



## **LAMP CONSERVATION BOARD PROPERTY EVALUATION PROCESS**

Revised 6/10/2025

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.
- 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 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. At least annually, the LAMP Board members shall select the top 5 candidates for acquisition by way of a super majority vote which is 6 of the 9 members.
- 5.6. LAMP Board members shall identify the top 5 properties recommended for acquisition. Additional properties which meet LAMP criteria and score at least 50% possible total points will remain on the Final Property Ranking list until removed by super majority vote.
- 5.7. 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.