



Clallam County Parks, Fair & Facilities Department

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

February 1, 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, February 6, 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: **864 2592 7317** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **864 2592 7317** and passcode: **12345**

This meeting can be viewed on a live stream at this link: [Live & Archived Meetings Online | Clallam County, WA \(clallamcountywa.gov\)](#)

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 – January 2, 2024, Regular Meeting
- E. Correspondence Received
 - 1. Susan Savage re Robin Hill County Park
 - 2. Robin DeCristofaro re Marilyn Nelson County Park
 - 3. Seth Brice re Salt Creek Recreation Area Online Reservation System
- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
- H. Committee Reports

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

- I. Staff Reports
 - 1. County Park Equestrian Patrol / Public Outreach- Schedule a meeting in February with/ Judy Sarles
 - 2. Parks Master Plan Amendment- Redline Draft & Public Outreach Survey
 - 3. Cascadia Water Trail Update
 - 4. Robin Hill Storm Recovery Update
 - 5. Salt Creek Recreation Area Voice Communication Update-
 - 6. Clallam County Recreational Areas- Connectivity (Wi-Fi) & Self-Service Registration Project- Update
 - 7. Parks Department Grant Update- *No Update*
 - 8. Tribal Participation in Slip Point Conveyance Project Update
 - 9. Robin Hill Farm County Park Map- *No Update*
- J. New Business
 - 1. 2026 Parks Master Plan Timeline
- K. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- L. Adjournment

E1

From: [web_parks](#)
To: [Crawford, Donald](#)
Subject: FW: Thank you for the information
Date: Wednesday, January 3, 2024 9:21:39 AM

From: Susan Savage <sesavage76@gmail.com>
Sent: Thursday, December 21, 2023 10:35 AM
To: web_parks <web_parks@clallamcountywa.gov>
Subject: Thank you for the information

You don't often get email from sesavage76@gmail.com. [Learn why this is important](#)

We are frequent users of Robin Hill and Dungeness county parks. We walk at one or the other almost every day living about halfway in between. We actually like chips on the trail, but understand they may not work for all pedestrians. Thank you for the excellent information provided on the county website regarding this Issue.

Happy holidays, Susan and Bob

From: [Crawford, Donald](#)
To: robindecristofaro@gmail.com
Subject: RE: New message from Robin DeCristofaro
Date: Monday, January 22, 2024 12:47:00 PM
Attachments: [image001.jpg](#)

Robin,

We are sorry that your recent experiences at Port Williams have been unpleasant.

County Code (C.C. 23.03.070 Animals. 1-5) stipulates that pets must always be on a leash less than 8' long. They shall not disturb the peace, and owners are responsible for cleaning up all pet waste from all parklands and beaches and placing it into an approved waste disposal container or otherwise removing it from parklands. County Parks Staff will be reminded to keep an eye out for non-compliance.

We recommend contacting the Clallam County Sheriff's Office immediately if you feel threatened.

The anonymous tip line is: <https://www.clallamcountywa.gov/1496/Anonymous-Tip-form>

Emergency Number is: 911

The non-emergency number is 360.414.2459

County Parks is delighted to hear from the community.

Our Email address is web_parks@clallamcountywa.gov

Our Main Phone Line is 360.417.2291

Have a superfantastic day!

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: Visitor Services <info@olympicpeninsula.org>
Sent: Monday, January 22, 2024 9:02 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: Fwd: New message from Robin DeCristofaro

You don't often get email from info@olympicpeninsula.org. [Learn why this is important](#)

Hi Don,

I think Port Williams beach is a Clallam County Park, yes? If so, did you want to respond to this resident?

Aimee Conkle

Office Manager
Olympic Peninsula Visitor Bureau
PO Box 670
618 S. Peabody St. Suite F
Port Angeles, WA 98362
Office: 360-452-8552
info@olympicpeninsula.org
OlympicPeninsula.org

----- Forwarded message -----

From: **Olympic Peninsula** <stefanie@olympicpeninsula.org>
Date: Sun, Jan 21, 2024 at 10:11 AM
Subject: New message from Robin DeCristofaro
To: <info@olympicpeninsula.org>

Please help! We have been enjoying the cleansing beauty of Port Williams for over 15 years. The last 2 years, dogs off leash have taken over the beach. I have been stalked twice by aggressive large pit bull mix dogs and had to yell repeatedly to the owners to call the dogs off. Port Williams is often unenjoyable. I happen to be sitting here now and 4 separate cars pulled up and all have dogs running off-leash.

Fortunately, we're seeing minke whales and lots of cormorants and gulls, but would have enjoyed a little walk too.

I realize you guys are busy, but Port Williams has gone to the dogs. Please help! It's too important to the community to just make a bad dog park.

-Robin DeCristofaro (robindecristofaro@gmail.com)

From: [Gores, Loni](#)
To: noreply@civicplus.com; sethbricel@gmail.com
Cc: [Earley, Melissa](#); [Crawford, Donald](#)
Subject: RE: Online Form Submission #3640 for Submit a Complaint or Request Information
Date: Tuesday, January 2, 2024 11:41:54 AM

Seth Bricel,

Thank you for your email below. I've added the Park Department to this email.

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: Monday, January 1, 2024 8:38 AM
To: Gores, Loni <loni.gores@clallamcountywa.gov>
Subject: Online Form Submission #3640 for Submit a Complaint or Request Information

Submit a Complaint or Request Information

First Name	Seth
Last Name	Bricel
Email	sethbricel@gmail.com
Phone	5099693048
Subject	Salt Creek Reservation System
Comments	I enjoy going to Salt Creek every summer with my family. However, with reservations opening (and filling up quickly) at midnight on New Year's Eve, it needlessly interferes with celebrations with friends and family. It could just as easily be

scheduled for noon the same day and it would be much less disruptive to celebrations and also more accessible to people who don't like to stay up until midnight. Thank you for reading this, I hope you'll consider making this small but significant improvement to your system.

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.](#)



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I2

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 29, 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: Community Out Reach for Clallam County Comprehensive Parks and Recreation Master Plan Amendment 2024

On or about February 1, 2024, The Clallam County Parks Staff will make available to the public the final draft of Clallam County Comprehensive Parks and Recreation Master Plan Amendment 2024-2026. The public will have a month to provide feedback for a presentation to the Clallam County Board of County Commissioners in March 2024.

The emphasis of the communication will be that this amendment focuses on limited analytic updates within the existing plan and that any new initiative suggestions will be reserved for the 2026 Comprehensive Parks Master Plan edition which will commence in 2025.

Public Notice will be in the form of a press release submitted to the following organizations:

Clallam County Web Page

Clallam County Parks Web Page

Local & Regional Print Media

Local and Regional Broadcast Media

Social Media

North Olympic Library System

Local and Regional Service Clubs

Postings at Park Kiosks

Camper Contacts from the Reservation System

Master Plan Amendment Draft

<https://www.clallamcountywa.gov/DocumentCenter/View/15647>

Survey QR Code

<https://www.clallamcountywa.gov/SurveyParks>





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I3

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 29, 2024

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

CC: Andree Hurley, Executive Director, Washington Water Trails Association
Arick Girard, Campground Manager, Salt Creek Recreational Area

From: Don Crawford, Parks Director

Subject: Cascadia Marine Trail at Salt Creek Recreational Area

Salt Creek Recreational Area Manager Arick Girard and I met on-site with Andree Hurley, Executive Director of Washington Water Trails Association <https://www.wwta.org/> <https://www.wwta.org/water-trails/cascadia-marine-trail/>. At that meeting, we decided upon an appropriate site to develop a Cascadia Marine Trail Camp Site.

During February, staff will meet virtually with Andree Hurley to review the draft agreement in preparation for submission to the county civil prosecutor for review and then for formal approval by the county board of directors. We will also hammer out site development details, including budget & timeline, amenities, wayfinding signage, and public communications.

WCC Environmental Justice Pilot Grant 2023-2024

I4



Date	Crew base	# of Days	hotel	The crews normal duties and notes
4-Dec	PA- ONP	M-Th 4 days	no	trails and facilities focus but can plant and handle bucking
11-Dec	PA- ONP	M-Th 4 days	no	trails and facilities focus but can plant and handle bucking
5-Feb	Belfair-DNR	M-Th 4 days	yes	trails and facilities focus but can plant and cut small trees
12-Feb	Belfair-DNR	M-Th 4 days	yes	trails and facilities focus but can plant and cut small trees
11-Mar	PA- DNR	M-Th 4 days	no	heavy trail work, *supervisor class B sawyer, competent feller
18-Mar	PA- DNR	M-Th 4 days	no	heavy trail work, *supervisor class B sawyer, competent feller
14-Mar	Sultan DNR	Th-Th 8 days	yes	trails and facilities focus *would overlap PA DNR for 3/18-3/21
28-Mar	Sultan DNR	Th-Th 8 days	yes	trails and facilities focus but can plant and handle bucking
12-Aug	PA- LEKT	M-W 3 days	no	restoration focus but supervisor has done a little of everything
19-Aug	PA- LEKT	M-Th 4 days	no	restoration focus but supervisor has done a little of everything



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I5

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 29, 2023

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

Subject: Salt Creek Recreation Area Voice Communications Project- *Update*

The County Sheriff Department's Radio Maintenance Team referred us to Steve Gregory from Richmond Two-Way Radio to request assistance incorporating a radio repeater with existing county staff radios at Salt Creek Recreational Area.

While there isn't a specific budget for this project, initial budget projections suggest that implementation isn't entirely cost-prohibitive. We should know by late February 2024 if this can be accomplished this spring.



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I 6

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 29, 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: Self-Serve Registration Kiosks at Salt Creek & Dungeness

Connectivity (Wi-Fi)

In the past few months, county park staff have roughly identified where self-serve registration kiosks will best be placed. In both recreational areas, the selected spots have convenient public access, power, and plausible access to sufficient Wi-Fi.

The first step in preparation for the 2025 implementation of self-service registration kiosks is the introduction of consistent Wi-Fi. After site visits and consultation with the County IT Department, it has been decided to pursue installing Star Link Satellite technology. The county will prioritize implementation at Salt Creek Recreational Area as the need for improved connectivity is greater.

There is no budget for Salt Creek Star Link in 2024. That said, after discussions with county IT, there may be remaining funds from a Star Link Project at the Fairgrounds. If that occurs, the technology can be installed in late spring 2024.

Self-Service Equipment & Technology

The Parks Department has commenced inquiries into Self-Service Reservation Systems. We have contacted the Washington State Parks purchasing department to obtain their specifications and vendor contacts. The objective is to have a short list of vendors with standardized specifications to commence the RFP process in late fall 2024 for a 2025 implementation.



