



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362

March 29, 2024

To: Clallam County Park Board

A regular meeting of the Clallam County Park and Recreation Advisory Board will be held in the Board of Commissioners Meeting Room in the Main Courthouse Building on **Tuesday, April 2, 2024, at 5:30 p.m.**

*****Attention*****

Park and Recreation Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: **837 8987 6736** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **837 8987 6736** and passcode: **12345**

This meeting can be viewed on a live stream at this link: [Live & Archived Meetings Online | Clallam County, WA \(clallamcountywa.gov\)](https://www.clallamcountywa.gov/live-and-archived-meetings-online)

Public comment can be directed to the Parks, Fair & Facilities Administrative Operations Coordinator at 360-565-2659 or via email at Melissa.Earley@clallamcountywa.gov

REGULAR MEETING AGENDA

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Disposition of Minutes – March 5, 2024, Regular Meeting
- E. Correspondence Received
 - 1. Safety Issue Robin Hill Farm Equestrian Trails
 - 2. Parks Master Plan Public Communication
 - 3. County Parks Pet Etiquette
 - 4. Clallam Bay, WA Slip Point USCG Lighthouse Convenance Status
 - 5. Park Letter- New Pedestrian Bridge at Clallam Bay West Park
 - 6. Online Form Submission - Clallam Bay Park Ramp

Direct: 360-565-2659
Main Office: 360-417-2291
Melissa.Earley@clallamcountywa.gov

7. Graffiti at Dungeness Landing

F. Public Comment on Agenda Items – Please limit comments to 3 minutes.

G. Unfinished Business

1. Board Highlights from Recent Survey

H. Committee Reports

1. Master Plan Committee Organization and Kick-off Campaign

I. Staff Reports

1. Washington Conservation Corps & Workday Wonders Work Crew Schedule

2. Robin Hill Farm County Park Map Update *(no supporting docs.)*

3. ESRI Software Survey Suite analytics limitations *(no supporting docs.)*

4. Salt Creek Recreation Area Voice Communications *(no supporting docs.)*

5. Cascadia Marine Trail at Salt Creek Recreational Area Agreement *(no supporting docs.)*

6. County Equestrian Patrol & Public Outreach

7. Clallam County Parks Self Service Campground Reservation Kiosk *(no supporting docs.)*

8. Clallam County Parks Department Grants Status

9. 2024 Parks Master Plan Amendment *(no supporting docs.)*

J. New Business

1. Open Public Meetings Act training opportunity.

2. Special Committee to Review Parks Advisory Board Bylaws. *(no supporting docs.)*

3. 2026 Parks Comprehensive Master Plan Survey – Summer 2024 *(no supporting docs.)*

K. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.

L. Adjournment

From: Suzanne Wardlow <swardlow@olypen.com>
Sent: Wednesday, March 13, 2024 6:17 PM
To: Crawford, Donald
Subject: Re: Safety issue in Robin Hill Park

Mr. Crawford,

Since I do not possess a trailer to haul my horse to the options you suggest and because we moved to this specific location so I would be able to ride in Robin Hill Park I am unable to make use of your "informed decision". I did not suggest hog fuel was an "an acceptable alternate" I merely said it would break down quicker than your decorative chips.

I have been on the horse trails and they were NOT covered with your chips until your recent decision. The young woman I spoke to this morning informed me that they had been contracted by "the County" to move the chips to the equestrian trails.

Since I am complaining you cannot say there has been no complaint, merely that you have chosen to ignore it.

Sincerely,

Suzanne Wardlow

On Mar 13, 2024, at 5:31 PM, Crawford, Donald
<Donald.Crawford@clallamcountywa.gov> wrote:

Hello Suzanne,

Thank you for your interest in the Robin Hill Equestrian trails. We appreciate your feedback and concerns regarding the material coverings for equestrian trails. I have spoken with experienced riders volunteering with the Back Country Horsemen of Washington and The Dungeness River Nature Center to address your concerns.

We understand there are various opinions on material coverings for equestrian trails, and we want to assure you that the chip material we are spreading has been utilized at the same park in the past for equestrian trails. It is screened Hog Fuel, which you mentioned as acceptable during our phone conversation. It is a uniform Alder Tree material that will break down rapidly. The chips are meant to designate the equestrian trails, ensuring horses and riders are where they should be. Once the alder chips break down, it will be some time before they are reapplied, and we can ensure the equestrian trail signage is up to date.

While riders have been safely using the Robin Hill trails with the chips for many months without issue or complaint, we understand your concerns about your ability and your horse's welfare. In case you are uncertain, we suggest not riding the Robin Hill

Equestrian Trails. However, you can still enjoy equestrian trails at the nearby Dungeness Recreational Area and Salt Creek Recreational Area out west of Joyce.

We hope this information helps you make an informed decision. If you have any further concerns or questions, please feel free to contact us. We are committed to providing the best equestrian experience for everyone.

Sincerely,

R.Donald Crawford, CGM
Director
Clallam County Parks, Fair, & Facilities Department
223 East Fourth Street, Suite 7
Port Angeles, WA 98362-3000
360.797.8283 cell

-----Original Message-----

From: web_parks <web_parks@clallamcountywa.gov>
Sent: Wednesday, March 13, 2024 11:43 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: FW: Safety issue in Robin Hill Park

-----Original Message-----

From: Suzanne Wardlow <swardlow@olypen.com>
Sent: Wednesday, March 13, 2024 10:37 AM
To: web_parks <web_parks@clallamcountywa.gov>
Subject: Safety issue in Robin Hill Park

[You don't often get email from swardlow@olypen.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

I tried to call your office but got an endless diatribe about reservations before I was able to even leave a message. Someone has ordered a contract to spread the useless decorative chips on horse trails in the park. This creates unsafe conditions for horse and rider. Please stop this immediately..

Suzanne Wardlow
111 Misty Glen Lane
Sequim, WA.

Ph 360-582-9572

From: irelands@olypen.com
Sent: Wednesday, March 13, 2024 9:54 PM
To: Crawford, Donald
Subject: Re: Robin Hill Farm County Park Equestrian Trails

Importance: High

Don,
 Wood chips on equestrian trails and gravel on pedestrian have been the standard in Robin Hill as long as I can remember. Dec. 28, 2010, I rode my horse, Gypsy Rose, in Robin Hill. She wanted to run, but I held her back. She got away from me for just one step, as we came down the grassy trail on the north slope of the meadow. One galloping step and she immediately hit an icy mud patch. All 4 hooves went flying, she crashed down on her left side, pitching me into the brush. Gypsy bounced up, unhurt. With help, I got back in the saddle and rode her home. My left humerus was broken just below the shoulder joint and my right wrist was smashed. (For the rest of her life, Gypsy Rose cautiously tiptoed down all slopes.) IF that muddy patch had been covered with chips, that accident probably would not have happened, but chips have never been applied to any sections of trail around the meadow.

I have never heard of alder chips being a problem for horses. Wood shavings are used as bedding in many stables. I owned & rode horses for 30+ years, until about 4 years ago, but do not consider myself an expert. I suggest you contact local equine vet, Melissa Board, DVM, Phone: 360-808-0222 - to ask if alder chips are a problem for horses. Also check with the Back Country Horsemen of Washington State, Peninsula Chapter - 360-670-7304 - https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.pbchw.org%2Fcontact_us.php&data=05%7C02%7CDonald.Crawford%40clallamcountywa.gov%7Ce0ad3d44921c4866039908dc43e2d211%7Cc065de0bacb04822b9683e84b9d37980%7C0%7C0%7C638459888686942216%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=IAgVxMxlu6xqhwNRKMM4qHb9%2FO6%2FMvGTagKZPGnINGA%3D&reserved=0 - regarding trail surfacing.

Hope that helps,
 Martha

PS - Sadie & I enjoyed visiting the eastside of Robin Hill again today.

There were hoof prints in the muddy trail along the south edge of the wetland. Slogging into and out of the park through muddy water, I wondered, how are you coming on getting that boundary line surveyed? MMI

On 2024-03-13 18:53, Crawford, Donald wrote:

- > Martha,
- >
- > I would appreciate some expert advice, and since you have been around
- > Robin Hill since it became a park, I rely on your judgment.
- >
- > Long story short, the county received a grant to dress up the park
- > trail system. My most senior staff member told me that at some point
- > ten-plus years ago, the county applied clean wood chips on the park's
- > equestrian trails and special gravel on the pedestrian trails. So, as
- > part of the grant, We are spreading the same wood chips on the
- > equestrian trails.
- >
- > Most park riders have been grateful or at least gracious. Today, I
- > received a complaint from a rider claiming that clean alder chips
- > would injure her horse and be a safety risk to her. As a rider

> yourself, what is your opinion?
>
> I appreciate any feedback you provide.
>
> R.DONALD CRAWFORD, CGM
>
> _Director_
>
> Clallam County
>
> Parks, Fair, & Facilities Department
>
> 223 East Fourth Street, Suite 7
>
> Port Angeles, WA 98362-3000
>
> 360.797.8283 cell

Etc

From: Crawford, Donald
Sent: Friday, March 15, 2024 1:47 PM
To: Suzanne Wardlow
Cc: Ozias, Mark
Subject: RE: Safety Issue in Robin Hill Farm Park

Ms. Wardlow,

Since we last corresponded (*see attached*), I have reached out to additional individuals familiar with or riders of the equestrian trails at Robin Hill Farm County Park. I also contacted Martha Ireland, an avid horsewoman and county commissioner, during the acquisition and development of Robin Hill Farm County Park in the late 1990's. She confirmed that wood chips are the standard surface material for equestrian trails and gravel for pedestrian trails at Robin Hill as long as she can remember.



