

AGENDA

Clallam County Planning Commission

Planning Commission Meeting of Wednesday, November 1, 2023, 6:00 p.m.

The Planning Commission will conduct a regularly scheduled meeting in Room 160 of the Clallam County Courthouse, 223 East Fourth Street, Port Angeles, WA 98362 and by Zoom, meeting number 857 7304 5582 with passcode 12345. Materials regarding past and upcoming meetings are available at: <https://wa-clallamcounty.civicplus.com/669/Live-Archived-Meetings-Online>

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. WELCOME**
- E. APPROVAL OF MINUTES:**
- F. ANNOUNCEMENTS:** Update on Bob Miller
- G. PUBLIC COMMENT on AGENDA ITEMS** – Please Limit Comments to Three Minutes
- H. UNFINISHED BUSINESS:** None
- I. PUBLIC HEARING/COMMISSION ACTION:** Recreational Park Model Trailer placement ordinance
- J. WORK SESSION ITEMS:** None
- K. PUBLIC COMMENT** – Please Limit Comments to Three Minutes
- L. DISCUSSION OF PUBLIC COMMENTS**
- M. GOOD OF THE ORDER**
- N. ADJOURNMENT**

Members:

Chair, Steve Gale & Vice-Chair, Ron Long
N. Bonnie Booth; Jeff Carter; Thomas Butler; Kenneth Reandeau;
Jane Hielman; Katina Hester; Vacant Dist. 3

Department of Community Development Staff:

Donella Clark, Principal Planner; Bruce Emery, Director

MINUTES

Clallam County Planning Commission

Meeting of October 18, 2023, 6:00 PM

- A. CALL TO ORDER: The meeting was called to order at 6:00 p.m.
- B. PLEDGE OF ALLEGIANCE.
- C. ROLL CALL: Members present were Vice Chair Ron Long, Ken Reandeau, Thomas Butler, Katina Hester, Jane Hielman, and Jeff Carter. Donella Clark, Principal Planner, Holden Fleming, Deputy Director, and Bruce Emery, Director, represented staff from the Department of Community Development. Steve Gray and Jason ODell represented staff from Public Works/Road Department
- D. WELCOME: Vice Chair Long welcomed all in attendance.
- E. APPROVAL OF MINUTES: October 4, 2023 minutes approved with correction to the road miles. Staff explained that the Planning Commission had been provided the public comments that would be attached to the minutes the day after the previous meeting so they would have ample time to review the comments before the minutes were provided.
- F. ANNOUNCEMENTS: None
- G. PUBLIC COMMENT on Agenda Items: Ed Bowen asked what the roll of the Planning Commission was for the 6-year TIP and also stated that on Granicus when a presentation is on screen there is no way to see who is talking on the recording, so speakers should be identified. Warren Billups asked how the Commission had the chance to read the public comments submitted at the last meeting when they were only posted online hours before this meeting.
- H. UNFINISHED BUSINESS: None.
- I. PUBLIC HEARING ITEM: Presentation from Steve Gray, Transportation Planner, regarding highlights of the 6-year TIP. Planning Commission is asked to make a recommendation to the Board of Commissioners on the proposed plan. Letter from the Jamestown S'Klallam Tribe provided indicates funding has been secured for two of the unfunded projects on Chicken Coop Creek, and therefore should be moved from the unfunded list to funded. Staff also suggested that the Commission consider an amendment to move the unfunded design work for Mary Clark Road onto the funded list since three new engineers have been hired and the design likely to be complete in 2024. The Planning Commission heard from Ed Bowen and Tom Shindler who provided public comments. Mr. Bowen noted his three written comments submitted had not been provided to the Commission, though the Tribe's comments were. He would like the Department to hold their TIP Roadshow to get out into the communities and hear about transportation needs. Mr. Bowen provided comments on the Hoko-Ozette Road, Triple Culvert project, Mary Clark Road, Undi Road, and U9 which should be broken up. Tom Shindler was glad to see the Black Diamond project on the funded list. Would encourage the right-of-way acquisition part to be funded this year to provide a shovel-ready project to seek future funding. Commissioners had numerous questions regarding the process, specific projects, and the overall philosophy of the Road Department regarding road designs other than just widening and straightening. Jeff Carter expressed that there does not seem to be enough time provided to review the projects and compare them with the Comp Plan; recommend that more time be provided in the process. After a lot of discussion Ken Reandeau made a motion to pass the TIP, with Jane Hielman seconding. Katina Hester made a motion to amend the motion to move the two Chicken Coop Creek projects that are to be funded by the Tribe and the Mary Clark design to the funded list which was seconded by Thomas Butler. The motion to amend the

recommendation of the TIP passed 6-0. The vote to recommend the TIP as provided by staff and with the amendment to the Board of County Commissioners passed 5-1.