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I7

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 29, 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

From: [Crawford, Donald](#)
To: [French, Mike](#)
Subject: Tribal Participation in Slip Point Conveyance Project
Date: Monday, January 8, 2024 5:05:00 PM
Attachments: [Slip Point Archeological Assessment.pdf](#)
[image001.jpg](#)

At the January Park Advisory Board Meeting, it was strongly suggested that the county reach out to the tribes to instigate a dialog on the Slip Point Conveyance. I believe you are the best party to do that. Additionally, I believe the Clallam Bay Slip Point Lighthouse Keepers are very interested in tribal involvement as well. There may be an opportunity to create synergy there.

Please let me know if I can be of assistance in this matter,

R.Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

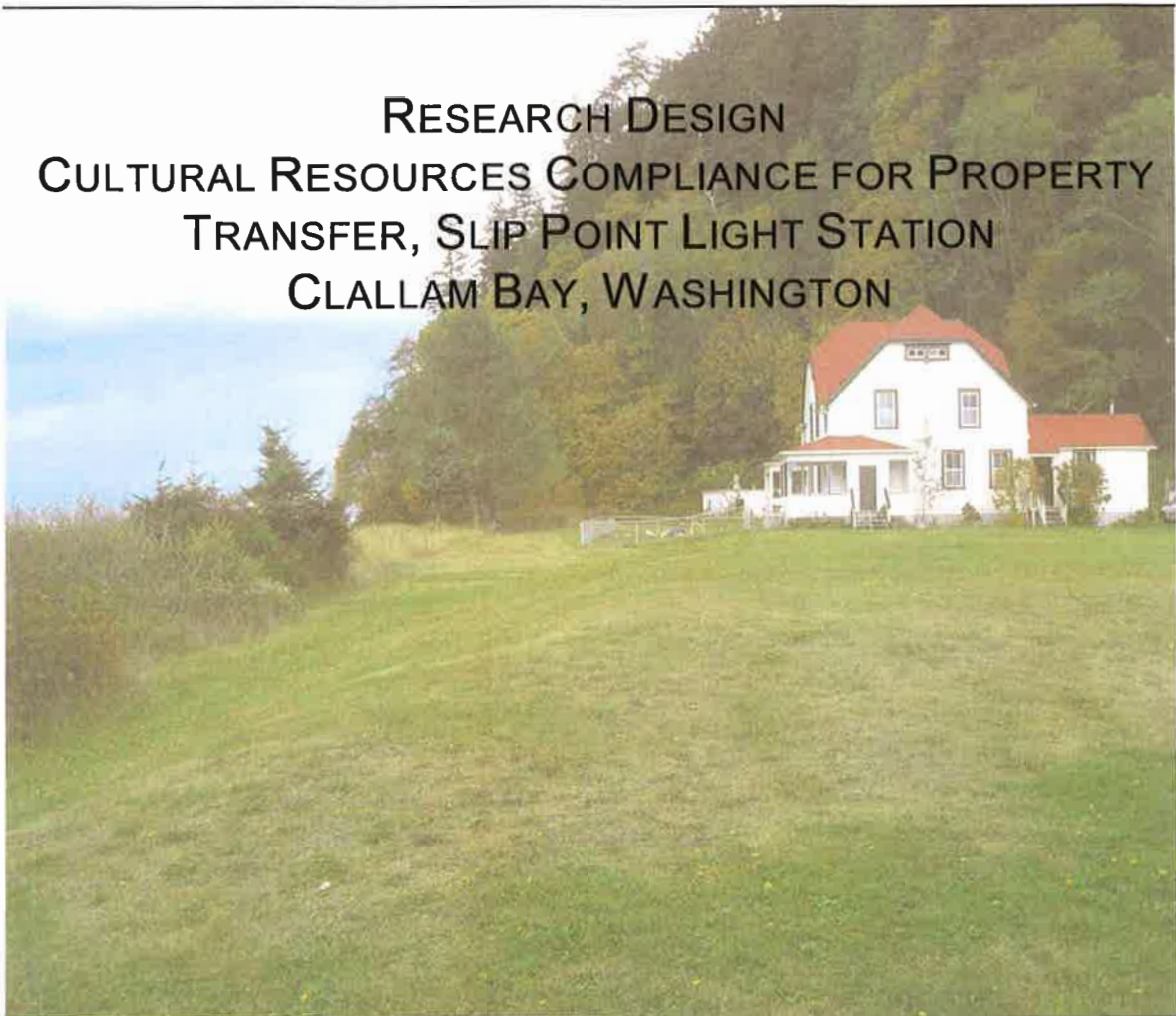
223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



RESEARCH DESIGN
CULTURAL RESOURCES COMPLIANCE FOR PROPERTY
TRANSFER, SLIP POINT LIGHT STATION
CLALLAM BAY, WASHINGTON



January 24, 2006

**CONTAINS CONFIDENTIAL INFORMATION
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Northwest
Archaeological
Associates, Inc.

EHC, Inc.

THE ENVIRONMENTAL HISTORY COMPANY

**RESEARCH DESIGN
CULTURAL RESOURCES COMPLIANCE FOR PROPERTY
TRANSFER AT THE SLIP POINT LIGHT STATION
CLALLAM BAY, WASHINGTON**

Prepared for
United States Coast Guard
Maintenance and Logistics Command Pacific
Oakland, California

Prepared by
Hart Crowser, Inc.
Robert Weaver and Christian Miss

January 24, 2006

Environmental History Company/NWAA Project
NWAA Report WA 05-86

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The Environmental History Company
6226 20th Avenue NE
Seattle, Washington 98115

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5418 20th Avenue NW, Suite 200
Seattle, Washington 98107

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INTRODUCTION

The U.S. Coast Guard (Coast Guard) is in the process of conveying the former Slip Point Light Station located at the east end of Clallam Bay, Washington (Figure 1). The station lies on 23.6 acres, which includes approximately 12 acres of tidelands. Standing buildings include the original Keeper's house dating to 1903; a garage; a compressor building; an electronics repair shop; a paint storage shed/oil house; and a fire shed. The station lighthouse was destroyed by a landslide and no longer exists. The property currently is leased to the Clallam County Sheriff's department as office and residential space. In 2001, Congress authorized transfer of land and facilities to Clallam County. The County may continue to use the facilities; proposals also exist to create a park out of the open space and possibly reconstruct the light station as an historical feature.

Property Conditions and Regulatory Setting

Prior to transfer, the Coast Guard is required to go through a variety of environmental assessments, including those specified under Section 106 of the National Historic Preservation Act of 1966. The Coast Guard and their consultant EHC/NWAA have developed the following research design to identify and assess the significance of resources associated with the Slip Point Light Station property. Site survey would address Native American archaeological resources, as well as both archaeological and historic resources associated with the operation of the Light Station.

Preliminary documentary research and a brief on-site reconnaissance of the property have identified areas of known and suspected resources. The station property lies on a steep promontory at the east end of Clallam Bay. Much of the land consists of steep forested hillside at a 1-to-1 slope (45 degrees) and churned shoreline/tideflats. The original light and fog signal building was perched on a cleared terrace area at the north end of the property at an elevation of 30 feet. Buildings occupied approximately 0.7 acres. The station operations and residential area lay on a broader terrace of approximately 4 acres at the south end of the property. The light and fog signal building complex was accessed by a treacherous trail that cut along the hillside above a wave-washed rocky beach.

The initial Coast Guard mapping survey (1901) identified a combination of four "Indian Houses" and an "Indian Graveyard" at the operations and residence area. In 1978, Site 45CA221 was recorded in the vicinity of the keepers residence based on observation of rodent burrow spoils. Although the initial 1978 site record estimates the site at 20 meters by 5 meters (50 by 15 feet), a brief reconnaissance (2005) noted a mounded primary midden area about 140 meters by 50 meters (450 feet by 160 feet) with evidence of shell scatter behind it to the base of the hillside. The primary site deposits evidenced both typical shell midden components as well as sediments that probably relate to the Native American houses. The ethnographic record suggests that this likely is the location of the Klallam village of *Hungi'ngit* which was noted by EuroAmerican explorers as early as 1790 (Gunther 1927).



Figure 1. Project location (Clallam Bay, Slip Point, Ellis Mountain, and West of Pysht, Wa, 7.5' Quads., 1984, provisional editions).

Based on these findings, the Section 106 survey would:

- Define the actual boundaries of Site 45CA221 and, on a limited basis, examine the depth and archaeological content of the primary midden. As the site is not currently threatened by development, the assessment would determine significance and establish boundaries with as little disturbance as possible.
- Survey a level area at the 400-foot elevation of the promontory, which may have been used by occupants of the village;
- Survey portions of the property that have potential for archaeological aspects of the historic light station including the operations and residential area; and the original light station complex at the north end; and
- Evaluate the National Register potential of standing buildings and structures.

No archaeological field work would be done within the defined area of the historic Native American graveyard that could affect burials. Given, however, the potential for encountering human remains throughout the midden area, aspects of the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) apply. In particular, the project would follow requirements specified under 25 U.S.C. 3002(d) and under 45 CFR 10 Subpart B 10.4. If human remains are encountered, work would cease in the area of discovery and notifications and procedures as outlined in Appendix A would be followed.

RESEARCH DESIGN

The research design provides a context for the inquiry as well as focusing the field work on specific goals and research domains. For the archaeological evaluation of both the Slip Point Native American occupation and the remnants of the Coast Guard occupation, the presence of materials that can generate data to answer questions about local and regional prehistory and history must be established along with site boundaries. These materials in an intact context would demonstrate the potential of the site(s) to contribute to knowledge about local and regional history and prehistory and establish significance under National Register under Criterion D. Standing structures, for the most part, likely fall under analysis for Criterion C. The following sections present the environmental setting, discuss climate and paleoclimate, and provide background on prehistory, ethnography, history and archaeology of the vicinity. These sections are followed by presentation of the research domains and concludes with the methods that would be used to investigate the site.

Natural Setting

Clallam Bay is the first sheltered bay on the south side of the Strait of Juan De Fuca, approximately 14 miles from the Pacific Ocean. The bay offers protection from prevalent southwesterly Pacific storms (Owen and Leitz 1969). The Slip Point Light Station lies at the foot of a bedrock promontory that rises steeply from sea level to over 400 feet. Extending from the foot of the promontory west and north are bedrock ledges mantled with coarse, pebble shingle

beaches. The residential facilities and prehistoric site are on a bench at the south end of the property where the promontory wall curves to the southeast. A short distance south, the Clallam River abruptly turns southwest from its northerly course to flow behind a narrow barrier spit before entering Clallam Bay. A small "suburb" of the town of Clallam Bay is between the river and the Slip Point Light Station.

Geology and Geomorphology

The Olympic Mountains are separated from the coastal mountain ranges that extend from southern Canada to Mexico both physically and by formation processes. The mountains owe their existence to tectonic plate movement on the earth's surface. They are the wedge forced up as the ocean floor-plate is shoved beneath the North American continental margin, a process that continues today. The bedrock for most of the interior of the Olympic Peninsula is composed of basalt, sandstone, shale, slate, and phyllite with the basalt forming a horseshoe shape that encloses the older rock. In the Clallam Bay vicinity bedrock includes younger-aged sandstone, shale, and conglomerates, the first two hosting fossils that attract collectors to the region (<http://wrgris.usg.gov/parks/olym>).

