



Clallam County
Parks, Fair & Facilities Department
223 E. Fourth St., Suite 7
Port Angeles, WA 98362

January 30, 2025

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 4, 2025, 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: **810 4564 8441** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **810 4564 8441** and passcode: **12345**

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

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 7, 2025 Regular Meeting
- E. Correspondence Received
 - 1. Back County Horsemen Article
 - 2. Clallam Bay Slip Point Lighthouse Keepers
 - 3. Olympic Peninsula Disc Golf Association - Annual Report
 - 4. Trespassing at Marlyn Nelson County Park
 - 5. Mr. Walter Trial- Dungeness Recreation Area Updates

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

6. Follow Up- Invitation to visit Slip Point USCG Site
 7. Green Crab Trapping DFW
- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
1. Dungeness Recreation Area- Multipurpose Trail Proposal- Wetland and Mitigation Plan Budget
- H. Committee Reports
1. Parks Master Plan 2027 Update TEAM
 2. Parks Master Plan 2027 – RFQ scoring rubric
- I. Staff Reports
1. Call for Bids- Clallam County Ramp Replacement
 2. Master Plan Update Survey Signage & Budget
 3. Glen Chipman- Accessible Trails near Forks, WA
 4. Parks Master Plan 2027 Update- RFQ Holders (as of 1.28.2025)
 5. Traffic Counts
 6. Updates-
 - a. Autonomous Payment Kiosks- Nothing to report
 - b. RCO Deferred Maintenance Grant- Salt Creek Rec. Area
 7. Anna K. Plager Reappointment Resolution & Updated Board Member Terms
 8. Clallam County Parks Master Plan 2027 Update- Capital Needs Draft v.1 1.28.2025
 9. Seasonal Park Aid Recruiting Status
 10. 5-year Capital Plan "RV Bunkhouse Model" Robin Hill Farm
- J. New Business
1. Formal Vote for Anna Plager to provide temporary Master Plan Update TEAM coverage when Diane Chung is unavailable.
 2. Formal Vote to appoint Charisse Deschenes to the Master Plan Update TEAM
 3. Board Member Removal Procedure, Recommendation, & Member Duties
 4. Parks Advisory Board Annual Schedule of Standard Activities
 5. Annual Park Advisory Board Accomplishments- Year in Review 2024

- K. Board Member Comments
- L. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- M. Adjournment

The Trailhead News

Back Country Horsemen of Washington

Vol. 50 Issue 1

January/February 2025

E1



www.bchw.org



New Equestrian Trail Robin Hill, Clallam County Park May – October 2024

PHOTO BY DONNA HOLLATZ



Construction of turnpike across a wet area.

By Donna Hollatz, Peninsula Chapter BCHW

In early May of 2024, Don Crawford, Director of Clallam County Parks, gave Peninsula Chapter of BCHW permission to build a new section of equestrian trail to increase the trail riding opportunities at Robin Hill Park. This park is located mid-way between Sequim and Port Angeles, has a wonderful area to park horse trailers, and provides access for horses to the Olympic Discovery Trail. It is very popular with “front country riders” who are starting a young horse or want a short trail ride that does not require a long drive with a horse trailer. We were excited for this new trail building opportunity.

The plan was to add about a 3/4 mile section of trail to make a “loop” that would travel along the eastern side of the park from near the trailhead on the south to meet existing trails near the wetland on the north end. Jim and Donna Hollatz spent 3 days flagging a route, beating through salal brush, salmon berry, and 4-foot-tall nettles, using a phone app to stay within the park boundaries, while finding a path around a small creek drainage to avoid mud and areas that were too steep. The easy part was crossing the high ground under tall trees where the only obstacles were old fallen logs to step over and around.

Once the route was evaluated and approved in early July, they spent 3 more days “brushing” a wider path with a chainsaw, cutting up and removing downed trees, and falling and removing several large, dead, standing trees along the path to make the trail safe.

At the end of July, Dan Dosey brought his small dozer and spent one day cleaning the path to a 7-foot-wide corridor. This included moving enough dirt to create a switchback to lessen the steepness along one stretch of trail. Jim Hollatz worked with



Inaugural ride with President Theresa Percy, Martha Ireland, and Stephanie Burns

PHOTO BY BEN WILDMAN

a chainsaw along with the dozer to clear hazards encountered along the way.