- J. **WORK SESSION ITEMS:** Staff presented codes and a tentative timeline to work on Agricultural Accessory Uses.
- K. **PUBLIC COMMENT PERIOD:** Clea Rome, Director of WSU Extension, spoke to her appreciation of DCD to engage the public and take on the issue of ag accessory uses. The 2017 census stated there are over 500 small farms in Clallam County and a unique approach is needed in most cases to help support these farms. Ed Bowen provided a suggestion that the Planning Commission could get more involved in road projects by providing a letter of support for projects such as the Piedmont Road which has been funded since 2016 by the Federal Highway Commission, but that we are still waiting for work to occur.
- L. **DISCUSSION OF PUBLIC COMMENTS-** Staff again explained that the Commissioners had received the written public comments submitted at the previous meeting the day after that meeting. Staff was informed the comments were not posted with the agenda online on Wednesday and corrected this the same day.
- M. **GOOD OF THE ORDER:** Ken Reandeau asked if we should make a wellness check on Bob Miller who has been absent for some time. Jane Hielman said she reached out and did not hear back from Mr. Miller.
- N. **ADJOURNMENT:** The meeting adjourned at ___7:45___ p.m.



MEMORANDUM

Clallam County Department of Community Development

Date: October 25, 2023
To: Planning Commission
From: Donella Clark, Principal Planner
Re: Recreational Park Trailer Placement Ordinance

Clallam County Code does not provide regulations for placement or use of Park Models. Park Models are regulated by State Labor & Industries and not the International Building Code, and therefore are not administered building permits issued by the Clallam County Building Division, and yet, all other aspects of development regulations, such as Shoreline and Critical area review, septage and zoning would still apply for the placement of these permanent or semi-permanent trailers. Without clear regulations, placement of a park model does not have a standard protocol to ensure compliance with County Code, leaving the public uncertain of their investment.

Staff would like to propose an ordinance that would require a placement permit for park models within the Building and Construction Code, CCC 21, to allow the inspection of the placement of Park Models to ensure they are not placed in setbacks, in violation of critical area or shorelines, and are not place in addition to a single-family residence with an accessory dwelling. The program would operate similarly to Mobile home placements, requiring setup to the manufacturers specifications and ensuring compliance with potable water and sewage disposal. Through a placement permit, the County would be providing assurance for people purchasing park models that their placement is legal. Allowing one park model on a legal lot would also provide an opportunity for temporary housing on vacant parcels and on parcels that would otherwise not qualify for an accessory dwelling unit, providing some options for their use. Staff recognizes the continued need for regulations of Recreational Vehicles, but contends that recreational park trailers are different enough to require separate regulations due to the permanent placement. Staff will continue to work on a solution for Recreational Vehicles and intend to bring an ordinance to the Planning Commission in the future.