Glaciers advanced south at least six times during the Pleistocene, nearly surrounding the Olympic Mountains. The region was ice-free between 24,000 and 30,000 years ago and during the last, the Fraser glaciation, alpine glaciers merged with the continental ice which overrode the northern margin of the Olympic Peninsula and sent lobes down the Strait of Juan de Fuca. The Fraser glaciation may not have extended as far west as Clallam Bay. The bedload of the Hoko River, located slightly farther west and draining uplands similar to the Clallam River's, however, reportedly consists of sediments originating from earlier glacial drift (Croes 1995). By about 13,500 years ago glacial ice was gone from the region (Heusser 1973; Mosher and Hewitt 2004).

Perhaps most important to archaeological investigations along the north facing shore of the Strait are the affects of post-glacial isostatic rebound and eustatic changes in sea level. Near the end of the Pleistocene, sea level ranged well above the present. When the weight of glacial ice was removed, the land rose making the shoreline lower than today. Subsequent eustatic sea level rise then submerged these ancient shorelines. On the Olympic Peninsula the land has continued to rise, outpacing sea level because of plate subduction.

This scenario has profound consequences for Native American settlement in terms of when the landform would have been available for occupation. Emergence rate has been calculated to range from 0.7 to 1.2 mm per year to account for a rockshelter's availability for occupation at the mouth of the Hoko River after about 5,000 years ago (Croes 1995). Extrapolating to the Slip Point area, similar emergence may limit the dates of occupation.

The nearby landscape of the Clallam River floodplain and the Clallam Bay near shore was also influenced by these larger processes as well as by more immediate complex interactions related to sediment transport, deposition, and erosion. Historically, the location of the Clallam River mouth has varied from the far western to far eastern ends of this portion of the bay. A large landslide currently defines the western boundary of the river mouth location and appears to be forcing shifts in its position. Today, near shore currents and wave refraction, together with low

flow, combine to seasonally close the river mouth during the dry season (summer and early fall) to the detriment of anadromous and estuarine fish species (FEMA 2005).

Climate

Clallam Bay is situated in the rain shadow of the northern Olympic Mountains and receives an average of 85 inches of rain per year. Most precipitation falls between October and May leaving summers relatively dry. Temperatures range from 60-75 degrees Fahrenheit (°F) in the summer and 30-45 °F in the winter.

Vegetation

The Pacific coastal forest around Clallam Bay is composed of western hemlock, western red cedar, and Sitka spruce. Deciduous species include red alder, black cottonwood, big leaf maple, and willows found in burned and logged areas and along river floodplains. Vegetation in the undeveloped areas surrounding the Slip Point Light Station is typical of this coastal forest. Sitka spruce and hemlock trees with some alders dominate the deciduous-coniferous tree canopy. A dense understory consists of salmonberries, nootka rose, and other native shrub species. Different species of huckleberry, blackberry, elderberry, fern, strawberry, gooseberry, camas, and other roots and leaves were important plant foods for early inhabitants. Other trees, shrubs, and herbaceous plants provided tool-making material, food, and medicines.

Fauna

Major faunal resources in the Clallam Bay vicinity, including fish, shellfish, sea mammals, land mammals, and birds, are expected to be similar to those from the Hoko River sites (Croes 1995). The Clallam River supports a number of anadromous fish stocks including coho salmon, fall chum salmon, steelhead, and sea-run cutthroat trout populations (Shaffer 2003 cited in FEMA 2005). The near-shore area supports smelt, sand lance, and Pacific herring. Flatfish (halibut, flounder, sole), and round fish (lingcod, sculpin, Pacific cod and rockfish) were also available. The bay has a range of substrates for shellfish, ranging from rocky outcrop on the east to sand and mud at west, which support a variety of shellfish species. Available sea mammals include northern fur seal, northern and California sea lions, harbor seal, gray whale and porpoise. Elk, more common on the north and west parts of the Olympic Peninsula according to Schalk (1988), blacktail deer, bear, beaver, marmot, otter, mink, fisher, and other small mammals are also found. Migratory birds are seasonally abundant in great numbers.

Paleoenvironments

Distribution of habitats in the region has changed along with climate over the last 14,000 years following the end of Pleistocene glaciation. Pollen cores from regional lakes and ponds show the newly deglaciated landscape colonized by lodgepole pine, but with red alder, mountain hemlock, western hemlock, and spruce appearing as early as 13,000 years ago. The coastal vegetation changed from a parkland of mixed mountain and lowland species to a closed forest of lowland Douglas-fir by 10,000 years ago providing evidence of warming. Until 8,000 years ago the climate continued to be warmer and drier than it presently is. Temperatures then cooled with

representation of hemlock and spruce increasing, and red cedar appeared for the first time. By 3,000 years ago, the modern vegetation with dominant hemlock and spruce was established in the lowlands (Barnosky et al. 1987)..

Cultural Setting

Prehistory

Sites excavated along the coast of the northern Olympic Peninsula date from the historic period to just under 4,000 years old. The earliest dated site, however is the Manis Mastodon site in an upland area near Sequim that yielded evidence of human activities, extinct Pleistocene fauna (a mammoth), and a radiocarbon date of $12,100 \pm 310$ B.P. (Gustafson et al. 1979). Much more research has been completed north and east of the Strait of Juan de Fuca in the Gulf of Georgia Region where an archaeological phase system that appears applicable to much of the Olympic Peninsula material has been developed (Figure 2). The temporal schemes in Figure 2 represent synthetic statements about artifact assemblages, subsistence, and settlement patterns thought to characterize successive periods of pre-contact time. Cultural change is variously attributed to increased population, changing climate, and new technologies. The following summaries are based on Ames and Maschner (1999), Fladmark (1982), Matson and Coupland (1995), and Morgan (1999).

Little is known about the earliest inhabitants of the Olympic Peninsula before about 4000 B.P. The early portion of the period, designated the Paleoindian, is poorly defined and poorly dated. Several isolated fluted projectile point finds, characteristic of the widespread Clovis culture, have been found in western Washington on the surface near Chehalis and on Whidby Island (Meltzer and Dunnell 1987).

The subsequent mid-Holocene portion of the period, variously called the Old Cordilleran Culture, Olcott Phase, or Pebble Tool Tradition, is only slightly better understood. The cultural pattern is thought to be characterized by a generalized non-marine hunting and gathering subsistence associated with assemblages of cobble-derived tools including large stemmed

years B.P.	Gulf of Georgia (Mitchell 1971)	Gulf and San Juan Island (Carlson 1960, 1970)	Southern British Columbia (Fladmark 1982)	Northwest Coast (Ames & Maschner 1999)
Historic				
250				
500				
1,000	Gulf of Georgia Culture- Type	San Juan Phase	Late Develop- mental Stages	
		?		Late Pacific
2,000	Marpole Culture- Type	Marpole Phase	Middle Develop- mental Stages	
3,000	Locamo Beach Culture- Type	Locarno Beach Phase		Middle Pacific
4,000		Mayne Phase	Early Develop- mental Stages	
5,000	?			Early Pacific
6,000		?		
7,000				
8,000	Lithic Culture- Type		Late Lithic	
9,000				Archaic
10,000				
11,000			Early Lithic	

Figure 2. Regional chronology for the Northwest Coast, the Gulf of Georgia and San Juan Islands, and Southern British Columbia.

and willow leaf-shaped points. No faunal remains or radiocarbon dates have been found to allow further development. Sites of this sort have been found on the Olympic Peninsula from Quilcene to the Ozette River.

After about 6000 B.P. the human population grew and socio-economic organization of communities became more complex. With sea level stabilized, intensified use of local environments and increasing use of marine resources occurred. Fishing, sea mammal hunting, and shellfish technologies are all well-represented in archaeological deposits. The artifact assemblages from this time period include both chipped and ground stone tools, including ground slate bayonet points. In the Gulf of Georgia, regional technological variability that develops during this time period may be related to emergence of ethnographic patterns that continue to historic times.

After 3000 B.P. the patterns of settlement and subsistence and many of the artifacts found into the historic period are established. Locarno Beach phase displays a full range of technologies based on wood, bone, antler, chipped and ground stone technologies, with chipped stone dominant. Ground slate knives appeared and may be related to fish processing and development of storage technologies. Microblades and cores, bilaterally barbed antler points, toggling and composite harpoons, evidence of house structures and processing features characterize the phase. Several sites are attributed to this time period including the Hoko River site (Croes 1995).

The subsequent Marpole phase embellishes the patterns of Locarno Beach. The winter village and seasonal harvesting pattern of settlement and subsistence was established. Other characteristics include large plank houses, increased dependence on stored resources, sophisticated art, and social status based on wealth. Wealth items include stone carvings, copper, disc beads, and dentalia. Artifacts diagnostic of the phase include thin, lanceolate and stemmed ground slate points, semi-lunar ground slate knives, large celts, unilaterally barbed harpoon points, tear drop antler pendants, and burials with plentiful grave goods.

After 1000 B.P. adaptive strategies of the previous phase continue with an elaboration of technologies and specialization. General characteristics of sites extending from northern California to Southeast Alaska are permanent houses in winter village locations, salmon-based economies with an emphasis on storage, and ascribed social status. Regional differences are related to functional needs, like whaling or fishing tools, and to cultural identity that appears in basketry, art, and house styles. The Ozette Village site, representing the last 450 years provides a unique and extensive view of this period on the Olympic Peninsula, especially in the recovery of perishable artifacts and house assemblage distributions.

Ethnography and Ethnohistory

Clallam Bay is east of the Hoko River, the boundary between the Makah and Klallam established in the treaties of 1855 and reported by many ethnographers (cf. Curtis 1913; Gibbs 1854; Gunther 1927). Despite this boundary, use areas overlapped: the Makah occupied a fishing camp 28 miles farther east on the Lyre River; and the Klallam traveled to Cape Flattery for halibut (Renker and Gunther 1990). As pointed out by Croes (1995:16), ownership would have been better defined by rights of use through family ties than by a line on a map.

The Makah, who occupied five villages around Cape Flattery, are related to people on the west coast of Vancouver Island and are distinguished from the neighboring Klallam by their Nootkan language and their pursuit of sea mammals, especially whales and seals. Archeological evidence suggests that lingcod, rock fish, and other marine species may have been more important than salmon to the Makah. Land mammals and birds provided limited food but important tool materials (Renker and Gunther 1990).