In mid-August, a small excavator was rented and Dan Dosey spent a day improving the tread along the route. There were three places that needed culverts and turnpike built to mitigate wet areas. Clallam County covered the expenses involved with equipment rental, culvert pipe, ground cloth, and gravel. Members of Peninsula Chapter provided the labor and

continued on page 11



Dan Dosey using his small dozer to build new trail.

PHOTO BY TOM MIX

New Equestrian Trail Robin Hill

continued from page 10

PHOTO BY DONNA HOLLATZ



Tom Mix and Jim Hollatz planning a culvert installation.

PHOTO BY TOM MIX



Dan Dosey operating excavator and Jim Hollatz assisting to refine trail tread

trail building expertise. A skid-steer was rented to move some of the gravel to the necessary areas and members Jeff Chapman and Dan Dosey both brought small tractors to help one day. Small logs were harvested and peeled near the trail to meet the needs of side rails for the turnpike areas and several crews put in busy days with equipment at the end of August to get the gravel moved and turnpike areas completed.

Three work parties, of about 10 people each, spent an additional 3 days using hand tools to cut out roots and rake out the

rough spots in the tread and trim overhead limbs, making the new trail safe for riders and hikers.

Peninsula Chapter hosted an inaugural ride on Nov. 9th, where a long-time Peninsula resident and equestrian, Martha Ireland, was honored for her work in the original development of the park and with coordinating cooperation of neighboring property owners to allow easy work access for the new section of trail. This new trail is a "win-win" for the County, local equestrians and walkers, and Peninsula Chapter. 🌿

BCHW Membership Announcement

BCHW memberships expire on December 31, 2024 and the renewal season starts on October 1st. Please go to BCHW.org and click on the Membership tab to join or renew. If you have any questions, issues or concerns, please don't hesitate to contact me, Dana Chambers, at membership.bchw@gmail.com or call 206-498-6952. I'm here for you!

PRICING FOR OUR SINGLE AND FAMILY MEMBERSHIPS ARE INCREASING.

In Addition To Chapter Dues

Single	\$45.00
Family	\$60.00
Contributing	\$75.00
Sustaining	\$125.00
Patron	\$250.00
Benefactor	\$500.00
Lifetime (Single)	\$1,200.00
Lifetime (Family of 2)	\$2,000.00



Dear Clallam County Parks Advisory Board

My name is Sarah Grafstrom, and I am writing on behalf of the Slip Point Lighthouse Keepers, a nonprofit organization dedicated to preserving the nationally registered historic Slip Point Lighthouse property and its surrounding land. I would like to thank you for your time during the recent meeting and for considering our project for inclusion in the county's five-year parks plan.

The Slip Point Lighthouse represents an invaluable piece of our region's history and has the potential to become a significant asset to Clallam County. It could provide not only historical preservation but also tourism-driven economic growth, particularly for outlying communities that are currently underrepresented in county planning and funding.

After attending your meeting, it became clear that there is a lack of support for parks and projects on the West End, including our lighthouse and other critical spaces such as Lake Pleasant Park. For example, comments suggesting replacement rather than meaningful updates to ensure safety and accessibility underscore a need for greater attention to the needs of these communities.

The West End is where most of Clallam County's tourists visit, and projects like ours have the potential to strengthen both the local economy and community pride. Preserving and utilizing the Slip Point Lighthouse property could help showcase the county's commitment to history, tourism, and equitable investment across all regions.

It is important to note that nationally registered historical properties, like the Slip Point Lighthouse, can also serve as unique rental opportunities. For example, the New Dungeness Lighthouse is currently being used as a rental and is booked out a year in advance, demonstrating both the demand and the economic potential of such properties.

I would also like to address a concerning trend I have noticed during meetings. Some advisory board or commissioner members seem to be making assumptions about the condition of the building, suggesting it is a “wreck” without having visited the site or reviewed a comprehensive report. These statements are not only premature but also unfounded. We would like to formally invite you to visit the site to see for yourselves the potential and condition of the house and property. This firsthand experience will allow you to make better-informed statements and decisions based on accurate information, rather than speculation.

