

# **Administrative Procedures and Policies for Prairie Dog Management**

**City and County of Broomfield  
April 10, 2008**

The City and County of Broomfield has adopted the following measures as administrative procedural changes in managing prairie dog projects in Broomfield. These changes were discussed at the Broomfield City Council on April 8, 2008 during the review of prairie dog issues related to a development project and have now been implemented into staff protocol. On April 10, 2008, the Open Space and Trails Advisory Committee (“OSTAC”) was given the City Council’s April 8<sup>th</sup> memorandum that outlined the administrative changes and OSTAC members were informed that these administrative changes would be applied to projects immediately. Below is a summary of these changes which was also provided to OSTAC at its December 11, 2008 meeting.

## **Administrative Procedures:**

### Modifications to Grading Permit Application Conditions:

#### Grading Permit:

- Permit Condition 10 was added and reads as follows – Developer or contractor requesting a Grading Permit for any project shall verify by submitting the permit that they have visited the site and there is no wildlife existing on the site. A field visit with Broomfield following the pre-construction meeting is required.
- Addition of Condition 11 to the Grading Permit for a project that was identified as having prairie dogs or other wildlife that needed to be relocated/removed prior to construction -- Developer or contractor shall provide a letter from the environmental consultant for the project no more than ten days prior to the commencement of construction stating that no prairie dogs or burrowing owls (if the construction work occurs between March 15<sup>th</sup> and October 31<sup>st</sup>) are on the site. The environmental consultant’s letter shall also confirm that there are no nesting birds or other wildlife issues that need to be addressed before construction begins given local state, and federal regulations.
- As part of the current Preconstruction Meeting process, a mandatory site visit with the contractor and Broomfield staff will be conducted to review all conditions of the permit. The developer’s environmental consultant may be required to attend the meeting.

## **Prairie Dog Administrative Procedural Changes:**

- A developer shall be required to erect signage on the property when pro-forma permit lethal control is occurring similar to public sector projects. The signage requirement shall not apply to other private pro- forma permits that do not involve development projects.

- The Broomfield time period for requiring burrowing owl studies shall be adjusted to run from March 15<sup>th</sup> to October 31<sup>st</sup>. Broomfield staff shall also have the discretion to require burrowing owl studies beyond these time frames if site conditions indicate that burrowing owls may be nesting on the site. This change reflects direction from the Colorado Division of Wildlife (“CDOW”) on Burrowing Owl Study Protocol that was posted on the web site on April 7<sup>th</sup>, 2008. It should also be noted that the CDOW and a professional environmental consultant assisted Broomfield staff in the development of its Policies. However, as new information becomes available, the Policies should reflect this information.
- Contact information for the Broomfield open space staff has been provided to Police Dispatch to ensure that response times to citizen questions regarding wildlife management issues can occur in a timely manner, particularly during off-duty hours.