RE: Safety issue in
Robin Hill...

R.Donald Crawford, CGM
Director
Clallam County
Parks, Fair, & Facilities Department
223 East Fourth Street, Suite 7
Port Angeles, WA 98362-3000
360.797.8283 cell



Since our last correspondence

-----Original Message-----

From: Ozias, Mark <mark.ozias@clallamcountywa.gov>
Sent: Friday, March 15, 2024 11:39 AM
To: Suzanne Wardlow <swardlow@olypen.com>
Cc: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: RE: Safety Issue in Robin Hill Farm Park

Ms. Wardlow,

Thank you for writing to share your concern. I have looped our Director of Parks, Fair and Facilities Don Crawford in to this reply so that he can provide you with additional information and a response, as I am not familiar with the details you're describing.

Sincerely,

Mark Ozias
Clallam County Commissioner

-----Original Message-----

From: Suzanne Wardlow <swardlow@olympen.com>
Sent: Wednesday, March 13, 2024 10:58 AM
To: Ozias, Mark <mark.ozias@clallamcountywa.gov>
Subject: Safety Issue in Robin Hill Farm Park

[You don't often get email from swardlow@olympen.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Someone in the county has contracted the distribution of decorative chips on trails in the park. Because of complaints those chips were removed from walking trails but now they are being dumped on the horse trails. These are large chunks, slippery when wet or icy. They will also take a long time to break down keeping problems going for years. It is stupid to compound a purchasing error by just putting it somewhere else. These chips are decorative, not designed or suitable for walking or riding.

Suzanne Wardlow
1`11 Misty Glen Lane
Sequim

Ph. 360-582-9572

E2a

From: web_parks
Sent: Thursday, February 29, 2024 2:45 PM
To: Crawford, Donald
Subject: FW: Online Form Submission #4284 for Contact Parks, Fair and Facilities

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, February 29, 2024 1:39 PM
To: web_parks <web_parks@clallamcountywa.gov>
Subject: Online Form Submission #4284 for Contact Parks, Fair and Facilities

Contact Parks, Fair and Facilities

First Name	CARMEN
Last Name	LYNAUGH
Email	1carmenly@gmail.com
Phone Number	4088571350
Subject	2024 - Survey Amendment to the Clallam County Comprehensive Parks and Recreation Master Plan
Comments/Questions	I live within a 1/2 mile of the Dungeness Recreation Area and I only found out about the Survey from a sign in the park. Is there a reason why residents within a certain radius were not notified of the survey so that we had a chance to give input? Is there a process to notify residents of surveys and meeting for the Master Plan? Otherwise, how do residents find out about the master plan moving forward and give input on something that could impact our neighborhood. Is there a way residents can get on a list to get an email when something is happening in the process where we have a chance to communicate our wishes and thoughts? I respectfully request a reply.

Please Note

This form is not for emergencies. If you have an emergency, please phone 911.

Email not displaying correctly? [View it in your browser.](#)

COUNTY PARK AND RECREATION MASTER PLAN UPDATES

Policy 461

.1 PURPOSE

The purpose of this policy is to establish a clear process to be followed by the Park Board, Board of County Commissioners, and staff when amending or updating the County Park and Recreation Master Plan.

.2 DEFINITIONS

"BOCC" means the Board of Clallam County Commissioners.

"County Park System" means the Clallam County Parks as owned and managed by the County as County Parks.

"Park Board" means the Clallam County Park and Recreation Advisory Board as established and appointed by the BOCC and granted certain authority by them to advise the BOCC on matters related to the County Parks System.

"Parks Master Plan" means the Clallam County Park and Recreation Master Plan as adopted by the Park Board and Board of County Commissioners.

.3 AMENDING OR UPDATING THE PARKS MASTER PLAN

3.1 Procedures

A new acquisition or new facility may be added to the "Parks Master Plan" using the procedures contained in Clallam County Policies 462 or 463.

Once per year, the Park Board may consider amending the "Parks Master Plan" and updating the information in it, as they deem necessary.

Annually, staff will prepare information and recommendations for amending or updating the "Parks Master Plan" and present it to the Park Board for consideration. This update may include changing financial reports or updating cost estimates, reporting on components of the plan that have been completed; or recommending changes to the Plan.

Proposed amendments or updates to the "Parks Master Plan" shall be included on the Park Board agenda. Public input will be allowed on the agenda item prior to taking action.

If the Park Board approves an amendment or update to the "Parks Master Plan," they will submit a recommendation to the BOCC for their consideration.

Amendments and updates to the "Parks Master Plan" will be by Resolution of the BOCC following a public hearing.

3.2 Procedure for Removing a Proposed Facility, Use or Acquisition from the Plan

The Park Board may request that the BOCC consider amending the "Parks Master Plan" to remove a specific item.

A citizen may submit a request in writing to the BOCC to delete a proposed development, use, or acquisition from the approved Plan if it hasn't been permitted and approved for construction or acquisition

The BOCC will review the citizen request at a work session and determine how they would like to proceed.

4.4 CONSIDERATION AND APPROVAL OF A NEW 10 YEAR PARKS MASTER PLAN

4.1 Procedure

Upon the expiration of the existing 10 year "Parks Master Plan," the Park Board will prepare and approve a new plan covering the next 10 year period.

Staff will prepare a draft Parks Master Plan, if feasible, or ask the Park Board to consider hiring a consultant to prepare the draft if funding is available.

Once the draft "Parks Master Plan" is complete, the Park Board will schedule public meetings or use other methods to collect input. Examples include hosting meetings in the east, central, and west areas of the County and/or posting the proposed plan on the Internet with a comment response form.

After receiving input on the draft "Plan" the Park Board will consider changes to the Plan or amend it prior to producing a final draft.

The Park Board will make the final draft plan available to the public and schedule a time their meeting to take input.

The Park Board will take action on the proposed Final Draft Parks Master Plan and present their recommendations to the BOCC for their consideration in a work session.

The BOCC will give consideration and may schedule a hearing prior to adopting the recommendations by Resolution.

SECTION 1

DEFINITION OF TERMS

This table of term definitions is intended to explain terms used in subsequent sections. They are meant to be somewhat generic so that as jobs change in title, the Policy Manual does not need to be changed each time.

1. "Board" means Clallam County Parks and Recreation Advisory Board as established and appointed by the BOCC and granted certain authority by them to advise the BOCC on matters related to the County Parks System.
2. "BOCC" means Board of Clallam County Commissioners
3. "County Park System" means the Clallam County Parks as owned and managed by the County as County Parks.
4. "Director" means the position of department head, who by organizational chain of command is the chief administrator of the "Parks Department" facilities, activities, and properties.
5. "Department" means the Parks, Fair & Facilities Department established by the BOCC to manage and operate the Clallam County Parks along with their facilities, programs, and properties. This also includes the Fairgrounds and County Facilities used by the Parks, Fair & Facilities Department.
6. "New Park and Recreation Facility" means a new park and recreation facility that provides the space necessary to accommodate a new recreational activity built and open for public use at a County Park. This does not include infrastructure to accommodate existing or future uses to handle parking, access, restrooms, safety, and security including park housing and park host services, maintenance facilities, and facility utilities.
7. "Park Manager" means the individual responsible for the management and supervision of the operations and activities in a specific regional park facility. The actual title for the parks' position may be Park Manager or Resident Ranger. This term does not include the Seasonal Ranger who is usually an employee supervised by a Park Manager.
8. "Parks Master Plan" means the Clallam County Comprehensive Park and Recreation Master Plan as adopted by the Park Board and Board of County Commissioners
9. "Clerk of The Board" means the Department Representative assigned, typically the Administrative Specialist.

SECTION 2

STATE ENABLING LEGISLATION

“RCW 36.68.090: Counties authorized to build, improve, operate and maintain, etc., parks, playgrounds, gymnasiums, swimming pools, beaches, stadiums, golf courses, etc., and other recreational facilities — Regulation — Charges for use.

Any county, acting through its board of county commissioners, is empowered to build, construct, care for, control, supervise, improve, operate and maintain parks, playgrounds, gymnasiums, swimming pools, field houses, bathing beaches, stadiums, golf courses, automobile race tracks and drag strips, coliseums for the display of spectator sports, public campgrounds, boat ramps and launching sites, public hunting and fishing areas, arboretums, bicycle and bridle paths, and other recreational facilities, and to that end may make, promulgate and enforce such rules and regulations regarding the use thereof, and make such charges for the use thereof, as may be deemed by said board to be reasonable.

SECTION 3

COUNTY PARK AND RECREATION ADVISORY BOARD AUTHORITY

CLALLAM COUNTY CODE

Chapter 23.01

Parks Board

Sections:

23.01.010	Creation of Park and Recreation Advisory Board
23.01.020	Terms of Members
23.01.030	Powers of Board
23.01.040	Removal of Members
23.01.050	Supervision

C.C.C. 23.01.010. Creation of Park and Recreation Advisory Board. There is hereby created a Park and Recreation Advisory Board of Clallam County, Washington, to assist the County in the delivery of park and recreation services to its residents and visitors. Such board shall consist of seven (7) members, who shall be appointed by the Board of County Commissioners to serve without compensation.

C.C.C. 23.01.020. Terms of Members. For the appointive positions on the County Park and Recreation Board the initial terms shall be two (2) years for two (2) positions, four (4) years for two (2) positions, and six (6) years for the remaining positions plus the period in each instance to the next following June 30th; thereafter the term for each appointive position shall be six (6) years and shall end on June 30th.