Rather than approaching this project from a place of fear or hesitation, I encourage you to see it as an opportunity. Clallam County currently has no lighthouses in its park system, and the Slip Point Lighthouse project represents a chance to preserve history and create something truly unique. This is an opportunity to showcase the county’s commitment to its rich maritime heritage and to be part of something extraordinary that future generations can take pride in. Projects like this should not be viewed as burdens but as points of pride, reflecting the county’s dedication to preserving its assets and fostering regional growth.

Additionally, there seems to be a perception within the parks advisory group that projects outside of Port Angeles and Sequim are less important or undeserving of attention. This perspective undervalues the significant contributions of communities on the West End and dismisses their potential for growth, community engagement, and tourism. By prioritizing projects only in the central areas of the county, we risk overlooking valuable opportunities for equitable investment and regional development.

I’d like to reiterate that our group is not asking Clallam County to shoulder this project alone. The Slip Point Lighthouse Keepers are actively pursuing grant opportunities and other funding sources to make this project viable. We see this partnership as a collaborative effort that will ultimately benefit the entire county.

We urge the board to include the Slip Point Lighthouse project in the five-year parks plan. Doing so would demonstrate a commitment to preserving history, supporting tourism, and ensuring that outlying communities are seen as essential to Clallam County’s growth and vibrancy.

We invite you to visit the Slip Point Lighthouse to see the site, its potential, and the dedication of our organization. A visit will provide you with a clearer understanding of why this project is so important and how it can benefit the county as a whole.

Thank you for your time and consideration. We hope you see the importance of this project, not only for preserving history but also for its broader benefits to the community and county as a whole.

Warm regards,
Sarah Grafstrom VP
Slip Point Lighthouse Keepers
Slippointlighthousekeepers@gmail.com

Crawford, Donald

From: Sarah Winter <grafstrom@centurylink.net>
Sent: Thursday, January 9, 2025 8:59 AM
To: Crawford, Donald
Cc: French, Mike; Mielke, Todd; French, Mike; Mielke, Todd
Subject: Re: Slip Point Lighthouse Keepers Presentation Follow Up

Thank you Don!

We believe fully in this project and the benefits to our clallam Bay community and the county has a whole. Thank you for representing the West End parks and I'll look into answers to these questions. I also look forward to presenting in front of the parks advisory board again! Maybe we can change some minds:)

Thank you,

Sarah Winter Grafstrom LMT

On Jan 8, 2025, at 5:58 PM, Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:

Sarah,

I want to extend my heartfelt thanks to everyone who journeyed from Clallam Bay and Sekiu last evening. Sarah, your involvement was crucial in advancing advocacy for the Slip Point Property. I genuinely appreciated your individual calm and professional approach, especially given the challenging demeanor of the Parks Advisory Board.

As the County Director of Parks, Fair, & Facilities, I am fully aligned with the Lighthouse Keepers' vision of preserving Slip Point as the historic and cultural centerpiece of Clallam Bay/Sekiu. While we acknowledge the significant obstacles, we can surmount them through collective enthusiasm, creativity, flexibility, and determination. The primary concerns I have divined:

1. The potential responsibility for hazardous materials remediation after the property conveyance.
2. The costs associated with rehabilitating the structures and developing the area into a park.
3. The perpetual care expenses for the park and structures.
4. Questions regarding the benefits to the community and county regarding tourism and overall economic growth and stability.

By addressing these valid concerns directly with thoroughly vetted and quantified strategies, we can assuage the concerns of the decision-makers and stakeholders whose support is vital to crafting a positive future for the

Slip Point Property that honors the area's heritage and promotes increased tourism and economic development. I am delighted to participate in developing quantifiable solutions and metrics that address these issues to be presented to the County Commissioners, Parks Advisory Board, and others.

Kindest Regards,

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

<image001.jpg>

**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>

<image002.png>

Crawford, Donald

From: Rick Burns <rickpaulburns@gmail.com>
Sent: Thursday, January 2, 2025 1:49 PM
To: Crawford, Donald
Subject: non-profit and rainshadow update

Don,

Happy new year!!