CCC 21.06 Recreational Park Trailer Placement

- (1) Placement of a Recreational Park Trailer (including Park Models and Tiny Home on Wheels) within Clallam County requires approval of a placement permit issued by the Clallam County Department of Community Development (DCD).
- (2) A Recreational Park Trailer *may not* be occupied until a Placement Permit has been issued and a final inspection performed and approved by the Clallam County Department of Community Development.
- (3) Only one Recreational Park Trailer may be placed on a legal lot zoned for residential purposes, unless located within an approved binding site plan established for the purpose of placing multiple park models.
- (4) Recreational Park Trailers are designed for temporary, recreational, camping, or seasonal use as identified by Labor & Industries A119.5 and shall bare the L&I Recreational Park Trailer insignia through its lifetime.
- (5) A Recreational Park Trailer placed on property with a single-family residence will disqualify the property for an accessory dwelling unit while the park model is present. Likewise, a property containing an accessory dwelling unit is not eligible for the placement of a park model.
- (6) Placement of a Recreational Park Trailer shall comply with all use and dimensional requirements of the County Code, including setbacks established in the Zoning Code, requirements of the Shoreline Master Program, Critical Areas Code, drainage requirements, and environmental health regulations.
- (7) Improvements to a site for the placement of a Recreational Park Trailer shall not disturb the native vegetation within a critical area, shoreline, or their associated buffers without compliance with Shoreline and Critical Area regulations. Recreational Park Trailers shall not be placed in a designated floodplain.
- (8) Recreational Park Trailer shall be secured with a system that meets the requirements per the manufacturer's installation instructions or, by engineered design, and shall be installed to prevent overturning and roof uplift.
- (9) Placement of Recreational Park Trailers shall require service connection to an approved means of sewage disposal, potable water supply, and electrical service.
- (10) Recreational Park Trailer may have skirting and detached decks, but shall have nothing structurally connected or adjacent to the park model. Such accessory improvements shall be included and reviewed during the placement permit process.
- (11) An application shall be submitted to DCD Building Division on the appropriate forms and shall include the following:
 - (a) Site Plan showing the location of the park model, other structures, distances from property lines, distances from critical areas and/or shorelines.
 - (b) Means of managing stormwater runoff if the area of the park model and other impervious surfaces (e.g. decks, patios, driveways) of the site exceed 400 square feet.
 - (c) Source of approved water connection.
 - (d) Approved sewage disposal (ie. Sewer connection, approved septic system)
 - (e) Accessory improvements, such as decks, skirting, parking, access, etc.
 - (f) Means of securing the unit to prevent overturning or roof uplift.

Definition:

“Park Model, Recreational Park Trailer, or Tiny Home on Wheels” means a trailer-type unit primarily designed to provide temporary living quarter for recreational, camping or seasonal use complying with American National Standards Institute A119.5 standard for park trailers as defined by WAC 296-150P-0020.

**State Environmental Policy Act (SEPA) WAC 197-11
DETERMINATION OF NON-SIGNIFICANCE**

Proposal: Amendments to the Building and Construction Title proposing regulations for the Placement of Development, CCC 21.06

Applicant: Donella Clark, Principal Planner for
Clallam County Department of Community Development
223 East 4th Street, Suite 5
Port Angeles, WA 98362

NOTICE IS HEREBY GIVEN, pursuant to RCW 36.70.580, that the Clallam County Planning Commission (PC) has scheduled a public hearing for Wednesday, November 1, 2023, at 6:00 p.m. in Room 160 of the Clallam County Courthouse, 223 East Fourth Street, Port Angeles, WA 98362. To appear by Zoom please visit <https://zoom.us/join> or call (888) 475-4499 or (253) 215-8782, then enter Meeting ID: 857 7304 5582 and Passcode: 12345.

The purpose of the hearing is to receive public testimony on the adoption of the following proposed amendment of the Clallam County Development Regulations pertaining to the Placement of Recreational Park Model Trailers. Upon completion of the public hearing process, the Planning Commission will forward its recommendations to the Board of Clallam County Commissioners for its consideration and further action. Interested parties are invited to attend the public hearing(s) and make their views known to the Planning Commission.

Any interested person or party may submit written or oral comments on the proposal. Comments can be submitted at the public hearing or in advance of the public hearing. Upon completion of the public hearing process, the Planning Commission will forward its recommendations to the Board of Clallam County Commissioners for its consideration and further action. For more information consult the Planning Commission Agenda for the November 1st meeting. You can also visit our offices at 223 E. 4th St., Suite 5, Port Angeles, WA 98362, Monday through Friday, between 8:00 a.m. - 4:30 p.m. Please contact Donella Clark, project planner at (360) 417-2594, or by email at donella.clark@clallamcountywa.gov if you have any questions or comments.

Description of Proposal: The proposed standards will be an additional section within the title requiring permits for the placement of Park Model Trailers within Clallam County. The standards are intended to help remove the uncertainty occurring within the County related to the permanent placement of Park Models. Park Models are being placed without benefit of a permit to identify that proper setbacks, critical area and shoreline buffers, sewage disposal, potable water, drainage, and density are being maintained. The regulations are intended to provide clarity for land owners if the placement is even legal.

Location of Proposal: This proposal would apply throughout the unincorporated portions of Clallam County.