C.C.C. 23.01.030. Powers of Board. The County Park and Recreation Advisory Board shall:

1. Elect its officers, including a chairman, and vice chairman, and such other officers as it may determine it requires. The Secretary will be the Department Administrative Specialist.
2. Hold public meetings as deemed necessary and keep written records.
3. Advise and assist the Director of Parks, Fair & Facilities and the County in the promulgation of reasonable rules and regulations deemed necessary for operation of county parks and other recreational facilities and recommend to the Board of County Commissioners adoption of any rules, fees and regulations requiring enforcement by legal process.
4. Advise and assist the Director of Parks, Fair & Facilities and the County in developing and recommending policies and procedures for department operations.
5. Advise and assist the Director of Parks, Fair & Facilities and the County in developing park and recreation goals and objectives and short and long range comprehensive plans.
6. Assist the Director of Parks, Fair & Facilities and the County in their relations with other county-wide organizations and individuals concerning promotion of county park and recreation facilities and services.
7. When a new Director of Parks, Fair & Facilities is hired, have a Board member involved in the selection process who shall participate in the review of applications and the interviews of the candidates including, but not limited to, participation in the review of applicants, interviews of candidates, and the recommendation to the county.

C.C.C. 23.01.040. Removal of Members. Any appointed County Park and Recreation Advisory Board member may be removed by a majority vote of the Board of County Commissioners for cause. Vacancies on the County Park and Recreation Advisory Board shall be filled by appointment made by the Board of County Commissioners for the unexpired portions of the terms vacated.

C.C.C. 23.01.050. Supervision. The County Park and Recreation Advisory Board shall operate under the direction and supervision of the Board of County Commissioners through its administrator and Director of Parks, Fair & Facilities.

SOURCE:	Ordinance B, 1946	ADOPTED:	04/25/46
AMENDED SOURCE:	Ordinance 149, 1981	ADOPTED:	09/22/81
	Ordinance 405, 1990		12/04/90
	Ordinance 963	ADOPTED:	8/18/2020

SECTION 4

BY-LAWS AND BOARD OPERATIONS

SECTION 4.01

OFFICERS

The officers of the Board shall be a chairperson and vice-chairperson. The vice chairperson shall serve in the absence of the chairperson. In the absence of both the chairperson and vice chairperson, the members present at such meeting shall elect a temporary chairman.

The Staff Support person designated by the Department shall be the Administrative Specialist and serve as Clerk of the Board.

The terms of office for chairperson and vice chairperson shall be for one year from January 1 through December 31; for chairperson pro tempore only for the meeting at which he/she is appointed.

The chairperson is the chief executive of the Board. He/she has all the powers and duties usually incident to such office and is responsible to appoint committees and to conduct the business of the Board between regular meetings. The chairperson shall retain full right and responsibility of partaking in all deliberations and voting for good and sufficient reason. However, he/she does not have the right of casting an additional deciding vote.

Nominations for officers shall be made orally at the regular November Board meeting, or as soon thereafter as feasible. Election shall be by majority vote between Quorum Board Members.

SECTION 4.02

MEETINGS

Regular meeting of the Board shall be held at a place and time determined by majority vote of the Board or as determined by the Department when room availability dictates a change of venue.

In the event of the lack of a quorum at a regular or recessed meeting, the chairperson or vice chairperson or chairperson pro tempore, in that order, shall adjourn the meeting to another day, and it shall be a standing order that absentee members be advised of the determination to hold such recessed meetings.

Special meeting may be called:

1. By action of the Board at a regular or recessed meeting to another day.
2. By order of the chairperson or, in his/her absence, by the vice chairperson.
3. By the written request of three or more members of the Board.

4. By request of the Director.

Written, Electronic or Telephone notice for special meeting shall be provided to members of the Board.

SECTION 4.03

MINUTES AND RECORDS

Minutes of all official meetings shall be kept and made part of a permanent public record. The Clerk of the Board is responsible for recording the meeting minutes and filing completed minutes properly.

The official minutes of the Board approved by motion shall be kept in a safe place in the Park Office and shall be made available to any citizen desiring to examine them during the hours when the office is open or made available as part of a public information request. Approved minutes shall be placed on the parks website for public viewing as another convenience, after they are approved by quorum vote at the regular scheduled board meeting.

Not later than three (3) days prior to the meeting of the Board, each member shall receive a complete copy of the minutes of the previous meeting, including copies of any motions referred to therein.

SECTION 4.04

MOTIONS

Motions considered by the Board shall constitute a part of the minutes of the meeting which such motion was considered, provided that the text of any such motion may be considered as being contained in the minutes when such minutes make a proper identifying reference to such motion.

All motions shall be clearly identified by nature of subject matter and by date, so as to be clearly identifiable by reference.

SECTION 4.05

QUORUM VOTING

A majority of the entire membership constitutes a quorum for the conduct of regular business (attendance of four members).

Voting is by "ayes" and "nays" except where the members may require a ballot or roll call vote.

Members shall disqualify themselves from voting on any matter which may involve a conflict with their business interests; and may abstain from voting for good and sufficient reasons which shall be announced to the meeting upon call of any member. This is an advisory board, so conflict of interest shall be considered based on the advisory role. At any meeting where there is

less than a quorum, the members present shall have authority to establish a date for an adjourned meeting. By-laws may be amended by vote of two-thirds of the membership (five members).

SECTION 4.06

AGENDA AND STAFF REPORTS

A copy of the agenda for every meeting of the Board shall be provided each member not less than three (3) days prior to the date of the meeting at which such agenda is to be considered.

The Director shall prepare the agenda. Board members may submit agenda items to the Director 10 days prior to meeting for consideration and inclusion on the agenda.

Members of the public may request an item be placed on a Board agenda and this request will be presented to the Board for consideration of placement on the next regular meeting agenda. If the Board approves, staff will add the item to the next meeting's agenda.

SECTION 4.07

PUBLIC INPUT MEETINGS

Public input meetings held by the Board are at the discretion of the Board. Since this is an advisory board, any legal public hearings required by law must be conducted by the BOCC. The Board may hold the public input meeting if they feel the input shall be beneficial to the actionable issue.

A public input meeting before the Board which, for any reason cannot be completed at the time and place originally advertised may be recessed to a later date and the announcement at such recessed meeting and the time and place of such recessed meeting shall constitute a sufficient notice to all parties concerned.

SECTION 4.08

VISITOR PARTICIPATION AT BOARD MEETINGS

The Board meets and acts as a public advisory body and citizens are welcome to attend Board meetings. Individuals or groups wishing to be heard may follow these procedures:

1. Correspondence or public input on agenda items may be presented to the Board under that item on the agenda.
2. Visitors may comment on non-agenda items under that agenda item. Those wishing to comment should stand and identify themselves and comments should be directed to the Board as a whole. Time may be limited by the chairperson.

SECTION 4.09

COMMITTEES

From time to time the Board may establish standing or advisory committees for the purpose of assisting the Board in carrying out its responsibilities as well as obtain the broadest possible community involvement and representation.

SECTION 4.10

REMOVAL OF BOARD MEMBERS

The Board may by a majority vote of its members submit a recommendation of removal to the BOCC for any Board member who misses three consecutive meetings not due to sickness or health or who misses 50% or more of the Board meetings in a calendar year.

SECTION 4.11

ORDER OF BUSINESS

- A. Call to order
- B. Roll call
- C. Determination of quorum
- D. Disposition of minutes
- E. Correspondence received
- F. Unfinished business
- G. Committee reports
- H. New business
- I. Staff reports
- J. Public comments on non-agenda items
- K. Adjournment

SECTION 5

BOARD MEMBER RELATIONS

An Effective Board Member Should:

1. Be concerned with the importance of parks and recreational activities.
2. Be willing and able to devote time and energy to Board endeavors.
3. Be willing and able to make decisions in a group setting and be loyal to the democratic process and accept the will of the majority.
4. Be able to understand how groups function and be an open-minded listener treating others fairly and ethically.
5. Be able to weather criticism yet maintain firm convictions.
6. Be willing to take sides on controversy and be courageous when at the point of conflict.

Board Members Relationship as an Individual:

1. Subordinate their personal interests for the good of the Board.
2. Accept and support majority decisions of the Board.
3. Identify problems but suspend judgment until facts are available.
4. Look creatively for alternate solutions to problems.
5. Express their opinions and let others express theirs openly.
6. Dedicate quality time to board meetings and departmental tasks

Board Members Relationship with the Director:

1. Work as a team with the Director to promote park and recreation facilities and programs throughout the county.
2. Call upon the Director for information, direction or to bring up an issue or concern.

SECTION 6

ORGANIZATIONAL CHART

SECTION 6.01

PURPOSE

To provide an overview of the chain of command within the park system.

