve, disapprove, or modify the proposed list.