SEPA: The updates to the Comprehensive Plan and development regulations are a non-project action (per WAC 197-11-704(2)(b)). Phased review is a component of a non-project action. The lead agency determines the appropriate scope and level of detail of environmental review to coincide with meaningful points in the planning and decision-making processes. Environmental review may be phased if it assists agencies and the public to focus on issues that are ready for decision and exclude from consideration issues not yet ready. Broader

environmental documents may be followed by narrower documents such as site specific analysis (project specific) per WAC 197-11-060(5) of SEPA Rules. When project actions to implement these regulations are proposed, these project actions will be subject to further environmental review.

Clallam County is the lead agency for this proposal. Clallam County has determined that the proposed amendments to the Comprehensive Plan and Development Regulations would not have a probable significant adverse impact on the environment based on a review of a completed environmental checklist, proposed amendments Comprehensive Plan and Development Regulations pertaining to mineral lands, and other information on file with Clallam County.

This Determination of Non-Significance (DNS) for this non-project action is issued September 18, 2023 under WAC 197-11-340(2).

Comments on this DNS must be submitted by **October 2, 2023.**

Signature:


Bruce Emery, Responsible Official
Department of Community Development (DCD)
223 E. 4th Street, Suite 5, Port Angeles, WA 98362

This may be the only opportunity to comment on the environmental impacts of the proposal. Unless the Responsible Official withdraws the threshold determination pursuant to WAC 197-11-340(3)(a), the threshold determination shall be final at the end of the comment period. Agencies and interested parties will be notified if the threshold determination is withdrawn. The threshold determination may be appealed as part of the Board of County Commissioner's final decision regarding adoption of the amendments to the Development Regulations pertaining to Recreational Uses. Contact the Responsible Official for SEPA appeal procedures.

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the [Supplemental Sheet for Nonproject Actions \(Part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in "Part B: Environmental Elements" that do not contribute meaningfully to the analysis of the proposal.

A. Background [Find help answering background questions](#)

1. **Name of proposed project, if applicable:**
2. **Name of applicant:** Clallam County
3. **Address and phone number of applicant and contact person:** Donella Clark, Project Planner, 223 E 4th St Clallam County Courthouse Suite 5, Port Angeles, WA 98362
donella.clark@clallamcountywa.gov, 360-417-2594
4. **Date checklist prepared:** September 15, 2023
5. **Agency requesting checklist:** Clallam County
6. **Proposed timing or schedule (including phasing, if applicable):** Planning Commission Public Hearing scheduled for November 1, 2023, with a vote on a recommendation to the Board of County Commissioners and public hearing to follow.
7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.** County has plans to discuss Recreational Vehicals and determine proper use. These regulations will be in addition to the current proposed regulation of Park Model Recreational Trailers.
8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.** Final Environmental Impact Statement (FEIS) for adoption of Clallam County Comprehensive Plan and Regional Comprehensive Planning, Zoning Ordinance Title 33 adopted by Ordinance 581 on December 19, 1995 and amendments.
9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.** No.
10. **List any government approvals or permits that will be needed for your proposal, if known.**
None.
11. **Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)** This is a non-project action amending the current Building and Construction regulations within Clallam County. The proposed standards will be an additional section within the title requiring permits for the placement of Park Model Trailers within Clallam County. The standards are intended to help remove the uncertainty occurring within the County related to the permanent placement of Park Models. Park Models are being placed without benefit of a permit to identify that proper setbacks, critical

area and shoreline buffers, sewage disposal, potable water, drainage, and density are being maintained. The regulations are intended to provide clarity for land owners if the placement is even legal.

12. **Location of the proposal.** Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. The Recreational Park Model Placement code will apply throughout unincorporated Clallam County for any property proposing the placement of a Park Model Trailer.

B. Environmental Elements

1. Earth [Find help answering earth questions](#)

- a. **General description of the site:** This proposal is a non-project action that will apply to all areas of the unincorporated County.

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other: All.

- b. **What is the steepest slope on the site (approximate percent slope)?** Any, though placement of the Park Model will not occur within designated critical areas nor their buffers.
- c. **What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)?** If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. All soil types.
- d. **Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.** This is a non-project action so this is not applicable.
- e. **Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.** This is a non-project action so this is not applicable.
- f. **Could erosion occur because of clearing, construction, or use? If so, generally describe.** The proposed amendments are part of the County building and construction regulations. Site specific development will be reviewed at the time of the proposal and determined to be compliant with existing County regulations.
- g. **About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?** This is a non-project action so this is not

applicable.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.** This is a non-project action so this is not applicable.