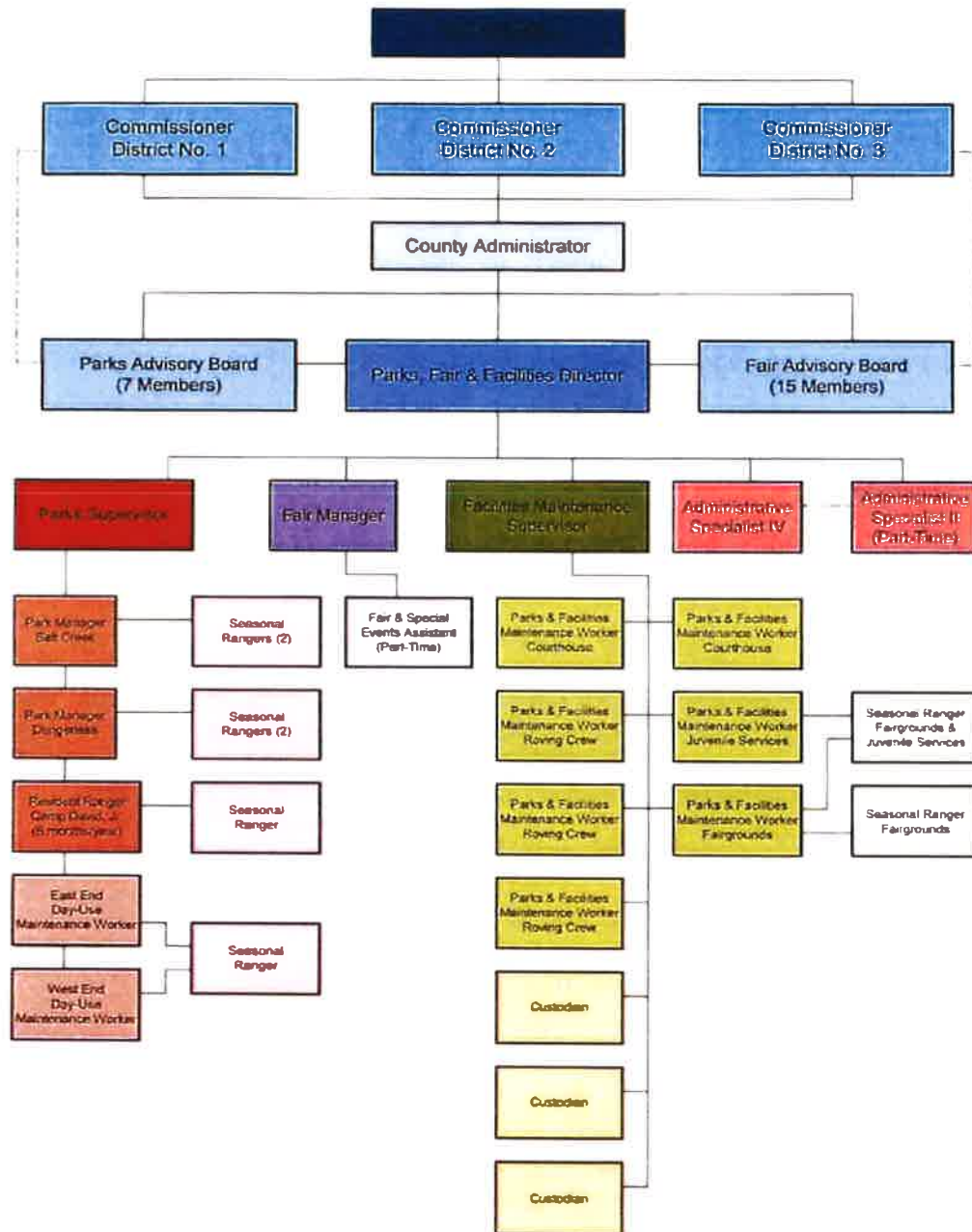
SECTION 6.02

POLICY

The Director shall have available to the public an organizational chart which shall be updated as conditions change. The chart shall reflect the organization as it exists.

SECTION 6.03

ORGANIZATIONAL CHART



CLALLAM COUNTY PARKS, FAIR & FACILITIES DEPARTMENT ORGANIZATIONAL CHART JANUARY 2020

SECTION 7
BOARD GOALS AND OBJECTIVES

SECTION 7.01
CONCEPTS OF RECREATION

SECTION 7.01.010
CONCEPTS OF PUBLIC INTEREST IN RECREATION

Resolved: That in order to lay the foundation for a sound public recreation plan for Clallam County, the Board hereby adopts the following concepts of public interest in recreation:

1. In order to be and to remain a useful healthy member of society, every individual needs some form of recreation. Among the ways which recreational needs may be satisfied are the following:
 - a. Through opportunities for out-of-doors living, camping, hiking, fishing, boating, nature study, safe recreational shooting, and the like.
 - b. Participation in unsupervised or supervised play, recreation, fitness, and sports activities.
 - c. Through special opportunities for recreation for persons with special needs. County parks, to the extent possible, will be made accessible to persons with disabilities with the intent of meeting the provisions of the American Disabilities Act (ADA). It is understood that in some circumstances meeting ADA requirements will not be possible.
 - d. By membership and participation in social clubs, or interest groups.
 - e. By utilizing craft or art skills, hobbies or games requiring skill.
 - f. Through participation in various cultural activities or performing arts.

Every county resident has need of some or all of these kinds of recreational opportunities at various times and in varying amounts.

2. In order to provide every citizen of the County with the opportunity to satisfy his/her recreational needs, public agencies such as the County should supply those facilities and services which are impossible or difficult for most individuals or small groups of people to provide for themselves, in terms of:
 - a. A nearly equal variety of alternative choices in the use of leisure time.
 - b. Easily accessible and usable open space waterfront, beach access areas, and park and recreation facilities.

- c. Special facilities such as play areas, swimming facilities, boat launches, hiking trails, recreational facilities, sports fields, fitness facilities, shooting ranges, golf courses, and the like.
- d. Services, primarily leadership.

SECTION 7.01.020

GENERAL PURPOSES

The purpose of the Board is to maximize park and recreational opportunities and thereby improve the quality of life for all residents of the County.

SECTION 7.02

BOARD GOALS AND OBJECTIVES

1. To adopt, support and communicate the philosophy that recreation means any activity, voluntarily engaged in, which contributes to the refreshment, enjoyment, education or entertainment of the individual and which contributes to a sense of self-worth.
2. To provide a variety of recreation opportunities for all citizens regardless of age, sex, race, or economic status.
3. To maintain awareness of environmental concerns in the development and use of public lands and in the implementation of programs.
4. To develop and maintain a statement of goals and objectives which is understood by the members of the Board, advisory councils, and staff and communicated to the community and governmental leaders. The statement should be ever changing and a reflection of the community's highest ideals.
5. To establish and maintain written policies, practices and procedures that enable maximum opportunity for use and enjoyment of services.
6. To be responsive to the park and recreational needs and desires of individuals and groups; and to actively seek citizen input in the operation of the Board. To create awareness through involvement.
7. To attempt to acquire and preserve in the public domain unique geographical areas.
8. To create and maintain facilities aesthetically pleasing and provide open space for human needs.
9. To conduct and communicate Board business in a responsible manner.
10. To foster innovation by encouraging the Board, advisory councils and staff to search for new and more effective ways of improving the board's operation.

11. To keep abreast of trends and changes that affects the level of service and utilizes that information to increase contributions to the quality of life.
12. To develop and maintain effective leadership at the appointed, professional and volunteer levels.
13. To maintain an awareness of the political process and to participate in the development of legislation and/or other governmental regulations which affect the Board's ability to meet its service responsibilities.
14. To support and participate in professional and governmental organizations which are in the interest of parks and recreation.
15. To coordinate, cooperate, assist, support and otherwise interact with private and public entities so as to maximize recreational opportunities in Clallam County.
16. To take full and prompt advantage of potential economies and to aggressively seek new ways to finance operating expenses.

SECTION 8

PLANNING, ACQUISITION, AND DEVELOPMENT

SECTION 8.01

COMPREHENSIVE PLANNING

SECTION 8.01.010

PURPOSE

To set forth policies and procedures requiring long range departmental planning as an important management tool.

SECTION 8.01.020

POLICY

The Board shall develop a long range Parks Master Plan and review the existing plans each year for the purpose of updating the information and keeping the plan current.

After the Board approves the plan, it shall pass it on as a recommendation to the BOCC who shall adopt it by resolution or other mechanism of their choosing.

The plan may be drafted by the Director, Board or consulting services depending on the finances and capabilities of the staff available at the time.

SECTION 8.01.021

COUNTY PARK AND RECREATION MASTER PLAN UPDATES

Policy 461

PURPOSE

The purpose of this policy is to establish a clear process to be followed by the Park Board, Board of County Commissioners, and staff when amending or updating the Clallam County Comprehensive Park and Recreation Master Plan.

AMENDING OR UPDATING THE PARKS MASTER PLAN

PROCEDURE

A new acquisition or new facility may be added to the Parks Master Plan using the procedures contained in Clallam County Policies 462 or 463.

Once per year, the Park Board may consider amending the Parks Master Plan and updating the information in it, as they deem necessary.

Annually, staff will prepare information and recommendations for amending or updating the Parks Master Plan and present it to the Park Board for consideration. This update may include changing financial reports or updating cost estimates, reporting on components of the plan that have been completed; or recommending changes to the Plan.

Proposed amendments or updates to the Parks Master Plan shall be included on the Park Board agenda. Public input will be allowed on the agenda item prior to taking action.

If the Park Board approves an amendment or update to the Parks Master Plan, they will submit a recommendation to the BOCC for their consideration.

Amendments and updates to the Parks Master Plan will be by Resolution of the BOCC following a public hearing.

PROCEDURE FOR REMOVING A PROPOSED FACILITY, USE OR ACQUISITION FROM THE PLAN

The Park Board may request that the BOCC consider amending the Parks Master Plan to remove a specific item.

A citizen may submit a request in writing to the BOCC to delete a proposed development, use, or acquisition from the approved Plan if it hasn't been permitted and approved for construction or acquisition.

The BOCC will review the citizen request at a work session and determine how they would like to proceed.