Quick update on the club/non-profit. I was getting ready to do the non-profit taxes so the numbers are fresh. I haven't even shared with the board yet. We spent \$5.4k on RainShadow and Lincoln Park course improvements this year. With probably over \$5k at RainShadow. \$3.5k to repaint the rainshadow baskets and then \$1.9k on things like locks, brooms, nuts and bolts and the USA flags. Oh and the new tee pad for hole 2 which is a big hit with the players. And we added the new hole between 5 and 6 which is popular too. So it was a big year for RainShadow. 2023 was a big year for Lincoln Park as we spent \$10k on baskets and added 3 new holes. Between our two club fundraiser tournaments and then our weekly tag rounds and the basket sponsorships we were able to raise \$600 more than we spent. We also did a fundraiser over at Lincoln Park for Dusty Humphries whose PA house burned down this year and gave him almost \$2k. So overall, I'm thinking it was a good year as far as the club being productive.

2025 plans are: Finish off the alternate tee pad area on rainshadow hole 2 - retaining wall, benches and signage. I have a little work to do to get all the baskets exactly how I want them. And hopefully do some work on rainshadow hole 18. Over at Lincoln Park I'd really like to add 3 more holes since they gave us permission to do that and I don't want to wait too long to get them in since they might change their minds. I don't see any of this work costing significant money. Priority is tee pad on 2 at RainShadow and then the new holes at lincoln park which will be a BIG effort.

Anyway, we are starting planning for our biggest tourney of the year which is called the "Winter Warm-up". Two rounds at RainShadow March 9th 2025 and one round at Lincoln Park March 10th. Nate Westbell runs the Winter Warm-up and makes a big donation to the club on the money raised there. Last year it was almost \$2k. He paid for access to RainShadow last year. You said he could reserve for free this year. Please let me know what we should do to avoid the rental fees this year.

Thanks,
Rick

Crawford, Donald

From: Crawford, Donald
Sent: Thursday, January 23, 2025 2:34 PM
To: Johnny Kellogg
Cc: Raymond, Rhonda; McFarlen, Rick; Earley, Melissa; Blaine, Troy; Mahr, Christopher
Subject: RE: Assistance with Trespassers at Marlyn Nelson County Park

Dear Johnny,

Thank you for your email. I am embarrassed and frustrated by the behavior of some neighbors and visitors who do not responsibly enjoy the park, particularly regarding trespassing and pet waste removal.

I will include this correspondence on the agenda for the February Park Advisory Board meeting. Additionally, I am working on updating the park webpage and revising the language in the current park master plan. I will also seriously consider adding more signs to indicate the boundaries of the park property.

Please feel free to reach out to me if you have any further questions or concerns.

Best regards,

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



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



From: Johnny Kellogg <john.m.kellogg@gmail.com>
Sent: Thursday, January 23, 2025 1:39 PM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: Assistance with Trespassers at Marlyn Nelson County Park

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

Hi Mr. Crawford,

This email is in regards to visitors to Marlyn Nelson County Park or Port Williams Park trespassing on Pitship Duck Club's private property.

As members of the Pitship Duck Club, we've been neighbors to Marlyn Nelson Park for several years. Trespassing has always been an issue, with individuals tearing down posted signs and arguing with members on our own property. However, over the past few years, the problem seems to have worsened, with increased dog waste, trash, and trespassing along the property.

While reviewing the county parks page for Marlyn Nelson, I noticed the following statement: *"The state owns tidelands to the north that link with 1,000 feet of County tidelands ending at the privately-owned Graysmarsh Farm property."*

I was hoping you could include a similar statement clarifying that the tidelands and marsh to the south are also private property, with public access ending a few hundred feet south of the park. It would also be helpful to specify that the marsh and beach south of the bluffs are privately owned by Pitship Duck Club, which does not permit trespassing. This would allow us to more effectively inform trespassers that the area is private and that our posted signs are in effect.

If it is possible to include a map or sign at the park that clearly shows where the public tidelands end and private property begins, that would be incredibly helpful. I believe park visitors would be more inclined to respect signage provided by the county than they have been with our own.

If you have any questions or need further information, please feel free to reach out at any time.