2. Air [Find help answering air questions](#)

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. This is a non-project action regarding the standards for placement of Park Models. There may be some construction dust and emissions from tools for the placement of the signs, but once construction is over there will be no resulting emissions.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. There is nothing that would indicate an effect.

c. Proposed measures to reduce or control emissions or other impacts to air, if any. There will be no permanent emissions created by the placement of signs.

3. Water [Find help answering water questions](#)

a. Surface Water: [Find help answering surface water questions](#)

- 1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.** This is a non-project action so this is not applicable.
- 2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.** Site specific development will be reviewed in the context of the County's development and Critical Area regulations and is not applicable to this non-project action.
- 3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.** None.
- 4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.** No.
- 5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.** This is a non-project action, site specific information is not required until a sign construction project is proposed.
- 6. Does the proposal involve any discharges of waste materials to surface waters? If so,**

describe the type of waste and anticipated volume of discharge. No.

b. Ground Water: [Find help answering ground water questions](#)

1. **Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.** Placement of Park Models will require potable water to be obtained. Connection fees, mitigation, or development of wells will be reviewed as part of the process and is regulated by current regulations through Environmental Health.
2. **Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.** Placement of Park Models will require a legal connection to a septic system or sewer. Currently Park Models are connecting to septic systems without benefit of review or inspection of the system.

c. Water Runoff (including stormwater):

1. **Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.** Site specific development will be reviewed for compliance with Clallam County Codes at the time of permitting. Drainage plans will be required with the processing of the placement permit.
2. **Could waste materials enter ground or surface waters? If so, generally describe.** No.
3. **Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.** Placement of Park Models will require submittal of a drainage plan to ensure drainage patterns are not affected.
4. **Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.** The need for stormwater and soil impact mitigation will be determined at the time of permitting.

4. Plants [Find help answering plants questions](#)

a. Check the types of vegetation found on the site: All

- ☐ deciduous tree: alder, maple, aspen, other
- ☐ evergreen tree: fir, cedar, pine, other
- ☐ shrubs
- ☐ grass
- ☐ pasture
- ☐ crop or grain
- ☐ orchards, vineyards, or other permanent crops.
- ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☐ water plants: water lily, eelgrass, milfoil, other
- ☐ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?** Some vegetation may be removed just as is allowed in residential development. Review of a permit will ensure protection of critical areas and shorelines.
- c. List threatened and endangered species known to be on or near the site.** There may be ESA listed species located within Clallam County associated with this non-project area.
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.** None.
- e. List all noxious weeds and invasive species known to be on or near the site.** There could be all types of noxious weeds on sites located within this non-project action.

5. Animals [Find help answering animal questions](#)

a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site. All could exist in this non-action project area.

Examples include:

- **Birds:** hawk, heron, eagle, songbirds, other:
- **Mammals:** deer, bear, elk, beaver, other:
- **Fish:** bass, salmon, trout, herring, shellfish, other:

- b. List any threatened and endangered species known to be on or near the site.** There may be all ESA listed species in this non-action project area.
- c. Is the site part of a migration route? If so, explain.** The area within this non-project action may be a migration route.
- d. Proposed measures to preserve or enhance wildlife, if any.** None specified per this non-project action.

- e. **List any invasive animal species known to be on or near the site.** There may be all types listed in this non-project area.

6. Energy and Natural Resources [Find help answering energy and natural resource questions](#)

- a. **What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.** Same types of energy used in residential development will potentially be used.
- b. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.** The proposed placement permit will review the placement of Park Models similarly to residential development.
- c. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.** None.

7. Environmental Health [Find help with answering environmental health questions](#)

- a. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.** No.
-
- 1. **Describe any known or possible contamination at the site from present or past uses.** This is a non-project action and not site specific.
 - a. **Describe existing hazardous chemicals/conditions that might affect project development and design.** This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. None.
 - b. **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.** None.
 - c. **Describe special emergency services that might be required.** None.
 - d. **Proposed measures to reduce or control environmental health hazards, if any.** None.

b. Noise

- 1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?** This is a non-project action so there is no site specific information
- 2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?** Indicate what hours noise would come from the site)? Typical residential noise is expected.
- 3. Proposed measures to reduce or control noise impacts, if any.** None.