CONSIDERATION AND APPROVAL OF A NEW 10-YEAR PARKS MASTER PLAN

PROCEDURE

Upon the expiration of the existing 10 year Parks Master Plan, the Park Board will prepare and approve a new plan covering the next 10 year period.

Staff will prepare a draft Parks Master Plan, if feasible, or ask the Park Board to consider hiring a consultant to prepare the draft if funding is available.

Once the draft Parks Master Plan is complete, the Park Board will schedule public meetings or use other methods to collect input. Examples include hosting meetings in the east, central, and west areas of the County and/or posting the proposed plan on the Internet with a comment response form.

After receiving input on the draft Plan the Park Board will consider changes to the Plan or amend it prior to producing a final draft.

The Park Board will make the final draft plan available to the public and schedule a time their meeting to take input.

The Park Board will take action on the proposed Final Draft Parks Master Plan and present their recommendations to the BOCC for their consideration in a work session.

The BOCC will give consideration and may schedule a hearing prior to adopting the recommendations by Resolution.

SECTION 8.01.030

GUIDELINES

A thorough Parks Master Plan will assess current strengths and weaknesses of a park system to permit maximum use of facilities, provide direction for future development and capital expenditures, and establish a program for implementation. The planning process flows logically from identifying goals and analyzing existing facilities and citizen input, to determine demand/need and potential, to the development of an action program which will satisfy the goals and objectives of the community.

The completed Parks Master Plan will serve as a guide – one that will provide direction and justify the need for acquisition, development, and renovation. Most importantly, the plan provides direction for orderly growth of the local parks and recreation system, where each action is a component of the overall Parks Master Plan sensitive to the need of a dynamic community.

A Parks Master Plan may be required as a part of the County's overall Comprehensive Plan and for eligibility for grant-in-aid programs, such as the Outdoor Recreation Grant Program of the Recreation and Conservation Office (RCO).

Public participation in the planning process is important in the identification and analysis of the recreation demand of the community.

County Policies 461, 462, and 463 define the processes of amending the Parks Master Plan, park acquisitions, and park and recreation development.

SECTION 8.02

INTERAGENCY AND INTRADEPARTMENTAL COOPERATION

The Department shall actively strive for intradepartmental cooperation in all aspects countywide business in addition to the departmental tasks of parks and recreation planning, park development financing, staffing, maintenance and programming activities.

Because of our countywide base, the Department and its staff shall facilitate cooperative efforts and endeavor to maintain effective communication with other agencies, i.e., United States Fish and Wildlife Service, National Park Service, Washington Department of Fish and Wildlife, National Forest Service, Washington State Parks, Washington Department of Natural Resources, city parks, park districts, etc.

SECTION 8.03

LAND ACQUISITION

SECTION 8.03.010

PURPOSE

To set forth the procedures which the Board shall follow prior to making recommendations to the BOCC to acquire properties for public recreation use.

SECTION 8.03.020

POLICY

County Policies 462, and 463 outline the process of acquiring and developing park land.

SECTION 8.03.021

COUNTY PARK ACQUISITION AND NEW PARK AND RECREATION FACILITY DEVELOPMENT (for Projects in the Parks Master Plan)

Policy 462

PURPOSE

The purpose of this policy is to establish a clear procedure for park acquisition or new park and recreation facility development, as is included in the Parks Master Plan.

ACQUISITIONS

PROCEDURES

Once a park acquisition is approved in the Parks Master Plan, it can be moved forward by direction of the BOCC as a priority or the BOCC can ask the Park Board to provide a recommendation as to what their priority would be and direct staff accordingly.

The Park Board or County Staff can include the acquisition in the department's annual budget request to the BOCC as determined by the County each fiscal year.

If the Park Board or County Staff decides to move forward with an acquisition that is not included in the annual budget, it will bring it to the BOCC for discussion and direction.

For acquisitions not listed on the Parks Master Plan, refer to Policy 463.

Once an acquisition is approved by the BOCC as a priority, staff will follow the appropriate processes, which may be different depending on the funding source used such as state or federal grant funds or County funds.

Appropriate laws and acquisition procedures as established for Counties will guide the acquisition process until the BOCC completes the final purchase and sales offer and signs the closing documents.

NEW FACILITY DEVELOPMENT

PROCEDURES

Once a new park and recreation facility is approved in the Parks Master Plan, it can be moved forward by direction of the BOCC as a priority or the BOCC can ask the Park Board to provide a recommendation as to what their priority would be and direct staff accordingly.

The Park Board or County Staff can include it in the department's annual budget request to the BOCC as determined by the County each fiscal year.

If the Park Board or County staff feels it is necessary to act on a new facility that is not included or approved in the annual budget it will bring the issue to the BOCC for discussion and direction.

Once the new facility is determined to be a priority of the BOCC for staff to pursue, or it is approved and included in the annual budget, County Staff will follow the appropriate laws, regulations, permit processes, bidding and other regulations to carrying out the planning and construction of the new facility.

DISCLAIMER

Nothing in this policy pertains to facility repairs, maintenance projects or other development or improvement projects listed in the annual budget, or those that do not meet the definition of New Park and Recreation Facility.

SECTION 8.03.022

COUNTY PARK ACQUISITION AND NEW PARK AND RECREATION FACILITY DEVELOPMENT (for Projects not in the Parks Master Plan)

Policy 463

PURPOSE

The purpose of this policy is to establish clear procedures to approach, consider, and respond to requests for County Park Acquisitions and New County Park and Recreational Facilities to be added to the County Parks System not already approved by the Park Board and BOCC in the Parks Master Plan.

This policy is intended to:

1. Provide a systematic approach to assure requests for County Park Acquisitions and New Park and Recreation facilities proposed to be added to the County Park System receive an opportunity for public input and BOCC consideration.
2. Assure that citizens, organizations, Commissioners, Park Board, and County Staff have an opportunity to propose new park and recreational facilities and land acquisitions for Public Park and Recreational Use.
3. Assure that the County provides opportunities for public comment on proposals through a variety of methods.

Provide guidance to the Park Board, County Staff, and BOCC concerning the process to follow when receiving a request for a park acquisition or additional new park and recreation facilities not already approved in the Parks Master Plan.

REQUESTING CONSIDERATION OF A NEW COUNTY PARK AND RECREATION FACILITY OR PARK LAND ACQUISITION NOT IN THE PARKS MASTER PLAN

CITIZEN REQUEST

A member(s) of the public, group, or organization may request the County consider a specific park land acquisition or new park and recreation facility be added to the County Park System.

A written request to be placed on the Park Board's agenda shall be submitted to the County Parks and Facilities office not less than 20 days prior to the next regularly scheduled Park Board

meeting. County Staff may ask for additional information prior to placing the request on the Park Board's agenda.

The County staff will place the request on the Park Board's agenda to include any written information provided by the proponents.

The proponent(s) will be given an opportunity to present the request to the Park Board once it is scheduled on the agenda so that it becomes advertised.

PARK BOARD MEMBER OR COUNTY STAFF REQUEST

The Park Board Member or County Staff shall prepare a report and request the item be placed on the Park Board's agenda for consideration.

The request may include recommendations made during the Parks Master Plan process and updates or the overall County Comprehensive Plan process as appropriate. This will normally include Park Board involvement, additional public input, and eventual BOCC consideration and action.

COUNTY ADMINISTRATOR REQUEST ON THE BEHALF OF THE BOCC

The Administrator shall submit a written request to staff for consideration. He may present it at a meeting of the Park Board or defer to staff.

CONSIDERATION OF REQUEST FOR A PARK LAND ACQUISITION OR NEW PARK AND RECREATION FACILITY NOT APPROVED BY THE BOCC IN THE PARKS MASTER PLAN

PROCEDURE

Once a request has been placed on the Park Board agenda and presented, the Park Board will ask staff to prepare a report and recommendation. Additional information may be requested by the Park Board prior to further consideration of the request.

Once the additional information and report are received, Staff will place the issue back on the Park Board's agenda for further consideration. Public input will be taken by the Park Board on the proposed request.

Following public input, the Park Board may discuss and recommend additional public input meetings and/or workshops.

Once the Park Board feels they have sufficient information and public input to make a decision, they will take action on the proposal in the form of a recommendation to the BOCC. This recommendation will include a request to add the item to the Parks Master Plan.

Staff will prepare the recommendation and present the request to the BOCC at an advertised and scheduled work session or other regular BOCC meeting.

The BOCC will consider the request and direct staff as to what action or additional process to use in order to gather additional input prior to action on the proposal. If they approve the

proposal, the amended Parks Master Plan will be adopted by Resolution following a public process.

The BOCC may hold public input meetings, work group meetings, or a formal public hearing on the request prior to making their decision.

The BOCC will direct staff with regard to timing of the project, budgetary issues/funding they want pursued, or if it is to be added as a future project and not as a priority for the present fiscal year.

SECTION 8.04

LAND ACQUISITION GUIDELINES

SECTION 8.04.010

PURPOSE

To provide a framework for evaluating potential sites.

SECTION 8.04.020

POLICY

To provide a written set of guidelines as criteria to follow for land acquisition.

SECTION 8.04.030

GUIDELINES

1. Outstanding features of the County, including saltwater sites and freshwater sites, inland sites and existing park sites, scenic view sites, and historical sites, should be preserved for public use.
2. The land acquisition program should be based on priority of need and opportunity of acquisition, as identified in the Parks Master Plan.
3. To avoid excess land costs, every effort should be made to acquire land when it is not developed.
4. Reasonable space standards should be developed and land acquired to meet these standards even if limited financial resources delay developments.
5. Acquisition and development of recreation areas and facilities should be coordinated with a long range comprehensive area development or redevelopment plan.

