Larimer County Department of Natural Resources
PROJECT PLANNING STAKEHOLDER PROCESS

The following represents potential project planning stakeholder process steps. Specific steps utilized for a given project plan will depend on the complexity, controversial nature and other circumstances of the specific project.

1. PROJECT VISION/NEED
Department Staff/Staff Project Leader
- Staff/Project leader determine a project that is needed.

2. PROJECT DISCUSSION/INFORMATION SHARING
Department Staff/Staff Project Leader
LRST/SMT
- Project concept is shared with SMT/LRST for discussion. Project leader is identified.
- Staff brings project information to SMT/LRST for discussion. Tools available to assist in defining if a project needs to follow this process include "Project/Budget Request Form" or "Project Management Checklist" and "Potential Public Process Triggers" (below).

Potential Public Process Triggers (read them all – if any trigger applies, you likely need to conduct some form of a public process)

1. The project is not part of an adopted plan;
2. The last time the public was consulted or information was shared about this project was more than 1 year ago;
3. The project has changed in some way (just some examples include: the building location/material/visibility has been changed, only one instead of 2 trails will be built, the boat ramp is relocated, more parking is being installed, new landscaping is going in, there is new/different/very interested specific stakeholder/constituency that should be consulted/updated, the project has been cancelled, etc.).
4. Potential impact to a neighborhood/housing development (examples include: project may impact property values, result in an impact to their homeowners insurance, aesthetic/visibility, cause an inconvenience to their access, create significant dust/noise, will occur out of normal operating periods, etc.)
5. You have an interested group/party/HOA that has a known specific interest in the area you are working or the project.
6. The area where you are working is a known spot of contention (examples: high visibility, it's a site of a previous controversial project, right next to someone's house, etc.)
7. The project has the potential to incite a health/ethical controversy (examples include: aerial weed spraying, construction dust, hunting, removal of plants (signature tree)/animals (poisoning prairie dogs), removal of a memorial (see Dept Memorial Policy), prescribed burning, etc.).
8. Significant change to a policy/procedure/operating activity that causes a change in a given expectation (such as boat inspections for aquatic nuisance species before launch; trail closures, fire bans, etc.).

- If the project does not meet the definition to require any public process – PROCESS STOPS

3. DETERMINE PROCESS STEPS/STAKEHOLDER ANALYSIS
Staff Project Leader
Core Team (may include both internal and external members with needed expertise)

- Using the following guide, identify possible stakeholders and subsequent process for public/stakeholder notification of project.

**Stakeholder Analysis: (adapted from Tim Reed, 2010)
Below is a list of potential stakeholders for a project; identify those that are specific to your project noting that not ALL stakeholders are applicable for each every project.
- Elected Officials (Commissioners, Assessor, Surveyor, etc)
- County Appointed Leaders (NR Director; PW Director; other Department heads, others)
- County employees (Internal department and other departments; Public Information person at BOCC office)
- Partner agencies (CE holder, lessee, landowner if we are the lessee, co-owners, etc.)
- LC Citizens
  - User groups (recreationists, cultural resources, natural resources, others)
  - Adjacent neighborhood/neighbors (see below for predictors of their interest)
  - General public
  - Environmental Group
  - Schools
- Citizens other than of LC
  - Visitors; travelers to LC Parks for use of properties.

LC Citizen Neighbors: Predictable areas of interest (adapted from Tim Reed, 2010)
*The following types and scales of impacts will help identify if neighbors to a project will have an interest and to what level. This may also be useful in determining the distance of notification from the project site (such as just adjacent neighbors, or neighbors up to 1 mile away, etc.).
- Financial Impact
  - Property value increase/decrease
  - Activity which yields risk/or perception of risk to the average homeowners (hunting, fires, motor vehicle impact), thereby impacting their insurance coverage
  - Other indirect impacts to their financial
- Aesthetic Impact
  - Construction that is potentially unsightly or otherwise disturbing ("Pardon Our Dust")
  - Visual impact from a short term use (think Ft Collins Annual City Park Ice Rink)
  - Change in landscape, waterscape, or vegetation visible to neighbors or that might change how neighbors will perceive their local park land
  - Adding/Changing/Removing facilities
- Quality of Life Impact
  - Depth of Impact (how much will it change their lifestyle?)
  - Breadth of Impact (how many ways will it change their lifestyle?)
  - Frequency of Impact
  - Environmental/Health Impact (water quality, smoke, dust, etc.)

4. PUBLIC NOTIFICATION
Staff Project Leader
Any identified stakeholders/public
Appropriate department advisory boards

- Engage public to share project and to learn of any concerns, constraints, and issues.
- Tools to assist in determining method of public notification are: departmental staff expertise as well as the menu below – determine with core team the best method or combination of methods to match your project.

> ***Menu of potential public notification methods (one or more may apply)***
> - Public meeting
> - Neighborhood meeting (or other focused group)
> - Press release
> - Website notification/Social Media Outlets
> - Posting at kiosk or trailhead
> - One on one neighbor/stakeholder meetings
> - Letter/Direct mailing (note: if hand delivered, cannot go in mailboxes)

5. FINALIZE/MODIFY PROJECT PLAN
Staff Project Leader
Core Team
LRST/SMT

- Develop modified/final project plan/design based on all acquired information and input

6. FOLLOW UP NOTIFICATION – PUBLIC NOTIFICATION
Project Leader

- Informs LRST, core team, public, advisory boards, stakeholders of adjustments made to project based on feedback received in step 4. Use above menu of notification methods as guide.

7. IMPLEMENT PROJECT
Project Leader

- Implements revised project, keeping constituents informed of progress or any changes that arise out of necessity. Use above menu of notification methods as guide.

8. PROJECT COMPLETION
Project Leader

- Closes all permits, completes as-builts, grant due diligence, public and stakeholder notification, celebration, and website update, as appropriate.

Adopted by the Larimer County Board of Commissioners
Adopted by the Larimer County Parks Advisory Board
Adopted by the Larimer County Open Lands Advisory Board