The Klallam, Salish-speakers most closely related linguistically to the Saanich, Songish, and Sooke of southern Vancouver Island, occupied the south side of the Strait of Juan de Fuca from the Hoko River east to Discovery Bay. Klallam villages were located in sheltered locations with sufficient beach for canoes and outdoor activities. The economy was based on the bounty of the sea, however, and the Klallam traveled widely, south to the Hood Canal and Twana country to fish, and to the Skagit River, San Juan Islands, and the southern shores of Vancouver Island. The Klallam were known as great traders and as somewhat belligerent neighbors (Gunther 1927; Suttles 1990).

The first Europeans to enter Clallam Bay, or *Xaiñant*, were the Spanish explorer Manuel Quimper and his crew in the summer of 1790. Quimper noted two Indian settlements around the Bay on his brief visit, possibly the same settlements noted by twentieth century ethnographers. *Tlatlawai's* was on the west side of Clallam Bay consisting of six large houses, and Hungi'ngit on the east composed of five large houses (Curtis 1913 ; Gunther 1927). The Klallam from Clallam Bay were known to migrate to Sooke Harbor and Beecher Bay to dry dog salmon and to Hood Canal to fish (Gunther 1927).

The 1855 Point No Point Treaty was intended to move the Klallam, Twana, and Chimakum to the Skokomish Reservation at the southern end of Hood Canal. The Klallam did not relocate, but instead maintained residence in traditional independent villages. In the second half of the nineteenth century many Klallam began to work for wages, in canneries, as fisherman, and in sawmills. A number of Clallam Bay people moved to Port Gamble to work in the sawmill between fishing seasons on the Hood Canal (Gunther 1927:180). Forty-six Klallam lived near Clallam Bay in 1880 when they purchased 150 acres in an attempt to ensure a land base for themselves as the Jamestown Klallam had done. The Indians sold this land eleven years later when two towns developed on the shores of the bay making the property more valuable (Castile 1985). In the 1930s the federal government purchased land for the Klallam and placed it in trust establishing separate reservations for the Lower Elwha Tribal Community and the Port Gamble Indian Community (Ruby and Brown 1992).

Klallam people continued to live at Clallam Bay even after the development of towns and industries. Fish (1983:25) notes that the Coast Guard removed Indians after they purchased five acres from the Klallam Tribe for the Slip Point Light Station in 1903. The government also built a home and granted a small amount of land to Hoko Charlie, presumably one of the displaced people. Gunther (1927:180) notes the presences of Klallam people on the bay as late as 1923 (1927).

Historical Period

The following overview of Clallam Bay history provides a general context, but is abbreviated. As noted above, the Klallam Tribe established villages near each of the primary points. Most Euroamerican settlement occurred west of the Clallam River, and it appears that the Klallam village site occupation at Slip Point at least nominally continued until the Coast Guard obtained the property. Consequently, site-specific historical use relates mainly to these two occupations.

Initial non-native activity began in the 1870s when a salmon cannery opened on the west end of the bay. The location in West Clallam, now Sekiu, remained as a remote outpost for a number of years. Additional industry came to Clallam Bay in 1889, when the California Tanning Company opened a plant to distill an extract from hemlock bark that was sold for use in the tanning process. The plant was the only one on the west coast, and brought hundreds of workers to the area. A cooperage also was built to make barrels for the extract. East Clallam, now the town of Clallam Bay, was also founded at this time around a sawmill operation. The townsite lay west of the Clallam River with a long pier extending to the deeper waters of the bay.

Although the first mill burned in 1892, the Clallam Bay economy grew based on the industries of commercial fishing and logging. It also served as an access corridor to the interior of the Olympic Peninsula. A road to Forks Prairie in the upper Quillayute River valley was built in 1892 and the town became a distribution point for the region; steamers associated with the Puget Sound and Straights of Juan de Fuca "mosquito fleet" docked at the town on a scheduled basis to unload mail and supplies for the interior.

Both Clallam Bay and Sekiu expanded in the early part of the 20th century. The Goodyear Lumber Company established their main operations on land between Middle Point and Sekiu, which fostered a complex of rooming houses, saloons, and businesses on the small ledge and hillside of the west end of the bay. For all intents, the two towns have expanded and contracted based on their traditional economies ever since. The demise of first growth timber harvesting in the 1930s was supplanted, after a hiatus, with a period of clearcutting in the 1950s and 1960s. The more recent decline of the industry, however, has hit most areas of the Olympic Peninsula hard, and especially Clallam Bay. For a while, in the 1960s and 1970s, Sekiu became a destination point for the sport salmon fishery, but with tighter management of that resource, has also seen a new period of recession. The primary employment now is associated with the Clallam Bay Corrections Center, which was built in 1985.

In June 1900, the U.S. Congress approved funds for design and construction of a light station at Slip Point. The land was surveyed in 1901 and acquired in 1902. The station filled a 60 mile gap along the Strait of Juan de Fuca between Cape Flattery and Ediz Hook at Port Angeles. The Light-House Service developed plans for the single-story fog signal building and an elegant keepers house. Funds, however, did not stretch far enough to add the light tower, so a lens-lantern was mounted on the fog signal building. The first keeper, Hans Score, lit the light for the first time on April 1, 1905. The original fog signal building with its protruding dabol trumpet fog horn is shown in Figure 3.



Figure 3. Original 1903 Slip Point fog signal building and light (USCG).

The nature of the point dictated that the keeper's residence and general operations area lay separate from the fog signal building. The latter perched on a small rock ledge above the crashing waves. The closest level land lay south of the point on a bench between the shoreline and the steep slope of the adjacent promontory. A photograph taken shortly after station construction shows the keeper's house in the foreground left, still surrounded by trees; the Clallam Bay townsite shows south west along the beach in the distance (Figure 4)

As funds became available, additional facilities were added to the station. These included a smaller rectangular quarters for the Assistant Section Supervisor and, in 1916, a tower for an improved light at the fog signal. The new light used a fourth-order clamshell Fresnel lens that extended the beacon range to the Canadian side of the straight. Shortly thereafter, the dabol trumpet fog horn was replaced with a diaphone unit.

Figure 5, which was originally drawn in 1903, shows the layout of buildings at the station updated to about 1915. Note the Assistant Section Supervisor house to the south of the main duplex residence; the location of the cemetery and former Native American houses to the south and north of the main residence, respectively; privies; and utility lines. The configuration of the light and fog signal building after the 1916 remodel is shown on Figure 6.

Few changes occurred at the station between 1916 and 1950. A coal shed and carpenter shop were built near the connecting walkway at the north end of the operations terrace. A passable road was established and in 1931, a garage was added at the southeast edge of the property. By



Figure 4. Slip Point Light Station Operations Area and coastline shortly after construction (Forks Timber Museum).

1941, the smaller residence had been removed and an improved walkway supported by concrete bents connected the main station with the light and fog signal building. During World War II, a radio compass building was added about 500 feet east of the light along with a small charging shed.

In 1950, the Coast Guard decided that the original light and fog signal complex needed replacing with an associated modernization of the station. The new beacon light and fog signal were located on a fifty-foot steel tower that stood on a concrete base within the rocky tidal shelf. The unit, along with a compressor building were completed in 1951. An 80 feet x 63 feet electronics repair shop to service the new equipment was added to the east of the main residence in 1952. The new tower is shown on Figure 7.

The station was fully automated in 1977, and subsequently decommissioned. Some buildings were demolished in 2000. Currently, the original officer's duplex, the 1931 garage, the 1952 electronics shop, and an oil/pump house remain from the complex along with vestiges of foundations for other buildings and the piers and bents from the walkway. A summary of major buildings and structures at the installation is provided in Table 1.



Figure 6. Remodeled Slip Point Light and Fog Signal Building about 1916 (USCG).



Figure 7. Light and Fog Signal Tower ca. 1952.

Table 1. Aggregate Slip Point Station Buildings.

CONSTRUCTION DATE	BUILDING	STATUS
1903	Commanding Officers House	Standing
1903	Original Light and Fog Signal Building	Demolished 1951
1903	Oil House at Light and Fog Signal Building	Demolished 1951
1903	Water tank (wood)	Demolished 1945
1903	Walkway (wood)	Replaced 1920-1930?
ca 1905-1910	Asst. Section Supervisor House	Demolished by 1941
1916	Oil House at Station	Standing
Unknown	Coal House	Demolished 1951-1954
Unknown	Carpenter Shop	Demolished after 1954
Unknown	Pole Shed	Demolished by 1950
ca 1920-1930	Walkway on trestle	Piers remain
Unknown (1916-1920)?	Small garage	Demolished by 1941
1931	Garage	Standing
1941?	Radio Compass House	Demolished 1951?
1941?	Radio Compass Shed at Light and Fog Signal Building	Demolished 1951?
1945	Water tank (concrete)	unknown
1951	Compressor Building	Standing
1951	New Light and Fog Signal Tower	Piers remain
1952	Electronic Repair Shop	Standing

Archaeological Research in Northwestern Washington

The following overview of archaeological research in northwestern Washington is based primarily on Wessen (1990, 2005). The earliest archaeological research on the Olympic Peninsula was in the first decades of the twentieth century when the agent at the Quileute Reservation summarized distribution of shell midden sites on the outer coast and the Strait of Juan de Fuca. Passing mention is made of Clallam Bay as the location of a village (Reagan 1917:21). The next work consisted of survey of the outer coast in the 1940s and 1950s (Daugherty 1948; Stallard and Denman 1956) and of outer coast river systems (Wessen 1978). In the 1980s the Olympic National Park began studies of its uplands (Bergland 1984) and sponsored preparation of a research design for the Olympic Peninsula (Schalk 1988). The Hoko River project also involved large scale consideration of the structure of regional environmental and archaeological resources and fielded both excavation and survey crews and field schools from 1973 to 1989 (Croes 1995, 2005). The midden at Slip Point (45CA221) was recorded in 1978 as part of this effort.

Excavation of prehistoric sites on the Olympic Peninsula began in 1958 with testing on the coast south of La Push. Nearly all of the subsequent work, encompassing 35 sites has been of coastal sites. A few large projects have been completed, most notably work at the Ozette Village Site (45CA24) (Samuels 1991 and 1994); excavations at a riverside site (45CA213) and rockshelter (45CA213) on the Hoko River (Croes 1995, 2005); work completed because of highway construction near Sequim (Morgan 1999); and excavations associated with the proposed graving dock at Port Angeles at the Tse-whit-zen Village Site (45CA426)(reports pending).

Only two cultural resources investigations have been completed within one mile of the Slip Point Light Station, both concerned with the Clallam Bay Park on the barrier spit of the bay (Larson 1985; Wessen 2005). One other survey slightly farther afield was completed prior to construction of the Clallam Bay Corrections Center (Moura et al. 1982). No systematic survey of the Clallam Bay vicinity has been completed.

Four properties have been recorded within one mile of the project (Table 2). Two of the sites are within the boundaries of the project property, as specifically discussed below.

Table 2. Previously Recorded Sites Within One Mile of the APE.