6. It may be acceptable and desirable to acquire land and lease it to private agencies for the erection of private facilities serving the public and appropriately planned in relation to adjoining public facilities.
7. Areas designated for parks or recreational use should be held, defended against diversion to non-recreational use and should be considered as resources of open space to be drawn on for other public uses. Whenever an over-riding public purpose requires the use of park land, compensation should be made for the area taken from park use by the provision of equal or better area as determined by the Board.

SECTION 8.05

COASTLINE DEVELOPMENT GUIDELINES

Clallam County's coastline represents one of the County's most critical recreation assets. It represents access to the Strait of Juan de Fuca and its coastal bays not only for county residents, but also for people in the State of Washington and across the United States.

High standards for the recreational development of our shorelines include:

1. Having as much as possible of our shoreline in public ownership and available to the public for recreational use. This is the only way to assure its permanent availability both to our own residents and to visitors, many of whom come from inland areas.
2. Public access to the limited sandy beaches.
3. Providing, wherever possible, public access roads between the shorelines and buildings or other developments. This assures public access. The distance between such roads should be determined by the activities projected in the plan.
4. Emphasizing on visual enjoyment for the motoring public. For every person who uses a beach, many more enjoy the view. Road elevations, grading plans, fencing and planting all require visual design treatment.
5. Acquiring ample adjacent upland areas for automobile parking to serve people who use our beach parks.
6. Taking every reasonable opportunity to increase usable shoreline by "key" developments with peninsula and embayment's.
7. Resolving conflicts in swimming, boating, scuba diving, water skiing, and fishing by allocating appropriate areas or times to each activity.
8. Preserving underwater and tideland areas of particular biological interest preserved as sanctuaries for observation of the native marine environment.
9. Providing ample provision of boat launching facilities to serve large and growing numbers of boating public.

SECTION 8.06

COMPATIBILITY DEVELOPMENT GUIDELINES

Public parks and recreation areas may need some facilities to serve the people who visit them. These facilities may include restrooms, parking lots, swimming pools, roads, playgrounds, bath houses, snack bars, restaurants, stores, service stations, picnic grounds, campgrounds, motels and hotels. Recreation areas are usually surrounded by privately owned land which generally is used for some purpose other than recreation.

The value of our parks and recreation areas depends largely on their attractiveness. If aesthetic values are ignored, much of their usefulness can be lost. Both the facilities within them and uses on adjacent private property must be compatible with the character of each park and recreation area. High standards to assure such compatibility include:

1. Reliance whenever possible on hotels, motels, stores, and service stations which are located convenient to, but outside of parks.
2. Provision within parks and recreation areas for those service facilities which are essential to permit each to perform its purpose, such as campgrounds, playgrounds, recreational facilities, sports fields, picnic areas, trails, restrooms, visitor centers, beach access facilities, interpretive displays, cabins/yurts, parking areas, boat launches, birding platforms, etc.
3. Placement of such service facilities at locations where they are functional.
4. Architectural control to assure the harmony of service facilities with the character of the park or recreation area of which they are a part.
5. Emphasis on ample, appropriate landscaping.
6. Limiting highway development to necessary access routes only.
7. Design of roads within park boundaries so they follow the terrain and disturb the natural surroundings as little as possible.

From: Crawford, Donald
Sent: Tuesday, March 5, 2024 1:59 PM
To: 1carmenly@gmail.com
Cc: Earley, Melissa
Subject: Clallam County Parks, Fair, & Facilities Annual Master Plan Amendment
Attachments: FW: Online Form Submission #4284 for Contact Parks, Fair and Facilities; Policy 461 County Park and Recreation Master Plan Updates (PDF).pdf; Park Advisory Board Bylaws.pdf

Carmen Lynaugh,

Thank you so much for your question (attached) and for accepting my phone call last Thursday evening. The county administrative policies related to the park's master plan amendment procedures are attached. As I stated during our phone call, the procedure for completing the annual master plan amendment is considerably streamlined vs. the 10-year plan. This is primarily because the emphasis of an annual amendment is to update analytics and related quantitative data. The 2024 amendment is the same. The following link is a copy of the 2024 master plan amendment- <https://www.clallamcountywa.gov/DocumentCenter/View/15647>

As the 2026 Master Plan process commences, the public will be notified. In the meantime, you can request to be updated on every parks department public notice (meeting agenda)- "Notify Me. " at the following link. <https://www.clallamcountywa.gov/list.aspx#agendaCenter>

R.Donald Crawford, CGM
Director
Clallam County
Parks, Fair, & Facilities Department
223 East Fourth Street, Suite 7
Port Angeles, WA 98362-3000
360.797.8283 cell



From: Crawford, Donald
Sent: Wednesday, March 6, 2024 1:35 PM
To: Carmen Lynaugh
Subject: RE: Clallam County Parks, Fair, & Facilities Annual Master Plan Amendment

From: Carmen Lynaugh <1carmenly@gmail.com>
Sent: Wednesday, March 6, 2024 8:47 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: Re: Clallam County Parks, Fair, & Facilities Annual Master Plan Amendment

You don't often get email from 1carmenly@gmail.com. [Learn why this is important](#)

Hi Don

Thank you for the call and this email and the attachments. However, I have a few more questions after reviewing the Policies and website.

1. I am trying to understand how the Comprehensive Park and Rec. Master Plan 2024-2026 relates to the Dungeness Recreation Area Master Plan Update 2017 (put on HOLD in May 2019)? Found here: [Dungeness Recreation Area Master Plan Update - 2017 | Clallam County, WA \(clallamcountywa.gov\)](#) The Comprehensive Parks Master Plan includes aspirational objectives for entire county parks system that does include specific references to individual parks. Some parks such as the Dungeness Recreation Area have enough complexity to warrant a single Master Plan document which supplements the primary comprehensive plan. While there isn't a specific timeline to resume the 2017 Dungeness Recreation Area Plan project, it may happen in the future as the county parks advisory board sees fit.
2. Will the Dungeness Recreation Area Master Plan Update 2017 be completed in 2025 and then included in the Comprehensive Park and Rec Master Plan? Please explain the process. **There will be updated plans, etc. for every park in the system, including Dungeness. There are no plans currently to resume work on the Dungeness Recreation Area-specific plan.**
3. After our discussion, I looked at the Co. website and then reviewed the information you provided. I am still trying to understand how people will be informed of critical meetings where input can be given that could possibly affect their area. It appears that there is notification of meetings and surveys, etc. by local paper, flyers in parks, County website posting, FaceBook, sign up for emails from County, and radio. However, I did not see anywhere that would require the County to do direct post office mailings or door hangers to people that live within a certain radius of the facility being discussed, is this correct? **Currently, as I understand it there is no mandate to produce mailings or door hangers. As I stated during our recent phone conversation, the parks department will inform and update the county constituency as we move forward with the process.**

Just a note I signed up for the County emails, however it was a cumbersome and confusing process, first you need to make an account with the County on CivicPlus and then find the area where you can subscribe to get emails from departments and other things you may be interested

in. I can tell you for some people in our HOA this process will be too difficult for them to navigate and manage.

Thank you for your time.

Carmen Lynaugh

Resident near Dungeness Rec. Area

On Tue, Mar 5, 2024 at 1:59 PM Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:

Carmen Lynaugh,

Thank you so much for your question (attached) and for accepting my phone call last Thursday evening. The county administrative policies related to the park's master plan amendment procedures are attached. As I stated during our phone call, the procedure for completing the annual master plan amendment is considerably streamlined vs. the 10-year plan. This is primarily because the emphasis of an annual amendment is to update analytics and related quantitative data. The 2024 amendment is the same. The following link is a copy of the 2024 master plan amendment-

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As the 2026 Master Plan process commences, the public will be notified. In the meantime, you can request to be updated on every parks department public notice (meeting agenda)- "Notify Me. " at the following link. <https://www.clallamcountywa.gov/list.aspx#agendaCenter>

R.Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell

From: Crawford, Donald
Sent: Tuesday, February 27, 2024 9:31 AM
To: kristinemilyjenks@gmail.com
Cc: Salt Creek Park; Dungeness Park; Hutto, Stoney; Bundy, Amy; McFarlen, Rick; Earley, Melissa
Subject: County Parks Pet Etiquette

Kristin,

Thank you for contacting Clallam County Parks, Fair, & Facilities. We are disappointed to hear your recent park visits have been problematic. The county code is very clear on pets in county parks, *see below*. In response to your inquiry, the department will do the following-

1. Ensure our personnel are on the lookout for possible pet-related issues. Parks personnel are not deputized officers but can gently instruct the public on proper pet etiquette. If needed, personnel can contact law enforcement. Please feel free to contact law enforcement if you feel threatened.
2. The department will task personnel with ensuring the existing park rule signage is present and legible.
3. The department has posted a pet etiquette reminder on our social media platform.
4. We will contact the sheriff's department about this issue.

We hope future park visits will be more enjoyable.