Thank you very much,

Johnny Kellogg
Pitship Duck Club

Crawford, Donald

From: Crawford, Donald
Sent: Tuesday, January 14, 2025 11:17 AM
To: Walter Trial
Subject: RE: Dungeness Recreation Area Updates

Mr. Trial,

I have answered your questions below in Maroon.

Respectfully,

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



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



From: Walter Trial <wally@sequimbay.net>
Sent: Friday, January 10, 2025 1:24 PM

To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Subject: RE: Dungeness Recreation Area Updates

Dear Mr. Crawford,

Thank you for your response here.

I am still interested in the response you have requested from the County Prosecuting Attorney regarding the use of camper registrations to seek input on the County Parks public survey. And, I would still urge the Parks Department to directly notify those residents/land owners that live within a 2 or 3-mile radius of a park to seek their input on changes and future park plans. I am currently awaiting a response from the county civil prosecutor regarding my Legal Action Request (LAR) for guidance. I am optimistic that we will get approval to proceed; however, I will wait until we get official confirmation. Concerning public notifications related to the Dungeness Recreation Area (DRA), the county has utilized this method in the past but it resulted in several concerns raised by residents beyond the designated geographic limits. Considering this, we will ensure that we comply with notification laws following widely accepted practices. Additionally, I have established an informal email group titled "Friends of Dungeness Recreation Area," which includes individuals who have reached out to me directly. If you are interested, I would be delighted to add you to this group. Please remember that this is an informal initiative, and I will do my utmost to keep you informed through this channel.

In the past, the previous Parks Department Director (Joel Winborn) promised to convene a committee called "Friends of the Dungeness Recreation Area" to solicit their input on changes to the DRA. I appreciate the importance of community engagement regarding the Dungeness Recreation Area. While I am unable to commit to establishing a specific DRA-focused committee currently, I sincerely pledge to adhere to all current laws concerning public notification. Additionally, I will make every effort to utilize the Informal "Friends of Dungeness Recreation Area" email group as a means of communication and collaboration. Thank you for your understanding and support.

Is this something that you would also commit to? In addition, the previous Parks Department Director indicated that he would meet with the various state, local, and federal agencies regarding their concerns with the proposed development at the DRA. Is this something that you also intend to do?

I am heartened to read that you and your Department encourage and "promote public dialogue" regarding the Dungeness Recreation Area. Effective and proactive communication with public agencies that oversee environmental matters, as well as compliance with all permitting requirements, is a fundamental aspect of any activity that necessitates such review and permitting.

Sincerely,
Walter Trial

From: "Crawford, Donald" <Donald.Crawford@clallamcountywa.gov>

To: Walter Trial <wally@sequimbay.net>

Cc: "Mielke, Todd" <Todd.Mielke@clallamcountywa.gov>, "Gores, Loni" <loni.gores@clallamcountywa.gov>, "Donisi, Joe" <joe.donisi@clallamcountywa.gov>, "Goodman, Jesse" <jesse.goodman@clallamcountywa.gov>

Date: Fri, 10 Jan 2025 20:42:53 +0000

Subject: RE: Dungeness Recreation Area Updates

Mr. Trial,

I appreciate your persistence. I checked my archives and didn't receive the email from December 5, 2024. Nevertheless, I am delighted to assist you.

Regarding the Dungeness Recreational Area (DRA). The county promotes public dialogue and complies with all relevant state laws and county codes. To stay informed about county activities, the public is encouraged to utilize the following methods in addition to email or phone calls:

1. *Monitor the county website, including departmental pages, boards, and committee online agendas and minutes.*
2. *Check local newspaper public notices.*
3. *Look for physical on-site notices.*
4. *Attend or view public hearings and meetings virtually. The Parks Advisory Board Meets the first Tuesday of each month at 530 pm except December. The following link can provide more information, as well as the virtual access link.*
<https://clallamcowa.portal.civicclerk.com/>
5. *The public is also encouraged to make a formal records request for specific documentation in compliance with state and federal law. To file a public records request or submit a request to the county, utilize the following link-*
<https://www.clallamcountywa.gov/971/Request-Public-Records>. *For further assistance with records requests, please call 360.417.2423*

The County Roads Department oversees the upcoming DRA Voice of America Road realignment and the Lotzgesell Road Curve project. They are the best resource for general road questions and timelines.