8. Land and Shoreline Use [Find help answering land and shoreline use questions](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.** This is a non-project action so there is no site specific information until placement is proposed.
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?** This is a non-project action so this is not applicable.
 - 1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?** This is a non-project action so this is not applicable.
- c. Describe any structures on the site.** Not applicable to this non-project action.
- d. Will any structures be demolished? If so, what?** Review of site specific improvements will occur at the project stage.
- e. What is the current zoning classification of the site?** This is a non-project action and review of zoning classifications will be complete upon placement of the Park Model.

- f. **What is the current comprehensive plan designation of the site?** This is a non-project action and will apply to all Comprehensive Plan designations throughout unincorporated Clallam County.
- g. **If applicable, what is the current shoreline master program designation of the site?** This is a non-project action and there is no site specific information.
- h. **Has any part of the site been classified as a critical area by the city or county? If so, specify.** This is a non-project action and there is no site specific information.
- i. **Approximately how many people would reside or work in the completed project?** Park Models are intended as a recreational use, but use as permanent residence is not regulated by the proposed placement permit regulations proposed.
- j. **Approximately how many people would the completed project displace?** None.
- k. **Proposed measures to avoid or reduce displacement impacts, if any.** None.
- l. **Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.** This is a non-project action and there is no site specific information.
- m. **Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.** This is a non-project action and there is no site specific information.
- 9. **Housing** Find help answering housing questions
 - a. **Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.** None. Park Models are intended for recreational use, but will preclude placement of additional accessory dwelling units on property.
 - b. **Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.** None.
 - c. **Proposed measures to reduce or control housing impacts, if any.** None.

10. Aesthetics [Find help answering aesthetics questions](#)

- a. **What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?** This is a non-project action and there is no site specific information.
- b. **What views in the immediate vicinity would be altered or obstructed?** This is a non-project action and there is no site specific information.
- c. **Proposed measures to reduce or control aesthetic impacts, if any.** This is a non-project action and there is no site specific information.

11. Light and Glare [Find help answering light and glare questions](#)

- a. **What type of light or glare will the proposal produce? What time of day would it mainly occur?** This is a non-project action and there is no site specific information.
- b. **Could light or glare from the finished project be a safety hazard or interfere with views?**
No.
- c. **What existing off-site sources of light or glare may affect your proposal?** This is a non-project action and there is no site specific information.
- d. **Proposed measures to reduce or control light and glare impacts, if any.** The standards proposed are intended to reduce light and glare created by signs.

12. Recreation [Find help answering recreation questions](#)

- a. **What designated and informal recreational opportunities are in the immediate vicinity?**
This is a non-project action and there is no site specific information.
- b. **Would the proposed project displace any existing recreational uses? If so, describe.** This is a non-project action and there is no site specific information.
- c. **Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.** None.

13. Historic and Cultural Preservation [Find help answering historic and cultural preservation questions](#)

- a. **Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.** This is a non-project action and there is no site specific information.
- b. **Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.** Review of the specific placement will ensure historical features are protected.

- c. **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. This is a non-project action and there is no site specific information.**
- d. **Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. None associated with the proposed Ordinance.**

14. Transportation [Find help with answering transportation questions](#)

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. This is a non-project action and there is no site specific information.**
- b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? Placement of will be reviewed at the time of placement.**
- c. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). This is a non-project action and will not require any improvements to transportation facilities.**
- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. No.**
- e. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? None.**
- f. **Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. No.**
- g. **Proposed measures to reduce or control transportation impacts, if any. None.**

15. Public Services [Find help answering public service questions](#)

- a. **Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. Possibly. The placement of park models on property could increase the number of habitants on the property and also adds structures to property.**

b. Proposed measures to reduce or control direct impacts on public services, if any. None.

16. Utilities [Find help answering utilities questions](#)

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other: This is a non-project action and there is no site specific information. Electricity or solar power may be utilized, but will be reviewed at the time of a proposal, not at this time in anticipation of adopted ordinance.
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. This is a non-project action and there is no site specific information.