R.Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



- (1) Dogs, cats, and other pets, including livestock, are prohibited unless crated, caged, or on a leash, bridle or halter of not more than eight feet in length, and/or otherwise under physical restrictive control at all times when inside park lands.
- (2) Dogs, cats, horses, and other pets are not permitted on any designated swimming beach or in any park building unless so authorized by the Director. This subsection does not apply to service animals or law enforcement dogs.
- (3) Grazing or ranging of domestic animals, livestock, or poultry is prohibited on all park lands, with the exception of designated areas within Robin Hill Farm County Park and the Clallam County Fairgrounds.
- (4) Dogs or pets shall not disturb the peace and tranquility of park lands.
- (5) Pet owners are responsible for cleaning up all pet waste from all park lands and beaches and placing it into an approved waste disposal container or otherwise removing it from park lands.
- (6) No person shall intentionally feed, attract, or artificially sustain wildlife in Clallam County park lands. The feeding of indigenous wildlife is prohibited in all Clallam County park lands unless otherwise posted.

-----Original Message-----

From: Kristin Jenks <kristinemilyjenks@gmail.com>
Sent: Monday, February 26, 2024 10:40 PM
To: web_parks <web_parks@clallamcountywa.gov>
Subject: Animal control

[You don't often get email from kristinemilyjenks@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hi,

I frequently walk on local trails, sometimes with my small leashed dogs. I frequently see uncontrolled or unleashed animals on these trails, including Dungeness Wildlife Refuge and Robin Hill Farm. Last week my two friends and two small leashed dogs were attacked at Robin Hill by two doberdanes. A police report was filed, but the owner of the dogs took off. My friends are currently trying to find out who the owner is through social media.

I wrote the park's department last year about better posting of leash and animal control laws, but I didn't receive a response. I am asking for more obvious posting. When I have occasionally asked owners to leash their dogs, I have been told "My dog is friendly ", or "there are no leash laws here". Also wondering if occasional presence of officials in the area could happen.

Thanks Kristin Jenks Martin
Sent from my iPhone

E4

From: Crawford, Donald
Sent: Wednesday, March 6, 2024 1:49 PM
To: Amanda_Wyma-Bradley@murray.senate.gov
Cc: French, Mike; King, Brian
Subject: FW: Clallam Bay, WA Slip Point USCG Lighthouse Conveyance Status

Amanda,

I am the Clallam County Director of Parks, Fair, & Facilities. Alongside Sheriff Brian King and Commissioner Mike French, I am working diligently to complete the USGC conveyance of the Clallam Bay Slip Point Lighthouse Station property. Heather Painter from Representative Kilmer's Office referred me to you. If you kindly scroll to the bottom of this email thread, you can read about the current condition of the property structures. I implore Senator Murray to press forward with advocating for the completion of the property conveyance before the building structures are beyond rehabilitation.

R.Donald Crawford, CGM
Director
Clallam County
Parks, Fair, & Facilities Department
223 East Fourth Street, Suite 7
Port Angeles, WA 98362-3000
360.797.8283 cell



From: Painter, Heather <Heather.Painter@mail.house.gov>
Sent: Wednesday, March 6, 2024 7:34 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Cc: Roper, Andrea <Andrea.Roper@mail.house.gov>; Schanne, Haley <Haley.Schanne@mail.house.gov>; Davis, Hayden <Hayden.Davis@mail.house.gov>
Subject: RE: Clallam Bay, WA Slip Point USCG Lighthouse Conveyance Status

You don't often get email from heather.painter@mail.house.gov. [Learn why this is important](#)

Hi Donald,

Thank you very much for the note here. I wanted to make sure you were in touch with Hayden Davis, cc'd, our policy team contact now handling the Coast Guard and homeland security portfolios for our team.

Rep. Kilmer and our team have been pushing and seeing a fix before his time is up in Congress is a high priority for us. We've also engaged Sen. Murray's team on this issue. So that you have Sen. Murray's team's contact—I think they would benefit from your outreach too—the person handling these issues for her team is Amanda Wyma-Bradley Amanda_Wyma-Bradley@murray.senate.gov). I'll let Haley/ Hayden share the latest, but wanted you to be connected with them here.

I'm not sure if the NPS route will work—I suspect the Coast Guard may say they need to handle mitigation issues first before completing a conveyance, but we can ask them about it.

We appreciate the update and your outreach.

Heather

HEATHER PAINTER

Legislative Director

Office of Representative Derek Kilmer (WA-6)

O: (202) 225-5916



[Click here to sign-up for updates from Derek](#)

From: Crawford, Donald

Sent: Tuesday, March 5, 2024 3:51 PM

To: Schanne, Haley <Haley.Schanne@mail.house.gov>; Donovan, Ben <Ben.Donovan@mail.house.gov>;
Andrea.Roper@mail.house.gov

Cc: French, Mike <Mike.French@clallamcountywa.gov>

Subject: Clallam Bay, WA Slip Point USCG Lighthouse Conveyance Status

Haley, Ben & Andrea,

I visited the Slip Point USCG Residence a few weeks ago. I am loath to cry wolf, but the buildings, including the residence, are rapidly deteriorating. We are two years at most away from catastrophic structural decay. The roof is leaking badly, and the building exteriors, including doors and windows, are inoperable and, in some cases, a strong wind from failure.

As a bureaucrat myself, I understand the speed at which government proceeds. That said, The citizens of western Clallam County are counting on us to save the structures on this property. Just a month ago, the non-profit lighthouse manager for the New Dungeness Lighthouse spoke to the Clallam Bay Slip Point Light housekeepers' group and said specifically that it can take decades, if ever, to complete a USCG Conveyance. The Clallam County conveyance is 24-year-old and the structure can't wait much longer.

A resident of Clallam Bay sent the following link and wondered if it is an option for us. <https://home.nps.gov/orgs/1508/whatwedo.htm>.

Respectfully,

R.Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

March 15, 2024

Don Crawford, CGM
223 E. Fourth Street, Suite 7
Port Angeles, WA 98362-3000

Don:

On a recent clear and semi-warm day I had a chance to look at the bridge you constructed along highway 112 in the Clallam Bay West Park

It looks really nice and well built.

On behalf of the Clallam Bay-Sekiu Lions Club, THANK YOU VERY MUCH!

I would like to meet with you to discuss the possibility of a guard rail and some other issues on the trail.

Please contact me at your earliest convenience. My cell # is 360-640-5404.
My email address is MG48dukes@gmail.com.

I look forward to hearing from you.

Mike Dukes
Clallam Bay-Sekiu Lions Club

Cc: Jeff Howell. President

ELC

From: Crawford, Donald
Sent: Monday, March 25, 2024 8:24 AM
To: tworeeds@centurytel.net
Cc: Gores, Loni
Subject: RE: Online Form Submission #4472 for Submit a Complaint or Request Information

Mr. Reed,

Thank you for contacting the county regarding the Clallam Bay County Park beach access. A grant application has been submitted to design, fabricate, and install a longer ramp to access the beach. We hope to reestablish beach access by fall.

Respectfully,

R.Donald Crawford, CGM
Director
Clallam County
Parks, Fair, & Facilities Department
223 East Fourth Street, Suite 7
Port Angeles, WA 98362-3000
360.797.8283 cell



From: Gores, Loni <loni.gores@clallamcountywa.gov>
Sent: Monday, March 25, 2024 7:59 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: FW: Online Form Submission #4472 for Submit a Complaint or Request Information

Don,
Can you respond to Mr. Reed?
Thanks, Loni

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

Loni Gores
Clerk of the Board
Commissioners Office

223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, March 24, 2024 3:04 PM
To: Gores, Loni <loni.gores@clallamcountywa.gov>
Subject: Online Form Submission #4472 for Submit a Complaint or Request Information

Submit a Complaint or Request Information

First Name	Phil
Last Name	Reed
Email	tworeeds@centurytel.net
Phone	360-374-6680
Subject	beach access from Clallam Bay Park
Comments	inquiry as to when repairs are to be made to the bridge at the Clallam Bay park facilitating access to the beaches, it has been damaged for several years which denies access to the beach by seniors and disabled,

Please Note

This form is not for emergencies. If you have an emergency, please phone 911.

If you want to request public records, [visit our Public Records page](#) instead.

Email not displaying correctly? [View it in your browser.](#)

From: Crawford, Donald
Sent: Monday, March 25, 2024 8:18 AM
To: srkincaid@icloud.com
Cc: Gores, Loni; McFarlen, Rick; Hutto, Stoney
Subject: Graffiti at Dungeness Landing

Ms. Kincaid,

Thanks for contacting the county about the Graffiti at Dungeness Landing. The parks department is aware of the situation and is seeking bids to repaint the building's interior & exterior.

R.Donald Crawford, CGM
Director
Clallam County
Parks, Fair, & Facilities Department
223 East Fourth Street, Suite 7
Port Angeles, WA 98362-3000
360.797.8283 cell



From: Anna Plager <akplager@gmail.com>
Sent: Friday, March 22, 2024 2:48 PM
To: Peter Craig; Cathy Lucero; Tom Mix; Roger Hoffman (rahoffman@protonmail.com); Diane Chung
Cc: Crawford, Donald
Subject: The kick-off campaign!

Welcome to the new Ad-hoc Committee (Peter, Roger, Diane, Cathy, Tom),
I'm excited to say that the Parks Advisory Board voted unanimously at their March 5th meeting to confirm your appointment to the Ad-hoc Committee tasked with guiding the next Clallam County Comprehensive Park and Recreation Master Plan. We're looking at about 18 months before the next ten-year plan is due to be adopted -- the pressure is ON!

Stating the obvious, we want to shoot for a product that is no less than, and ideally somewhat more, than the quality of plan that currently exists. You are all of such talent and ability that your real challenge will be seeking a realistic goal that does not include unnecessarily complicating the effort. I'll be sending you a Doodle poll for a date/time to meet to determine the committee chair and to set the agenda for the first Ad-hoc Committee meeting.