SITE NO.	COMPILER	DATE	DESCRIPTION	RELATION TO PROJECT
45CA250H	Neblett & Williamson	1978	Slip Point Light Station Keeper's Residence	Within boundary
45CA221	Castle	1978	Shell midden	Within boundary
5-229	Soderberg	1980	Lighthouse Bridge	Crosses Clallam River southwest of boundary
5-230	Larson	1985	Old Fitzpatrick Bridge	Crosses Clallam River southwest of boundary

45CA250 - Slip Point Light Station Keeper's Residence. The Keeper's residence was inventoried by Coast Guard personnel in 1978 using a National Register nomination form. The form was submitted to the State Office of Archaeology and Historic Preservation and received the Smithsonian number, in part due to the mention of probable archaeological components at the property. At the time, the nomination was forwarded by the District Commandant with a recommendation to nominate the property. A letter in the Coast Guard files from the SHPO office concurs with the determination of eligibility, and the nomination was transmitted to Washington D.C. for processing. Apparently the formal process was not completed. Recent coordination with the Washington state Department of Archaeology and Historic Preservation (DAHP) resulted in approval for the building to be included in the State Register.

The original inventory noted that the building is a duplex two-story (actually one and one-half story) frame structure with shingled siding and corner wrap porches. The first floor siding is horizontal lap. The design presents elements of the American shingle style along with elements of Colonial Revival that were popular in military designs at the turn of the century. One of the building's more unique features is the cross gable form with pronounced jerkinhead ends to each gable.

The nomination notes that an almost identical house was built at the Burrows Island Station in the San Juan Islands, and the style in simplified form was used in residences for Turn Point and Patos Island stations, also in the northern San Juan Island area. The recorder considered the Slip Point residence as the most complete and best example within the region. None of the other existing ancillary buildings at Slip Point were addressed in the inventory.

45CA221 - Shell Midden. The site was recorded as a 5-meter by 20-meter area based on observation of shell, marine mammal bones, and sea urchin spines in the spoils from rodent

burrows in the "back yard" of the Keeper's Residence. Coast Guard construction drawings from 1903 show the relationship of station buildings to the remnant of the village. The latter included four houses north of the Keeper's Residence and an Indian Graveyard at the south boundary of the property. The area of the mapped historical features is substantially larger than recorded in the site inventory form. A visit in October 2005 undertaken as part of the preparation of this research design identified dark, greasy midden sediments with fragments of shell, and mammal and fish bone extending from the south boundary of the property north to the fence, west to the base of the storm surge berm and at least as far east as the main driveway.

SURVEY OBJECTIVES

The objectives of this study are to identify and inventory cultural resources within the boundaries of the proposed land transfer; to assess the integrity of identified resources; and to assess the potential significance of identified resources in terms of National Register criteria. Preliminary review of records and conditions at the property indicate that the following resources are known or suspected:

- 1) Site 45CA221, which is the likely remnants of the Klallam Village of *Hungi'ngit*. The primary deposits have been observed, but the limits and subsurface nature of the site have not been defined;
- 2) A level area at the top of the promontory within property boundaries that could have been used traditionally as a lookout;
- 3) Historical archaeological deposits associated with occupation of the Light Station residential and operations area; historical archaeological deposits associated with the original Light and Fog Signal complex and the Radio Compass facility;
- 4) Structural remains related to the walkway connecting the operations area and the light complexes; and
- 5) Standing structures at the residential and operations area.

Previous actions and consultation with SHPO indicate that the existing residence already is considered eligible to both the State and Federal registers. Consequently, the building would be noted in the context of a final report as significant, but would not receive further analysis relating to significance.

RESEARCH DOMAINS

The archaeological aspect of survey and testing as proposed for Slip Point is driven primarily by the assessment of integrity of site deposits and their ability to yield important information about the peoples and cultures that created the site. This applies both to the prehistoric and ethnohistoric Native American occupation and archaeological components associated with the occupation and use of the historic light station.

Significance, or the ability to answer important scientific questions, derives from the nature and extent of the deposits. Classes of cultural material such as lithic and organic artifacts like chips, shavings, and fibers; formed lithic, shell, wood, and bone tools; faunal and food remains; and structural and feature components such as stained sediments, charcoal concentrations, hearths, and fire modified rocks represent the material from which data is generated to address research questions. Domains are complementary and often make use of the same data. Significance is recommended if classes of cultural material, features, or stratigraphic information are found in an intact context. Table 3 presents major categories of research domains and data classes that apply to prehistoric and ethnohistoric occupations.

Table 3. Prehistoric/Ethnohistoric Research Domains and Data Classes.

CHRONOLOGY AND SITE FORMATION • Radiocarbon and other absolute dates • Time sensitive artifacts & assemblages • Geomorphic setting and stratigraphy • Ethnographic/Historic documentation	TRADE • Exotic raw material • Exotic food resources • Surplus production • Stylistic variation
TECHNOLOGY • Lithic, bone, organic assemblages • Morphological, functional, diversity studies • Raw material sources • Breakage patterns • Architectural Features • Processing features • Storage features	SUBSISTENCE • Faunal and floral assemblages • Feature assemblage • Site catchment area • Extractive technologies • Seasonality
PALEOENVIRONMENTS • Faunal & floral assemblages • Soil characteristics • Geomorphic setting	SETTLEMENT • Site size, location, function • Feature characteristics • Seasonality
SOCIAL ORGANIZATION AND ETHNICITY • Stylistic variation • Inter- and Intrasite spatial organization • Status and wealth markers	ETHNOHISTORIC ADJUSTMENT • Artifact assemblages • Inter- and Intrasite spatial organization • Site size and location • Archives and informants

The Slip Point Light Station not only includes archaeological elements associated with Native American occupation but also probable archaeological vestiges of the station inhabitants and activities. As with the prehistoric component, these resources must demonstrate integrity and relevance to questions posed by historical archaeologists. Data from features and artifacts is integrated with historical records. Typical research domains and data sets are provided in Table 4.

Table 4. Historical Research Domains and Data Classes.

CHRONOLOGY AND SITE FORMATION • Foundations and structural features • Time sensitive artifacts and assemblages • Site formation deposition stratigraphy • Historical maps and photos	FOODWAYS • Identifiable food containers • Faunal and vegetal matter • Concentrated disposal areas • Historical documents
TRADE AND COMMODITY FLOW • Artifacts with identifiable trade/makers marks • Features (e.g. trash dumps and privies) with stratigraphic relationships • Historical records	SOCIAL/ECONOMIC STATUS • Artifact assemblages with status-diagnostic materials (e.g., ceramics, personal adornments, etc.) • Intra-site comparative collections and spatial organizations (i.e., differences among employees) • Inter-site data
ETHNICITY AND SUBCULTURE • Artifact assemblages with ethnically unique materials or culturally selective proportion of commodities • Traditional styles of construction or use	DEVIANT AND/OR RELIGIOUS BEHAVIOR • Evidence of substance abuse (liquor bottles, patent medicines, opiates) • Religious objects (ceramics, adornments, etc.)

FIELDWORK STRATEGY AND METHODS

The Slip Point property holds a potential for a number of cultural resources including the following: the two recorded properties consisting of the 45CA221 archaeological village site and the 45CA250 Keeper's residence; unrecorded standing Coast Guard buildings; probable historical archaeological aspects associated with the light house and residential areas of the station; and a possible location at the top of the promontory that could have been used in prehistoric/ethnohistoric times. Although recorded, the extent of 45CA221 is far greater than indicated in the original documentation. Each resource or location requires somewhat different approaches to identification and evaluation as discussed below.

In general, archaeological resources would be addressed with a combination of pedestrian survey and subsurface sampling using shovel test probes (SPs) extended by auger coring as needed. Survey and probing would focus on areas with a potential for discovery of new cultural materials, namely upland sections with less than a 20 degree slope. The steeper hillside slopes of the promontory and the scoured tidelands ledge would not be surveyed. In addition, we expect to interview several informants in the Clallam Bay area who are familiar with Slip Point as well as individuals identified by the Klallam Tribe as knowledgeable about the location.

Site 45CA221 - *Hungi'ngit*

Based on initial reconnaissance, the primary site consists of a raised occupational midden approximately 140 meters by 50 meters (450 by 160 feet) that extends west to the line of extreme high water (Figure 8). The midden appears to mound at least 1 to 1.5 meters (3 to 5 feet) above the natural landform. East of the noticeable mound, the ground is relatively level for

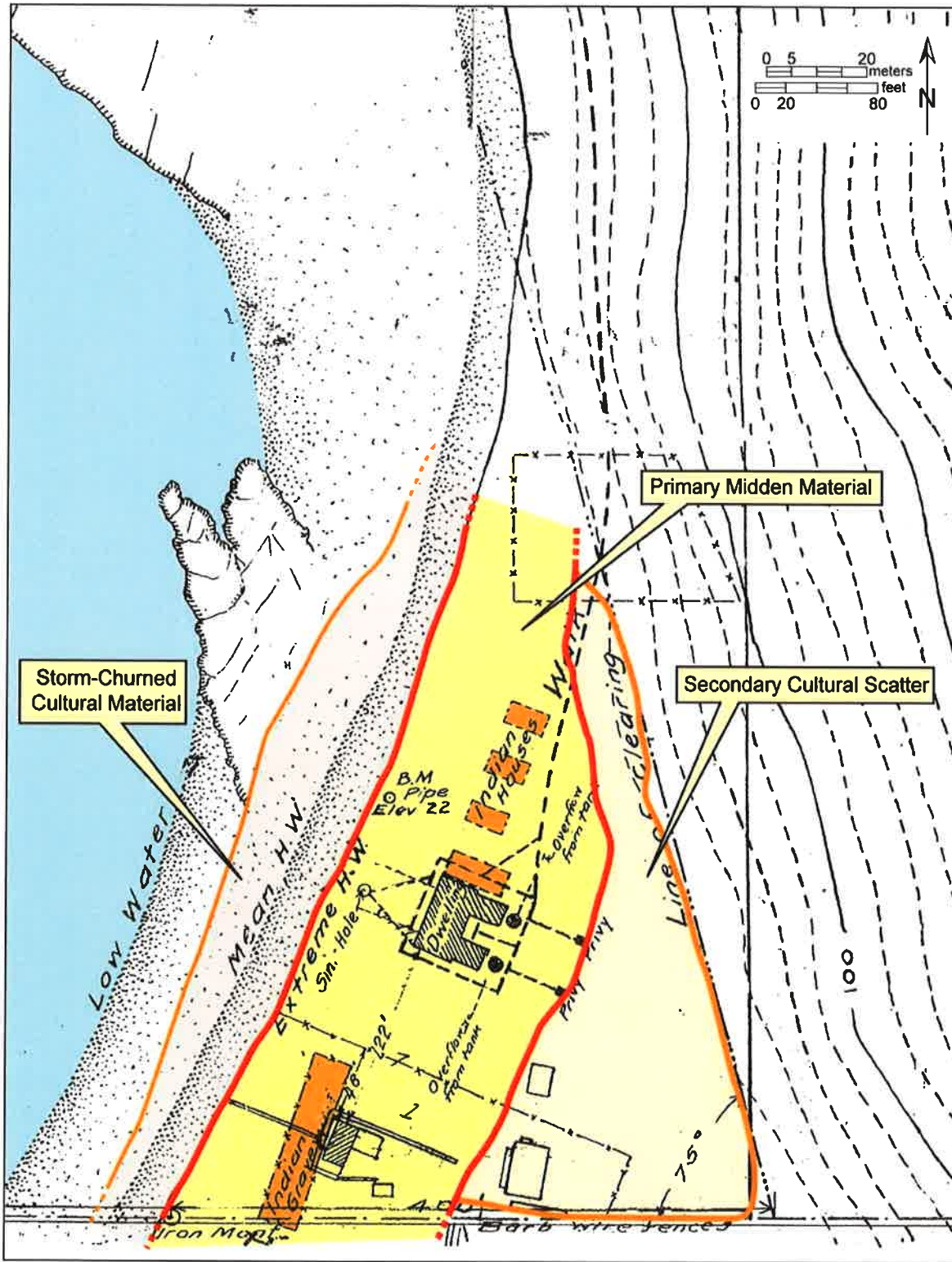


Figure 8. 1903 Facilities Map with identified site materials zones.