C. Signature [Find help about who should sign](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X 

Type name of signee: Donella Clark

Position and agency/organization: Principal Planner, Clallam County Department of
Community Development

Date submitted: 9/15/2023

D. Supplemental sheet for nonproject actions [Find help for the nonproject actions worksheet](#)

IT IS NOT REQUIRED to use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate

than if the proposal were not implemented. Respond briefly and in general terms.

1. **How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?** The proposed amendments to the Clallam County Building and Construction Title will not increase discharge to water, emissions to air or produce any release of toxic or hazardous substances or noise.
 - **Proposed measures to avoid or reduce such increases are:** Nothing proposed as there will be nothing produced through adoption of the amended ordinance.
2. **How would the proposal be likely to affect plants, animals, fish, or marine life?** Placement of Park Models will be reviewed in the context of all Clallam County Codes and State regulations. The proposed ordinance provides regulations for the placement of Park Models on property and is not anticipated to affect plants, animals, fish, or marine life specifically. Intent of the regulations is to require review for compliance with all health and critical area regulations.
 - **Proposed measures to protect or conserve plants, animals, fish, or marine life are:** Nothing proposed.
3. **How would the proposal be likely to deplete energy or natural resources?** The proposed regulations would not deplete energy or natural resources.
 - **Proposed measures to protect or conserve energy and natural resources are:** Nothing proposed.
4. **How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?** Placement of Park Models will be reviewed in the context of all Clallam County Codes and will not be allowed to be placed in environmentally sensitive areas.
 - **Proposed measures to protect such resources or to avoid or reduce impacts are:** The proposed amended ordinance does not propose specific protective measures to avoid impacts.
5. **How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?** The proposed ordinance is for the regulation of the placement of Park Models.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:** Nothing proposed.

6. How would the proposal be likely to increase demands on transportation or public services and utilities? Regulation of the placement of Park Models will not significantly increase demand on transportation or public services. Utilities will likely be associated with the land use on the property, so the addition of the park model will not be much of an increase in demand.

- **Proposed measures to reduce or respond to such demand(s) are:** None.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment. The intent of the proposed ordinance is to require review of the placement of Park Models and to ensure compliance with other County regulations, including zoning, critical areas, potable water, and sewage disposal. Current County regulations are silent on the placement of Park Models which creates a situation where the public is unsure if the placement is legal and the County does not review the location or use. The proposed regulations and standards provide more certainty for both the public and compliance with existing regulations.



MANUFACTURED HOME PERMIT APPLICATION CHECKLIST

- ☐ **COMPLETED WORKSHEET APPLICATION**
- ☐ **DETAILED SCALED PLOT PLAN**
- ☐ **DRAINAGE PLAN** (Contact (360) 417-2379 w/questions)
 - ☐ Standard Drywell Drainage Plan - \$30.00 fee
 - ☐ Engineered Drainage Plan - \$125.00 fee
 - ☐ Engineered Drainage Plan for Critical Areas – \$180.00 fee
 - ☐ Engineered Drainage Plan for Commercial - \$340.00 fee
- ☐ **POTABLE WATER AVAILABILITY REVIEW** with appropriate fee and one of the following: (Contact (360) 417-2334 w/questions)
 - ☐ Availability letter from Purveyor
 - ☐ Well log, Bacteria Test, Nitrate Test
- ☐ **SEPTIC SYSTEM** (Contact (360) 417-2506 w/questions)
 - ☐ New Septic Construction Permit
 - ☐ Sanitary Survey of existing system
 - ☐ Expansion / Modifications of existing system
- ☐ **ROAD APPROACH PERMIT** for accessing off County Road with \$180.00 fee (Contact (360) 417-2379 w/questions)
- ☐ **911 ADDRESS** with \$50.00 fee (Contact (360) 417-2595, 417-2569 or 417-2318 w/questions)
- ☐ **STRUCTURAL DRAWINGS**
 - ☐ Floor plan
 - ☐ Foundation plan
- ☐ **DUNGENESS WATER RULE AREA:** Any parcel located in The Dungeness Water Rule Area, may require water mitigation with WA State Dept. of Ecology. (Contact (206) 675-1585) Mitigation Application may be downloaded at washingtonwatertrust.org. A complete application is typically processed in 4-6 weeks.
- ☐ **OWNERSHIP**