The Park Advisory Board has requested that county parks staff investigate the potential for adding a multi-use trail (for pedestrians, cyclists, and equestrians) alongside Voice of America Road and Lotzgesell Road. This investigation includes environmental analysis performed by a licensed third party to ensure the potential project complies with all municipal, county, state, and federal environmental regulations. The findings will be reported to the Park Advisory Board and included in the agenda of future monthly meetings. The February Parks Advisory Board agenda will include your email and my response. You are also cordially invited to attend the monthly Parks Advisory Board Meeting in person or virtually and take advantage of the public comment opportunities.

The County Parks, Fair, & Facilities Department also conducts a public survey. A link to the survey is provided below the signature block. The survey will remain active until early October 2025. Input is sought from all county residents and park users,

regardless of their location or housing status. The aim is to ensure that all groups contribute to developing the 2027-2037 Clallam County Comprehensive Master Plan. County staff encourage dialogue addressing concerns and providing alternatives that benefit most park users. Residents are encouraged to share the attached public survey and monitor the county website for updates.

Kindest Regards,

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



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



From: Walter Trial <wally@sequimbay.net>

Sent: Friday, January 10, 2025 11:35 AM

To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Subject: Fwd: Dungeness Recreation Area Updates

From: "Walter Trial" <wally@sequimbay.net>
To: Donald.Crawford@ClallamCounty.wa.gov
Cc: Mark.Ozias@ClallamCountyWA.gov, Randy.Johnson@ClallamCountyWA.gov, Mike.French@ClallamCountyWA.gov
Date: Fri, 10 Jan 2025 11:32:50 -0800
Subject: Fwd: Dungeness Recreation Area Updates

Dear Mr. Crawford,

My attached letter was sent to you over a month ago now. Maybe I have the wrong email address for you.

Asking again that you please respond to my request/questions here.

Sincerely,
Walter Trial

From: "Walter Trial" <wally@sequimbay.net>
To: "Donald.Crawford@clallamcountywa.gov" <
Cc: "JDonisi@co.clallam.wa.us" <
Date: Thu, 05 Dec 2024 13:49:42 -0800
Subject: Dungeness Recreation Area Updates

Dear Mr. Crawford,

As a resident living near the Dungeness Recreation Area (DRA) I would like to formally request that I be provided written notification of any development issues related to projects that are proposed for the roadways leading to and within the Park. This would include any preliminary engineering plans pertaining to road improvements and/or proposed park infrastructure development.

In this regard, I noted that the agenda for tonight's December 5, 2024 Clallam County Park and Recreation Advisory Board special meeting included a note by you to the Park Board regarding the Parks Public Survey Distribution. In your note you indicated that County Staff have been instructed to seek legal guidance on using the camp registration email addresses to solicit participation in the current public survey. For many years now, I and many others (including various agencies) have pointed out that this survey technique places a heavily weighted focus on paid camping patrons to the exclusion of those Park patrons who live in the County and nearby and use the Park much more frequently than paid camping users. Can you please provide me with the results of the request that was made to the County Civil Prosecutor?

Regardless of the the legal guidance provided by the County Civil Prosecutor, I would argue that infrequent paid campers should not be the focus of the County in seeking public comments for the County Parks Planning effort. Paid campers may not be residents of the County or even the State. The County needs to reach out to local residents, say those that live within a 3-mile radius of the Park to directly solicit their input. These are the County tax-paying residents that are most likely to more frequently use the Park and to be affected by development that occurs on roadways adjacent to and within the Park, as well as future development planned for the Park. I am happy to read that you support increasing survey participation and that this is a priority for the Parks Department.

Finally, I note with surprise that the final item on the Park Board agenda for this evening is a project called the DRA Multi-Use Trail Project. This project is proposed to be constructed within wetlands of the DRA at the south boundary of the Park. This project is apparently being directed by the Park Board President as part of the current DRA Master Plan. However, to my knowledge, no such project appears in the current Master Plan for the DRA. This, as you note, appears to be inappropriate on several levels not the least of which is constructing such a trail in wetlands of the Park. Furthermore, an upland trail currently exists in the immediate vicinity of the proposed project making this seemingly a

waste of dollars and effort on the part of the Parks Department. It is disconcerting and confusing to me why this project is even being considered by the Parks Board.