up to 40 meters(130 feet) until abutting the base of the adjacent slope. The extent of this secondary zone to the south and north was not determined. Cultural indicators were observed in this secondary zone including charcoal, fine shell fragments, and bone.

The initial review suggests that the site, or at least the primary occupation area, has substantial integrity. Some areas have been affected near the surface by building foundations, and some deeper zones have been disturbed by septic and drain pipe installations. As shown on Figure 8, however, the most recent Klallam houses lay in an area that was not seriously affected by excavation. Consequently a significant portion of the site likely remains for future study.

Given that the site probably qualifies as eligible to the National Register based on preliminary assessment, the field program would: 1) examine the primary zone with minimal disturbance; 2) define the extent of the secondary site area; and 3) avoid all deep excavation in the cemetery area (shallow examination may occur in connection with the historical archaeological aspects of the light station occupation). No work is proposed in the storm beach gravels. While cultural materials may exist within the beach zone, they are likely fragmented and water worn and have degraded primary context. The area would be considered part of the overall site, but examination would be deferred to such time as actual data recovery might occur.

Field survey would focus on the secondary scatter zones with the objective of identifying site extent and relevant content. Investigations would use 10 cm (4-inch) diameter auger probes or equivalent at 10 meter intervals within the secondary areas of the site where depth to non-cultural layers is expected to be less than 0.6 meters (2 feet). Sediments excavated in increments of 20 cm (8 inches) would be screened through a ¼-inch mesh for recovery and assessment of cultural materials. Cultural material exclusive of shell and fire modified rock would be bagged by level for later analysis. Sediments, shell, and FMR would be described on auger probe records by level and returned to the excavated holes..

Two deep driven cores would be placed, if possible, in the primary midden to ascertain depth of deposit and nature of stratigraphic units. The units would be placed to avoid disturbed areas based on historical maps. One core would be located north of the Keepers Residence and, based on the historic map, within the footprint of one of the recorded houses; the other would be placed south of the residence but north of the recorded graveyard. The method may recover a some artifacts, but we expect most information to be associated with the stratigraphy and predominantly shell, faunal, or other organic materials.

Subject to problems of physical refusal, 10 cm (4-inch) tubes will be driven into the ground up to 2 meters deep. The tubes would obtain a core of the site sediments. These would be returned to the EHC/NWAA laboratory in Seattle where the tubes will be split for observation. Observable stratigraphic units or changes in density would be recorded photographically. The cores would then be segmented in either 10 cm arbitrary levels or natural stratigraphic breaks, whichever appears most meaningful for analysis, and the sediments would be screened through nested screens with ¼-, ⅛- and 1/16-inch mesh. Cultural materials and artifacts would be processed and analyzed. If core sampling is not feasible, the two tests would be done with an auger and screening following procedures specified for the field investigation. The current budget

anticipates collecting sediment and organic samples but does not include costs for outside analysis (e.g., C-14 or refined organic tests). The need for these would be addressed once field work has been completed.

Promontory Uplands

Northwest Coast Native American history of the 18th and 19th centuries is replete with reference to defensive needs, especially from raiders coming from as far away as Southeast Alaska. In addition, the culture relied on both fisheries and marine mammal resources for subsistence. Where available, sites along the coast have "lookouts" that served a function for one, the other, or both. These have been dated to some antiquity. For example, archaeological testing at Cannonball Island adjacent to the Ozette Village site showed evidence of use for at least 2,000 years. At Slip Point, the adjacent hill provides topographic prominence that suggests a potential for defensive and subsistence activities. The configuration of Clallam Bay provides elevated headlands on the east and west ends. In the middle, the Clallam River valley cuts through a landscape of lower elevation. While correlation is not established, it is interesting that the reported ethnographic villages existed at the foot of the higher headlands rather than in the middle section of the bay.

Using the slope definition of potentially occupied lands, we would survey the upper "plateau" of the promontory that falls within the lighthouse property. Two plateaus occur at the top of the landform: one within property boundaries; the other just outside. The area within the Coast Guard holding, consisting of less than an acre, would be surveyed using transects and shovel or auger probes spaced at 10 meter intervals. Test probes would be excavated in nominal 20 cm increments and screened through ¼-inch mesh. Notes on cultural content and sediments would be recorded on forms designed for that purpose. Locations of these and all other probes, features, or other discoveries would be recorded with GPS.

Light Station Operations/Residence Area Archaeological Component

Although standing buildings exist from the Slip Point Light Station, at least the earlier period of light station activities are valid aspects that require assessment on historical archaeological terms. As noted in the Research Domain section above, information about the nature of the keepers, staff, and probable families that occupied the station have value in terms of historical analysis.

Based on archaeological aspects of similar stations, relevant archaeological resources associated with the station would include: 1) material culture scatters adjacent to high use, primarily residential areas; 2) refuse disposal areas, most likely in the "back yard" adjacent to the eastern hillside; and 3) "traditional" disposal areas such as privies or abandoned underground tank structures. In addition, structural remains from outbuildings and demolished structures also have interest in terms of historical archaeological analysis.

Based on an historical map analysis, relevant concentrations of historic artifacts would be expected to occur in the vicinity of the Keeper's Residence, the demolished Assistant Superintendent's House, and in the rear functional and operational portion of the site.

Archaeological examination of the "secondary cultural area" (as proposed to address the Native American occupation) would also serve to provide relevant information regarding historic occupation of the Light Station. Consequently, the approach described under Site 45CA221, above, should capture relevant information about the functional use and possible disposal areas associated with light station activities. The majority of resources are expected to occur in near-surface context.

In addition, shallow SPs would focus on the residential and other functional use areas of the property. SPs would be placed at 5-meter intervals surrounding both of the mapped residences and extending no more than 10 meters horizontally from the foundation outlines of the buildings. As with other units, the recovered matrix would be screened using 1/4-inch mesh to recover and provide distribution patterns for relevant historical artifacts. A similar sampling at 10 meter intervals would be undertaken at the location of the coal storage house and carpenter's shop in the north part of the property. Excavations would continue only as long as they are within the post-1900 historic zone.

Archaeology of the Light and Fog Signal Complex

Records show that the light and fog signal complex was demolished when the new light tower was built in 1951. Residents of Clallam Bay reportedly salvaged structural materials associated with the complex. Nevertheless, archaeological aspects of the complex likely exist; one of the historical maps records a privy located at the light and fog signal building and structural and use materials may be anticipated. The bench associated with the light and fog signal building as well as the radio compass building would be surveyed archaeologically using the 10-meter grid survey and testing system. SPs would be placed where possible and screened to recover subsurface information throughout the locus of facilities. The historical layout of facilities based on a 1941 Coast Guard map are shown on Figure 9.

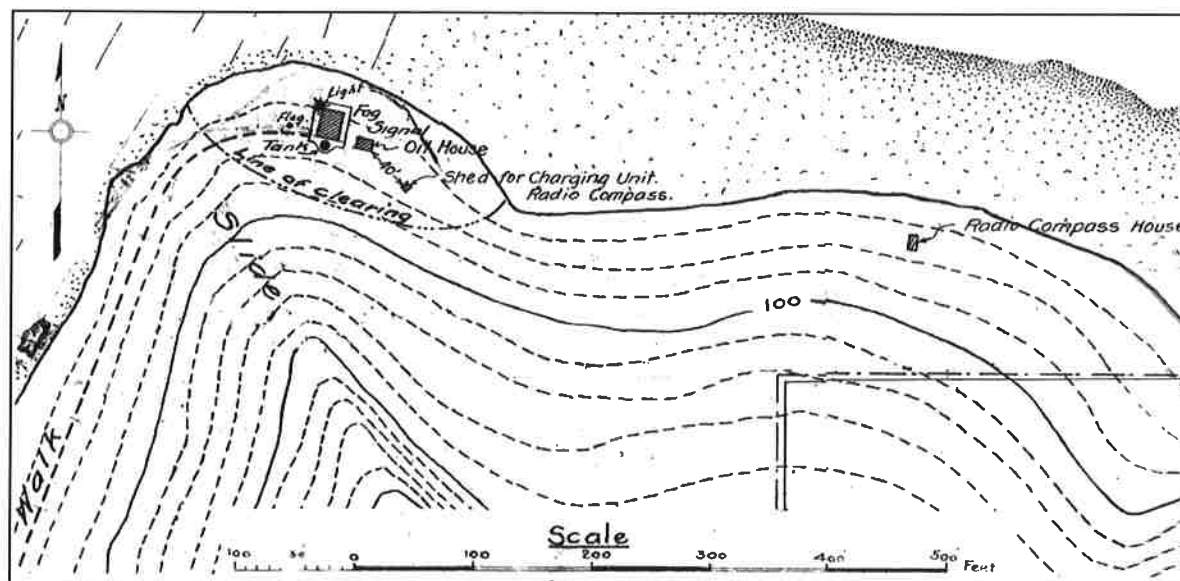


Figure 9. Original Light Station layout and topography ca. 1941 (USCG).

Standing Structures Complex

The existing buildings at the Slip Point Light Station would be documented in the field using photographic and descriptive field notes. Efforts would be minimal because plans exist for most of the structures. Documentation would focus on conditions and characteristics that allow for assessment of buildings relative to the significance of the overall complex. The Keeper's Residence would be treated as if it were already a National Register property and included in reporting and analysis as appropriate. An amended form will be prepared for additional buildings and historic archaeological resources within the Light Station complex that contribute to the historic property designation.