If your property was recently purchased and it is not in the Assessor's computer system, or someone owns it other than yourself, or the proposed project hinges on a real estate transaction, then Proof of Ownership is required. This can be done by providing a copy of the Deed filed in the Auditor's Office or by obtaining a letter from the owner stating their willingness to allow you to place/build a structure on their parcel (reference parcel number).
- ☐ **PLANNING DEPT. REVIEW OF BUILDING PERMIT - \$75.00 fee**

The service and related fee for "Review of Building Permits (no other land use permit)" is related to planning review of building permit applications for **new building construction and additions, manufactured home placement, and change of uses**. The planning review will include a zoning consistency determination and also a determination of the applicability and any required permits or approvals that may apply related to County development regulations including, but not limited to: SEPA environmental review (Chapter 27.01 CCC), Zoning (Title 33 CCC), Critical Areas Code (Chapter 27.12 CCC), Shoreline Master Program (Title 35 CCC), and Subdivision Code (Title 29 CCC). If other land use permit or approval required, and application is made, the fee will be credited to the applicable land use permit fee noted in the Planning Division Fee Schedule 300-A.



Clallam County Department of
Community Development

MANUFACTURED HOME PLACEMENT
PERMIT APPLICATION

DATE REC'D: _____

BPT #: _____

PRJ #: _____

SITE ADDRESS: _____ PARCEL NUMBER: _____

PROPERTY OWNER NAME: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP _____
Home Phone: _____ Work Phone: _____ E-mail: _____
MAIN CONTACT: _____ PHONE: _____
APPLICANT/CONTRACTOR: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP _____
STATE CONTRACTOR LICENSE NO.: _____ EXPIRES ON: _____
Home Phone: _____ Work Phone: _____ E-mail: _____
LENDING INSTITUTION (AS PER RCW 19.27.095): _____

TYPE OF SEWAGE DISPOSAL (i.e. Ind. Septic, Community or Municipal): _____
SOURCE OF POTABLE WATER (i.e. Ind. Well, Pub. Water Sys.): _____
DIRECTIONS TO SITE FROM A STATE HWY: _____

HOME VALUE \$ _____ (NEW/REPLACEMENT)
MANUFACTURER NAME _____ SERIAL # _____ YEAR _____
SWMH _____ DWMH _____ TWMH _____ DIMENSIONS _____ SQ. FOOTAGE _____
FOUNDATION (CHECK ONE): PADS _____ RUNNERS _____ SLAB _____ PITSET _____
NO. OF BEDROOMS _____ NO. OF BATHROOMS _____ NO. PLUMBING DRAINS _____
TYPE OF HEAT _____
PROPANE TANK SIZE _____ (ABOVE GROUND/UNDERGROUND)
****SEPARATE BUILDING PERMITS ARE REQUIRED FOR FREESTANDING CARPORTS, DECKS
COVERED PATIOS & PORCHES. IF THESE STRUCTURES WILL BE ATTACHED TO THE
MANUFACTURED HOME AN ALTERATION PERMIT FROM LABOR & INDUSTRIES IS ALSO
REQUIRED AND MUST BE SUBMITTED WITH THE APPLICATION FOR BUILDING PERMITS.**

This application is complete and correct to the best of my knowledge

Signature OWNER / AGENT / CONTRACTOR _____

Date _____

FOR STAFF USE ONLY:

SEP/SOM _____
H2O _____
DRA _____
COMP [] ENG. []
RDP _____
CO. [] PVT []

PROJECT VALUE \$ _____

WSEC _____ (If Modular)
FIRE PROTECTION _____

OWNERSHIP _____
ZONING _____

WWT MIT _____
IN [] OUT []
REQ. [] NREQ. []

ABBR LEGAL DESC & LOT SIZE _____

PLANNING REVIEW FEE* _____ 75.00
CONSISTENCY REVIEW Y [] N []

ADDRESS FEE _____

PLAN CHECK FEE (If Modular) _____

PERMIT FEE _____ 500.00
ST. B.C FEE (If Modular) _____ 6.50

RECEIPT # _____
CHECK # _____
DATE _____

*The planning review fee is related to review of building permit applications for new building construction, additions and change of uses. The planning review will include a zoning consistency determination and also a determination of the applicability and any required permits or approvals that may apply related to County development regulations per CCC 5.100.300 Fee Schedule 300-A.