



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362-3000

CLALLAM COUNTY PARKS ADVISORY BOARD Minutes of January 2, 2024, Regular Meeting

Call to Order

Chair Peter Craig called the meeting to order at 5:33 pm.

Members Present

Peter Craig, Chair

Roger Hoffman, Vice Chair

Pete Davis

Candace Kathol

Diane Chung

Anna Plager

Staff Present

Donald Crawford,
Director

Melissa Earley, Administrative
Operations Coordinator

Previous Minutes

December 7, 2023, Special Meeting. Action Taken: Anna Plager moved to amend the minutes, Peter Craig seconded, motion carried.

Discussion regarding altering this meeting's agenda. Action Taken: Anna Plager moved to amend the agenda to add public comments on agenda items section to follow correspondence received. Peter Craig seconded, motion carried. Action Taken: Peter Craig moved to amend the agenda to move the committee reports to follow public comments on agenda items. Candace Kathol seconded, motion carried. Action Taken: Peter Craig moved to move item I2 Annual Officer Elections under new business to follow public comment on agenda items. Anna Plager seconded, motion carried.

Correspondence Received

E1. Neilu Nani re Robin Hill County Park

E2. Lina Daly re Robin Hill County Park

E3. Tami Smith re Robin Hill County Park

E4. Philip Kitchel re Robin Hill County Park

E5. Ian Mackay re Robin Hill County Park

E6. Jane Hielman re Slip Point

Public Comments on Agenda Items

- Judy Sarles, Port Angeles, commented on horseback riding at Dungeness Recreation Area.
- Jeff Chapman, Port Townsend, commented on the Great American Rail Trail and connector trails as it relates to horseback riding at Dungeness Recreation Area.
- Cathy Lucero, Port Angeles, commented on horseback riding at Dungeness Recreation Area.

- Annie Barrett, Sequim, commented on horseback riding at Dungeness Recreation Area.
- Ed Bowen, Clallam Bay, commented on Lake Aldwell and Eagle Point County Park.
- Tom Mix, Sequim, commented on horseback riding at Dungeness Recreation Area.

Annual Officer Elections

I2. Annual Officer Elections. Discussion regarding annual election of board officers. Action Taken: Anna Plager nominated Peter Craig as Chair and Roger Hoffman as Vice Chair. Candace Kathol seconded, nominations carried.

Committee Reports

G1. Parks Master Plan Public Outreach Online Survey. Discussion regarding minor edits to survey availability to the public. No action taken.

G2. Parks Master Plan – Final Redline Draft of the Clallam County Comprehensive Parks and Recreation Master Plan 2024-2026. Discussion regarding update, focusing on items needed to bring the plan up to date. The redlined draft plan will be posted on the Parks website for public review. No action taken.

Unfinished Business

F1. Robin Hill Farm County Park, Park Map Update. Discussion among the group. Don indicated there is no update from the previous meeting. No action required.

F2. Eagle Point Park Development. Discussion regarding development limitations, signage opportunities. Action Taken: Peter Craig moved to recommend placement of a sign at the park that says 'Eagle Point Clallam County Park' that matches the similar font and colors seen on other Clallam County Park signs. Candace Kathol seconded, motion passed. Anna Plager and Roger Hoffman voted in dissent. Action Taken: Anna Plager moved to table future development of Eagle Point County Park until the topic has been reviewed with the public in the ten-year Parks Master Plan update. Peter Craig seconded, motion passed.

F3. Report on final Board of Commissioners Parks Master Fee Schedule Decision. The 2024 fee schedule was approved by the Board of Commissioners and is now in effect. No action required.

F4. Mobile Food Truck Policy for County Parks. The purpose of the mobile food truck permit is to be tied to a specific special occasion permit. No action required.