I've linked a few plans for you to peruse, just FYI. If one of the committee's responsibilities is to define/design the Master Planning approach, strategy and contents, you might find good leads in the following. Feel free to share your own sources -- maybe we can get some space on the County's server to hold useful resources.

Jefferson County <https://www.co.jefferson.wa.us/1193/Parks-Recreation-Advisory-Board>
Plan: <https://test.co.jefferson.wa.us/WebLinkExternal/0/doc/4741694/Page1.aspx>

Kitsap County <https://www.kitsap.gov/parks>
Plan in Progress: <https://www.kitsap.gov/parks/Pages/PROSPlanUpdates.aspx>

Mason County <https://masoncountywa.gov/parks/>
Plan
2022: <https://dms.masoncountywa.gov/WebLink/DocView.aspx?id=486612&dbid=0&repo=Mason&cr=1>

City of Sequim
Plan 2022: <https://www.sequimwa.gov/995/Sequim-Parks-Open-Space-Master-Plan>

WA State Parks -- didn't find a plan for Sequim Bay, so looked statewide, briefly, sheesh!
<https://parks.wa.gov/about/strategic-planning-projects-public-input/strategic-planning>

AK State Parks, Northern Area, Chena River Recreation Area, the lead author is Anna Plager.
2006 (I retired in 2007) <https://dnr.alaska.gov/parks/plans/chena/chenapln.htm>
(SENT ONLY FOR GRINS, to show you the biggest park of the 16 that I supervised)

Note that I'm not too proud, because this park pales in comparison to the ones that Diane Chung supervised.

Ha, if you're still reading this, you're more dedicated than I imagined. We'll want to share this and other resources with our newest committee member, when we have one from the West End.

Regards,

Anna

--

Anna Plager
560 Williamson Road
Sequim, WA 98382
360.477.4352 (h)
907.888.5414 (c)
akplager@gmail.com

2024 Volunteer and work crew schedule

I I

Date	Crew base	# of Days	hotel	The crews normal duties and notes	Crew Supervisor
4-Dec	PA- ONP	M-Th 4 days	no	trails and facilities focus but can plant and handle bucking	Mari Johnson
11-Dec	PA- ONP	M-Th 4 days	no	trails and facilities focus but can plant and handle bucking	Mari Johnson
5-Feb	Belfair-DNR	M-Th 4 days	yes	trails and facilities focus but can plant and cut small trees	Rylee Phillips
12-Feb	Belfair-DNR	M-Th 4 days	yes	trails and facilities focus but can plant and cut small trees	Rylee Phillips
11-Mar	PA- DNR	M-Th 4 days	no	heavy trail work, *supervisor class B sawyer, competent feller	Ben Asmus
18-Mar	PA- DNR	M-Th 4 days	no	heavy trail work, *supervisor class B sawyer, competent feller	Ben Asmus
11-Mar	Monroe	M-Th 4 days	yes	coming from out of region -Julai Banzai is Crew Coordinator	Ashleigh McConnell
18-Mar	Monroe	M-Th 4 days	yes	coming from out of region -Julai Banzai is Crew Coordinator	Ashleigh McConnell
25-Mar	Monroe	M-Th 4 days	yes	coming from out of region -Julai Banzai is Crew Coordinator	Ashleigh McConnell
1-Apr	Monroe	M-Th 4 days	yes	coming from out of region -Julai Banzai is Crew Coordinator	Ashleigh McConnell
12-Aug	PA- LEKT	M-W 3 days	no	restoration focus but supervisor has done a little of everything	Kristin Kirman
19-Aug	PA- LEKT	M-Th 4 days	no	restoration focus but supervisor has done a little of everything	Kristin Kirkman

Date	Location	Tasks	Supervisor
January 16	Robin Hill	Clean vol building	Pete
January 23	Robin Hill	Trail maint	Brian
January 30	Fairgrounds	Demo in Dog Barn	Brian/Pete
February 6	Robin Hill	Americorp, trails	Pete
February 13	Robin Hill	Americorp, trails	Pete
February 20	Vern Samuelson	Trail maint	Thomas/Pete
February 27	Dungeness Rec	Grounds maint	John/Pete
March 5	Court house	Grounds maint	Troy/Pete
March 12	Robin Hill	Americorp, trails	Pete
March 19	Robin Hill	Americorp, trails	Pete
March 26	Robin Hill	Americorp, trails	Pete
April 2	Camp David	Clean cabins/grounds	Willie/Pete
April 9	Vern Samuelson Trail	Trail maint	Thomas/Pete
April 16	Juvi/WSU	Grounds maint	Ric/Pete
April 23	Robin Hill	Trail maint	Pete
April 30	Robin Hill	Trail maint	Pete
May 7	Freshwater Bay	Sand/paint tables, etc...	Thomas/Pete
May 14	Robin Hill	Trail maint	Pete
May 21	Vern Samuelson Trail	Trail maint, signs	Thomas/Pete
May 28	Robin Hill	Trail maint	Pete
June 4	Freshwater Bay	Repair stairs, etc...	Thomas/Pete

2024 Volunteer and work crew schedule

June 11	Robin Hill	Trail maint	Pete
June 18	Panorama Vista	General maint	Pete
June 25	Robin Hill	Trail maint	Pete
July 2	Mary Lukes Wheeler	General maint	Pete
July 9	Robin Hill	Trail maint	Pete
July 16	Clallam Bay	Seal picnic shelter	Thomas/Pete
July 23	Fairgrounds	Pre-fair checklist, clean ticket booths, clean, paint/repair tables/benches, etc....	Brian/Pete
July 30	Fairgrounds		Brian/Pete
August 5	Fairgrounds		Brian/Pete
August 13	Fairgrounds		Brian/Pete
August 20	Fairgrounds	Clean up	Brian/Pete
August 27	Quileute	Paint restroom	Thomas/Pete
September 3	Robin Hill	Trail maint	Pete
September 10	Camp David	Seal logs/grnds maint	Willie/Pete
September 17	Robin Hill	Trail maint	Pete
September 24	Freshwater Bay	Seal shelters, etc...	Thomas/Pete
October 1	Robin Hill	Trail maint	Pete
October 8	Courthouse	Landscape maint	Troy/Pete
October 15	Robin Hill	Trail maint	Pete
October 22	Camp David Jr	Clean/winterize	Willie/Pete
October 39	Camp David Jr	Clean/winterize	Willie/Pete
November 5	Robin Hill	Trail maint	Pete
November 12	Vern Samuelson	Trail maint	Thomas/Pete
November 19	Robin Hill	Trail maint	Pete
November 26	Dungeness Landing	General maint	Dave/Pete
December 3	Courthouse	X-mas tree decorating	Troy/Pete
December 10	Robin Hill	Trail maint	Pete
December 17	Port Williams	General maint	Dave/Pete
December 24	N/A		
December 31	N/A		

From: Tom Mix <backcountrypacker.mix@gmail.com>
Sent: Friday, March 15, 2024 3:13 PM
To: Crawford, Donald
Cc: Donna and Jim Hollatz
Subject: Stock trail at Dungeness Rec Area

Hi Don

Today we flagged new trail at the Rec Area.

Ranger John joined us during the final route definition.

We plan to solve the hiker/stock pinch point at the start of the trail to the beach and spit.

Next we can start on the new trail route we flagged today.

Ranger John was pleased with both of the trails we marked.

I will make route sketches for John for map updates.

Tom Mix



CLALLAM COUNTY
Parks, Fair, & Facilities Department
223 E. 4th St., Suite 7
Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
Website: www.clallamcountywa.gov

19

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: March 26, 2024

To: Clallam County Park Board- *Peter Craig (Board President), Roger Hoffman, Candace Kathol, Bill Hughes, Pete Davis, Diane Chung, Anna Plager*

From: Don Crawford, Parks Director

Subject: Clallam County Parks Department Grants Status

Federal:

FEMA/WA MIL – 97.036 – FEMA November 2022 Storms (Robin Hill)

Jesse Goodman, Roads Engineer, is the point on this opportunity. FEMA correspondence indicates that funding is on hold.

\$35,000 +/-

State:

WA RCO – Camp David Jr Aquatics Program

Grant provides replacement canoes for existing 1980 vintage units and provides funding to provide canoe training and aquatic safety. This project is underway. Scheduled to be completed in 2024.

\$24,000 no match

WA RCO – Lake Pleasant Dock Renovation

Grant provides replacement dock pilings for units destroyed in the November 2021 storm. This project is underway but paused due to WSWF “Fish Window”. Scheduled to be completed July 1, 2024.

\$140,000 25% match

DOE – WCC – Environmental Justice Pilot Grant

Grant provides supplemental trained labor for current Robin Hill Farm County Park storm restoration and planned trail development. This project is underway. There is limited recordkeeping required and no funding exchange.

\$60,000+ value, no match

RCO – Deferred Maintenance Grant

This grant award is a collaboration between Roads and Parks. Steve Grey, Deputy Director of Roads, is the point of this opportunity. Grant provides funding to replace the existing restroom roof and insulate pipe chase to allow for 12-month utilization. The Roads Department portion of the grant will purchase equipment to better service the Olympic Discovery Trail. The Grant has been awarded but has not yet been accepted by the county. Scheduled to be completed in 2024.

\$40,000 no match

County:

(Proposed) RCO – LTAC 2nd Call for Proposals Grant

The grant provides funding to design, fabricate, and install a 65' Ramp at Clallam Bay County Park Beach Access Bridge

\$75,000 no match