Other Aspects

Fieldwork would examine and document the remnants of the walkway, which connected the various lights with the residential and operations area. The effort would consist of walking the alignment and photographing remaining structures. Based on previous reconnaissance examination of the alignment, relevant artifactual materials are unlikely to be present in a condition that would add historical understanding to the site activities. The walkway generally follows (and is elevated above) the rocky and wave-bashed shoreline margins. As a linear corridor, what few artifacts that might exist within the area below the walkway long ago have lost any relevant interpretive value.

Discovery of Human Remains

No effort would be made to establish positive determination of human remains within the Indian Graveyard boundaries.. If at any time, however, human remains, either burials or isolated teeth or bones, or other mortuary items are discovered outside of the Graveyard, work would cease within 10 meters of the discovery, the location would be secured, and the Clallam County medical examiner and the Coast Guard would be informed. As outlined in Appendix A, the Coast Guard would immediately contact the Department of Archaeology and Historic Preservation (DAHP), the Lower Elwha Klallam, Jamestown S'Klallam, Port Gamble S'Klallam and the Makah tribes. These concerned parties would develop a treatment plan. Work would not resume in the vicinity of the human remains until authorized by the Coast Guard based on agreement with the tribes.

PROCESSING, ANALYSIS, AND REPORTING

All samples and cultural material would be cleaned and dried to the extent needed or possible in the field and transported to EHC/NWAA's laboratory in Seattle where they would be sorted by material or object type, cataloged and prepared for curation. Cultural material and associated documentation would be prepared for storage in a manner compatible with the curation requirements of the Burke Museum, University of Washington. Samples may be selected and submitted for special analysis prior to curation. These would most likely be radiocarbon. Faunal material would be analyzed using standard categories to the classificatory level possible. Lithic material would at a minimum be subject to EHC/NWAA's basic technological analysis.

Report Preparation

A draft and final report would be prepared that describes the methods and results of the survey and testing, relates them to other sites in the region, and places them in context relative to potential eligibility to the National Register. Data would be summarized and interpreted in the text using appropriate graphics. Data supporting interpretation would be compiled and presented in Appendices. Maps and illustrations would accompany the text. Coast Guard personnel are expected to contribute background and interpretive information to the extent possible to the draft and final reports.

Curation

Cataloged cultural material, remaining samples, and site documentation would be conveyed to the Coast Guard who would arrange for curation at a facility meeting federal standards.

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APPENDIX A: Treatment of Inadvertently Discovered Burials

INTRODUCTION

The following Appendix outlines contingencies and measures that will be taken if human remains and associated grave goods are inadvertently discovered during the archaeological investigation of the Slip Point Light Station.

Preliminary investigations for the project noted that an historical Native American cemetery lies within the project Area of Potential Effect (APE). Subsurface testing within the vicinity of the cemetery is designed to completely avoid burials within the area of known graves. A major portion of the area slated for identification of historic properties, however, consists of a village midden likely associated with long-term prehistoric occupation of the locale by ancestors of the Klallam peoples. Previous archaeological investigations of similar village sites have encountered human remains buried within the midden and not necessarily in a predictable pattern.

The survey program has been designed to minimize intrusive investigation of the area where human remains might be encountered (outside of the delineated cemetery). A potential exists, however, that probes needed to define the vertical stratigraphy of the site could encounter human remains and associated materials. Consequently, actions defined by both state and federal law must be anticipated.

AUTHORITIES

Several laws and regulations apply to inadvertent discovery of human remains on federal land.

Federal Requirements under NAGPRA

The Slip Point Light Station currently is owned by the federal government. Consequently, the Native American Graves Protection and Repatriation Act of 1990 (25 USC 3001 et seq.) applies as implemented under 43 CFR 10 Subpart B. The regulations specify that if human remains and associated objects are inadvertently discovered, all work in the vicinity of discovery will cease, the discovery will be secured, and the responsible Federal agency official will be notified and will notify and initiate consultation with culturally affiliated tribes regarding disposition of the remains. Depending on the results of consultation, other federal laws may apply.

State Requirements

State laws specify actions that will be taken if human remains are inadvertently discovered. As applied to the Slip Point Light Station, these include RCW Chapter 27.44 covering Indian Graves and Records; and RCW Chapter 68.50.020 covering Notice to Coroner. The former requires reinterment of "native Indian" human remains under the supervision of the appropriate Indian tribe if human remains are inadvertently encountered. The latter requires notification of the local coroner regarding the discovery of any human remains. Typically, if the remains are Native American, the coroner defers to the legally recognized tribal authorities.

PROCESS AND PROCEDURE FOR THE SLIP POINT LIGHT STATION INVESTIGATIONS

The following outlines procedures that will be followed if human remains are encountered during subsurface testing at the Slip Point Light Station. Given the known circumstances relating to the location, specifically the presence of what appears to be the site of a known Klallam village, we will presume that any human remains, if found, likely are of Native American origin.

Consequently, both the County Coroner and the potentially affected Tribes will be contacted if a discovery is made.

1. Immediately upon identification of human remains or apparent grave related materials, excavation activities at the location of the find will cease and the area will be secured.
2. The find will be placed in a bag, returned to the ground, and covered while awaiting response from appropriate parties.
3. The contractor will immediately notify the responsible Coast Guard representative(s) by phone. Primary contact is Mr. Dean Amundson, U.S. Coast Guard. The phone call will be followed by notification in writing, which will be sent express mail to U.S. Coast Guard headquarters.
4. The consultant will notify the Clallam County Coroner, Ms. Deborah Kelly, regarding the discovery.
5. The responsible Coast Guard representative will notify the designated representatives of the Lower Elhwa Klallam, the Jamestown S'Klallam, the Port Gamble S'Klallam, and the Makah tribes by phone followed by a formal written notification. Initial contact attempt will be made to each tribal chair or a representative designated by the tribe.
6. If the remains are determined to be Native American, the Coast Guard will formally consult with the tribes in the manner proscribed under NAGPRA to determine affiliation and address appropriate treatment. A flow diagram further illustrating the process under NAGPRA is presented at the end of this section.

SLIP POINT LIGHT STATION TRANSFER CONTACTS

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Cultural Resources Director
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J1

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 29, 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: 2026 Comprehensive Parks and Recreation Master Plan Timeline

The target for implementation of the 2026 Clallam County 10-year Comprehensive Parks and Recreation Master Plan is the Spring of 2026. To lead the effort, the county has earmarked \$120,000.00 in the 2025 budget year of the county's five-year capital plan for engaging the services of a consultant. The final cost of the effort will be subject to possible grant opportunities, contract requirements, economic conditions, and forecasts for the '25-'26 calendar years.

The Consultant Request for Price (RFP) will be developed in July with BOCC submittal in August. Selection will take place in September, and the contract will be awarded in October 2024 (pending final budget approval).

At the March 2024 Parks Advisory Board Meeting, County Staff will formally request the formation of a 7-person ad hoc Master Plan Committee to focus on the effort. "The Parks Master Plan" Committee will be comprised of 2ea. Parks Advisory Board Members (one will serve as committee chairperson), 1ea. Trails Advisor Board Member, 1ea. Member, Marine Resources Committee, and 3ea. at-large members with emphasis on individuals from the west end, northwest coast, and east side.

Furthermore, County Staff will be represented by those from the Department of Community Development (DCD), Roads, Information Technology- GIS, Parks, Board of County Commissioners, and others as necessary.

The Parks Master Plan ad-hoc Committee, with support from county staff, will develop a timeline for activities over the balance of 2024. Activities will include the 2016 Master Plan review, community outreach, etc., in support of the committee's efforts. The links below provide guidance and directions.

<https://www.nrpa.org/publications-research/best-practice-resources/creating-equity-based-system-master-plans/>

<https://www.nrpa.org/parks-recreation-magazine/2020/november/a-new-approach-to-parks-and-recreation-system-planning/>

https://santafenm.gov/document_center/document/7643

<https://www.cityoflaramie.org/760/Parks-Recreation-Master-Plan>

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.

Template for Creating Your Own Master Planning Request for Proposal (RFP)

How to Use This Template

This template is a starting point for creating your own Request for Proposal (RFP) when seeking outside support on a Parks and Recreation Master Plan. Each RFP is unique to the community. Use this document as a guiding resource. Areas that are highlighted need to be personalized based on your own needs and information. “Community” is used to refer to the city, county, town, etc. Please update with the appropriate terminology for your specific agency.

Update this using your knowledge of the community, the process of getting approvals, typical timelines, etc.

For questions, please contact Tori Decea at vdecea@nrpa.org.

Resource created in 2020 by the National Recreation and Park Association



City, State

Request for Proposals

To Develop a Park and Recreation Master Plan

Due Date: Month XX, 20XX

Agency Name

Address

Invitation

[Community Name] is seeking proposals from qualified consulting firms to provide services to the community to develop a Parks and Recreation Master Plan. *[Insert mission statement of Department. If mission statement does not include mention of equity, describe commitment separately].*

The plan should create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future. The community is seeking a system-wide approach in order to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

The Parks and Recreation Master Plan that will be created from this work will be a guiding document for future development and redevelopment of the community's system of parks and green space, recreation and programs over the next [X years].

Background

[Community Name] is located in [insert geographic context]. *[Include information on the surrounding areas, as well as any unincorporated areas. Provide descriptions of your community layout/type, including major highways that divide parts of the community, distance from other major cities or any substantial population growth or decline. This section should allow the reader to picture what your community looks like in comparison to the surrounding areas.]*

[Address what has occurred historically in this area in terms of economic, racial and social contexts. Is it agricultural or business-driven? Do you identify as rural, urban or suburban? What is causing a population growth or decrease?] Community is approximately XX square miles in size and has a population estimate of XX residents.

Demographic Data

[Use the most updated data (census, school enrollment, health department, etc.) to provide a demographic snapshot of your community, including race/ethnicity, age, income, poverty rates, languages spoken and disability rate. Also include information that you currently have available on the health, social and environmental threats that your community faces, such as rates of chronic disease, social isolation, homelessness, air and water quality, recent history and risk of natural disaster, and any major environmental hazards that exist. Note any difference in rates or exposure of these threats to particular demographic groups.]

Park & Recreation Context

[Include information on parks, green space, recreation centers and programs in your community, including number of parks, number of acres, percent of population in a 10-minute walk of a park, number and type of indoor recreation facilities and department budget. Refer to [Park Metrics](#), [Facility Market Reports](#), [ParkServe](#) and other resources.]

Project Description

[Community Name] is seeking proposals from qualified consulting firms to provide services to the community to develop a Parks and Recreation Master Plan. The community has a strong commitment to provide fair and just access to high-quality parks, green space, recreation facilities and programs for all members of the community and this master plan will help us achieve our commitment. Specifically, the consultant will collect and analyze data to develop a clear set of goals, policies and standards for the community's park system, green space, trails, recreation facilities and program development for the next [X years]. The consultant will work closely with community staff, Parks and Recreation Advisory Board, [enter other key stakeholders] in preparing the Parks and Recreation Master Plan. The consultant will create a product for distribution to the public and [insert other major deliverables, e.g.; comprehensive inventory, analysis of needs, implementation strategies.]