F5. Horseback riding at Dungeness Recreation Area. Discussion regarding horseback riding at Dungeness Recreation Area. Staff recommendation is to take no action at this time, but rather partner with local horseback riding groups to address safety issues brought forward by the camp manager. Action Taken: Candace Kathol moved to not

recommend amending CCC23.03.120 Horseback Riding to ban horseback riding at Dungeness Recreation Area. Peter Craig seconded, motion passed.

F6. Parks Master Plan Update. Discussion regarding the redlined draft of the Parks Master Plan Amendment and how to incorporate public survey results. Action Taken: Candace Kathol moved to recommend the final redline draft of the Clallam County Comprehensive Parks and Recreation Master Plan 2024-2026. Peter Craig seconded, motion carried.

F7. Cascadia Water Trail. Two sites at Salt Creek Recreation Area have been identified as possible sites for the water trail. Don will provide a detailed update for the Board at the next meeting and request a recommendation from the Board at that time. Action Taken: Peter Craig made a motion to move forward with being part of the Cascadia Water Trail system at Salt Creek Recreation Area. Pete Davis seconded, motion passed.

F8. Parks Master Plan Public Outreach Online Survey. Discussion regarding formatting and other minor content updates. Action Taken: Anna Plager moved to approve the Public Outreach Online Survey as discussed and potentially add a method to alert the public to the survey at the parks. Candace Kathol seconded, motion passed.

Staff Reports

H1. Robin Hill Farm County Park – Storm Recovery Action Plan Update. Discussion regarding work performed at the park over the past month and work planned for the next two months by the Washington Conservation Corps, Weekday Wonders volunteer group, and staff. No action taken.

H2. Parks Department Grant Update – including FEMA. FEMA has put a hold on all funding for projects. No action taken.

H3. Clallam County Parks Self Serve Campground Reservation Kiosk Status. Preliminary work is in progress in anticipation of the 2025 budget cycle. Internet connectivity issue must be resolved prior to kiosk installation. Don is working with the IT Director on the connectivity project cost projection, which should be available in the next two months. No action taken.

H4. Salt Creek Recreation Area Voice Communication. Don is working with the Sheriff's Department to obtain the same type of radio they use for use at Salt Creek Recreation Area. No action taken.

Kiosk at Dungeness Recreation Area (non-agenda item). The kiosk will be moved to a new location during the road realignment project at Dungeness Recreation Area. No action taken.

H5. Clallam Bay Slip Point Lighthouse Keepers Residence Status Update. Discussion regarding information provided within the agenda. A more detailed update and discussion will be presented at a future meeting. No action taken.

H6. Lake Aldwell Park. Don provided update to the group indicating his discussions with the Roads' department revealed no common knowledge of the \$58,000 referred to by Ed Bowen at a previous meeting. The property is not currently a county park, and the acreage there is mostly in a floodplain, limiting its potential use. No action taken.

New Business

I1. Park Board Meeting Schedule. Discussion regarding increasing frequency of Parks Advisory Board meeting. Action Taken: Anna Plager moved to increase frequency of meetings from bi-monthly to monthly unless there is a need to cancel a specific meeting. Diane Chung seconded, motion passed.

I3. Altering Parks Board Agenda Template. Discussion regarding altering agenda template and steps required to make a permanent change. Action Taken: Anna Plager moved to amend the agenda to add a public comments on agenda items section to follow correspondence received. Peter Craig seconded, motion carried.

2024 Camping Revenue update (non-agenda item). Brief update regarding camping revenue received in first 36 hours of reservation system being open as opposed to same time period in 2023.

Staffing update (non-agenda item). Don reported to the group that several positions within the county have been eliminated, reflected on the need to close the budget gap, and indicated he will not be requesting additional staff for the next two years.

Public Comments on Non-Agenda Items

Cathy Lucero, Port Angeles, commented on the 2016 Parks Master Plan.

Adjournment

Pete Davis moved to adjourn at 7:58pm. Diane Chung seconded, motion passed.

Respectfully submitted,



Melissa Earley
Administrative Operations Coordinator