[Include who the plan needs to be approved by, such as an advisory board, board of commissions, city departments, mayor, etc. What is that process like in your community? Timeline?]

Scope of Work

The following are examples, replace with specific needs and wants.

Internal Assessment and Project Administration

- Provide the Parks and Recreation Advisory Board, Technical Advisory Committee, and/or Steering Committee with a presentation of your approach to the planning process and provide [X number of] progress reports.
- Co-present approach to Master Plan along with community staff to Elected Officials and provide [X number of] progress reports.
- Participate in progress meetings with the community's Project Manager as often as necessary, but not less than once per month until the final plan is approved.
- Supply the Project Manager with at least one (1) copy of all completed or partially completed products as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Community Engagement

- Identify, describe and implement a comprehensive strategy and methodology for community involvement in this Master Plan development process.
- Review existing engagement documents conducted by the park and recreation department or other departments to compile available information about community needs. Summarize and identify gaps in data.

- Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open and proactive public participation process is achieved. These methods should solicit quality input from as many people as possible, including under-resourced populations and users and non-users of the services and facilities.
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats.
- Provide written records and summaries of the results of all public process and communications strategies that can be shared with the public.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed and equitable decision making for the **Parks and Recreation Advisory Board, Technical Advisory Committee, and/or Steering Committee**.

Resource and Data Collection

- Conduct analysis that considers the fair and just quantity, distribution, inclusivity, condition, cultural relevancy, connections and proximity of parks, green space, programs, recreation centers and services. Evaluation criteria should be based on the expressed values of the community and focus on improved health and environmental outcomes.
- Provide an assessment and analysis of the **park and recreation department's** current level of programs, services and maintenance in relation to present and future goals, objectives and directives.
- Compile an inventory and assessment of the existing parks, trails, green space and facilities in Geographic Information System (GIS). Compare to national benchmarking tools.
- Provide a community-wide statistically valid community needs assessment survey on recreation and park programs and facilities. The return rate should accurately represent a sampling of the population, including vulnerable populations, so that an analysis can be segmented by race, gender, age and other demographic groups.
- Review and interpret demographic trends and characteristics of the community, using information from the **Comprehensive General Plan** and other regional and local sources.

Implementation

- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term for the park system, green space, trails and recreation programs and services. The action plan should prioritize strategies by their level of impact on social, health and environmental outcomes.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks, trails, green space and recreation facilities.
- Prioritize recommendations for maintenance, renovation and operations of parks, trails and recreation facilities.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities for collaborative partnerships.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and green space with acreages and parameters defined as appropriate.

- Develop recommendations for operations, staffing, maintenance, programming and funding needs.
- Provide a clear plan for development of programming based on demand analysis.

Development of Final Plans and Supporting Materials

- The Master Plan must include written goals, objectives, policy statements, a financial and action plan that articulate a clear vision and “roadmap” and model for the **park and recreation department’s** future.
- A summary of existing conditions, inventories and system-wide metrics, distribution metrics, and population demographics and outcome metrics. **Refer to “System-Wide Metrics” in the Resource Guide**
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.
- **[X number of]** meetings with **[key stakeholders]** for required adoption of the Master Plan.

All proposals should include the following information:

- A Letter of Submission that includes the name, address and telephone number of the person(s) who is representing the firm.
- Background on the firm and its experience in preparing Master Plans for public agencies, as well as engagements involving communities that have characteristics similar to the **community**.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables and client meetings.
- Identification of the personnel to be assigned to this engagement, including a résumé of related experience and estimated number of hours per person.
- A timeline for preparation and implementation of the Master Plan and its components.
- A summary of liability, errors and omission insurance coverage the firm maintains.
- At least three (3) public agency references for projects of a similar nature. Include a description of the projects, including (at minimum) client, location, contact person, contact information (telephone/email address) and a brief summary of the project.
- Provide itemized project costs in a separate sealed envelope. The project cost for services should be a “not-to-exceed cost for services.”

Proposal Response

The proposal should contain all information requested and any additional information necessary to summarize the overall benefit of the proposal to the **community**. Proposing firms should submit the proposal no later than **XX:XX x.m. on Month XX, 20XX**.

Submittals should be directed to:

[Provide contact information, such as name, title, email, phone number and address.]

This solicitation does not commit the **community** to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The **community** reserves the

right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part of this proposal process if it is in the best interest of the community. Following contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract in accordance to this proposal is dependent upon the recommendation of the community staff and the approval of [the City Council].

Project Budget Range

A budget of \$XX,XXX-XXX,XXX has been established for this project.

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations and contract award.

- Proposals due Month XX, 20XX.
- Proposal review and interviews to take place Month XX, 20XX.
- Contract award expected in Month Year
- The Master Plan associated with this proposal will commence on or about Month XX, 20XX.
- The timeline that is projected for the preparation and completion of the Parks and Recreation Master Plan is nine (9) months from the City Council award date. (Note: If no needs assessment survey is required, this timeline may shorten by two (2) months).

WAC 365-196-440 Parks and recreation element. (1) Requirements.

(a) The park and recreation element of the comprehensive plan must contain at least the following features:

(i) Consistency with the capital facilities element as it relates to park and recreation facilities;

(ii) Estimates of park and recreation demand for at least a ten-year period;

(iii) An evaluation of facilities and service needs; and

(iv) An evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand.

(b) The requirement to include a parks and recreation element is null and void until sufficient funds to cover applicable local governments costs are appropriated and distributed at least two years before the due date for the periodic review and update required in RCW 36.70A.130(1).

(2) Recommendations for meeting requirements.

(a) Consistency and integration with other plan elements. Counties and cities should pay particular attention to consistency with the land use element, approaches to protecting critical areas and conserving natural resource lands, and identification of open space corridors and lands useful for public purposes. Planning policies and implementing regulations in each of these elements should complement each other to achieve adopted community goals.

(b) Visioning process. Counties and cities should start with a visioning process. This process should engage the public in the process of identifying needs, evaluating their satisfaction with existing recreational opportunities, and developing goals to guide the development of the parks and recreation element.

(c) Establishing level of service standards.

(i) The visioning process should be used when establishing levels of service for the parks and recreation element. Select levels of service or planning assumptions that reflect local priorities.

(ii) Methods used to establish levels of service should reflect community goals, and may be adapted from approaches recommended by the Washington state recreation and conservation office or the National Recreation and Parks Association; facilities and services. Level of service standards should reflect local priorities.

(iii) Level of service standards should focus on those aspects that relate most directly to factors influenced by growth and development, to allow for counties and cities to more clearly identify the impact on the demand for park facilities resulting from new development.

(d) Evaluation of facilities and service needs.

(i) Counties and cities should ensure consistency with the land use element when identifying existing and future public facilities and services.

(ii) Counties and cities should prepare an inventory of all existing park, recreation and open space lands, and related services. The inventory should describe the location, size and type of each facility or service, its current condition and capacity, and its intended service area. It should include a description of the park and recreation facilities and services of other private and public entities, including state park and recreation services.

(iii) Counties and cities should estimate demand for parks, open space and recreational services. Estimates must be for at least a planning period of ten years, and jurisdictions should consider a

planning period that matches that used for other comprehensive plan elements (e.g., twenty years). In preparing estimates, factors that should be considered include, but are not limited to:

- (A) Population forecasts and other demographic projections;
- (B) Levels of service selected for each type of facility or service to be provided;
- (C) User information and participation rates from current facilities and programs;
- (D) Surveys or other means of assessing community priorities for park and recreational services;
- (E) National and local trends in recreational demands and services;
- (F) Facilities and services provided by other private or public entities; and
- (G) Review of statewide recreation plans, assessments and recreation trends made available through the department, the Washington state department of fish and wildlife, the Washington state department of natural resources, the recreation and conservation office, and the state parks and recreation commission.

(e) The parks and recreation element should identify future facilities and services needed to meet the estimated demand for parks, open space and recreational programs, consistent with levels of service or planning assumptions and the projections for distribution of growth in the land use element. Consistency with the capital facilities and land use elements should be ensured when identifying existing and future public facilities and services to meet the estimated demand. The parks and recreation element should provide for an integrated parks, recreation and open space system. The system should consist of a complementary set of parks and open spaces that, considered together, meet the needs of a full range of community interests.

(f) Opportunities for intergovernmental coordination.

(i) When preparing the parks and recreation element, counties and cities should review other local, statewide, and regional recreation and land use plans to identify any future facilities that may help in meeting the future demand for parks and recreation facilities.

(ii) Counties and cities should evaluate opportunities for intergovernmental or public/private partnership approaches to meeting regional demand for park and recreation services including, but not limited to:

- (A) Joint facility use agreements or contracts;
 - (B) Interlocal agreements for land acquisition or facility construction to serve region-wide needs;
 - (C) Contracts with private service providers;
 - (D) Formation of a single, large regional service provider such as a park and recreation district (chapter 36.69 RCW), park and recreation service area (RCW 36.68.400 through 36.68.620), or metropolitan park district (chapter 35.61 RCW); and
 - (E) Partnerships with nearby state parks and recreation facilities and services.
- (g) Strategies for achieving adopted goals.
- (i) Counties and cities should prepare strategies for achieving the adopted goals, policies and objectives, and for meeting the future facilities and service needs. Strategies may include:
- (A) Developing needed facilities and programs;
 - (B) Coordinating intergovernmental efforts to provide needed facilities and programs; or

(C) Adopting development regulations that require provision of needed facilities as a condition of development.

(ii) When creating plans for new park facilities, counties and cities should develop site selection criteria to enable strategic prioritization of acquisition and development opportunities.

(iii) Strategies for financing must be consistent with the financing plan in the capital facilities element. If a local government intends to adopt impact fees as a strategy, it must identify those facilities as necessary for development and should identify them in:

(A) The parks and recreation element;

(B) A separate parks plan; or

(C) In the capital facilities element.

(iv) Counties and cities should evaluate if the identified strategies are sufficient to meet the adopted levels of service. If not, counties and cities should use the priorities set in the visioning process to realign the level of service standards with available resources.

(v) A county or city should also develop protocols to monitor and evaluate the parks and recreation element. These protocols should be consistent with the policies adopted in the capital facilities element regarding reassessment. See WAC 365-196-415. The protocol should include plans to monitor the community's changing recreation needs, evaluate progress toward implementation, and adapt to new information, such as changes to plans of other public or private park and recreation service providers.

[Statutory Authority: RCW 36.70A.050 and 36.70A.190. WSR 10-03-085, § 365-196-440, filed 1/19/10, effective 2/19/10.]