Thank you for your consideration of these issues.

Sincerely,
Walter Trial

Crawford, Donald

EL6

From: Slip Point Lighthouse Keepers <slippointlighthousekeepers@gmail.com>
Sent: Monday, January 20, 2025 4:28 PM
To: Crawford, Donald
Subject: Re: Follow up Jan 9th email to parks advisory board

Thank you 🙏

Thank you,
Sarah Grafstrom VP
Slip Point Lighthouse Keepers

On Mon, Jan 20, 2025 at 3:56 PM Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:
I will include this correspondence into the parks advisory board agenda.

Get [Outlook for iOS](#)

From: Slip Point Lighthouse Keepers <slippointlighthousekeepers@gmail.com>
Sent: Monday, January 20, 2025 3:14:08 PM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>; French, Mike <Mike.French@clallamcountywa.gov>
Subject: Follow up Jan 9th email to parks advisory board

Dear Don,

I hope this message finds you well. I wanted to follow up on the email I sent to the Parks Advisory Board on January 9, 2025, regarding a potential visit to the future park site at Slip Point.

Have there been any updates or responses from the board regarding this request? Please let me know if additional information is needed or if there's anything I can do to help facilitate this.

Looking forward to response from Parks advisory report.

Thank you,
Sarah Grafstrom VP
Slip Point Lighthouse Keepers

E7

Crawford, Donald

From: Otto, Natalie (DFW) <Natalie.Otto@dfw.wa.gov>
Sent: Monday, January 13, 2025 7:37 AM
To: Crawford, Donald
Cc: Dieterle, Cody A (DFW); Girard, Arick
Subject: RE: Green Crab Trapping: Clallam and Salt 2025

Thanks Ron! I will also be in the area in early April and can maybe knock on some doors or ask around the campground office too.



Natalie Otto, M.S. (She/Her)
European Green Crab Regional Biologist, Fish Division
Aquatic Invasive Species Unit
Washington Department of Fish and Wildlife
Natalie.otto@dfw.wa.gov
360.490.8356

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Sent: Thursday, January 9, 2025 12:31 PM
To: Otto, Natalie (DFW) <Natalie.Otto@dfw.wa.gov>
Cc: Dieterle, Cody A (DFW) <Cody.Dieterle@dfw.wa.gov>; Girard, Arick <Arick.Girard@clallamcountywa.gov>
Subject: RE: Green Crab Trapping: Clallam and Salt 2025

External Email

Please proceed! I go down to the Crescent Beach Campground Office for the neighbor contact and inquire.

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



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



From: Otto, Natalie (DFW) <Natalie.Otto@dfw.wa.gov>
Sent: Thursday, January 9, 2025 10:39 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Cc: Dieterle, Cody A (DFW) <Cody.Dieterle@dfw.wa.gov>
Subject: Green Crab Trapping: Clallam and Salt 2025

Hello Ron,

I hope you're doing well! WDFW is beginning to fill out our 2025 field calendar, and I just wanted to let you know ahead of time the dates we are planning to go out to Clallam and Salt Creek. These dates may be subject to change, but for now it's the plan! I will let you know if any of these dates do change, or if we decide to add any additional dates.

Salt Creek:
April 14-16th
June 2-4th
Sept 8-12th

Clallam:
August 25-28th

Let me know if we are ok to proceed. I can send you a reminder email as well the week before. I have also been trying to get a hold of the Salt Creek Camp Manager to see if they might have any insight regarding contact information for private landowners at Salt Creek but haven't been able to connect. Do you have any tips for getting in contact with someone in that area that may have some landowner relationships? Thanks Ron!

-Natalie Otto



Natalie Otto, M.S. (She/Her)

European Green Crab Regional Biologist, Fish Division

Aquatic Invasive Species Unit

Washington Department of Fish and Wildlife

Natalie.otto@dfw.wa.gov

360.490.8356

G1

Crawford, Donald

From: Jill Cooper <jill@msaenvironmental.com>
Sent: Friday, December 20, 2024 2:23 PM
To: Crawford, Donald
Cc: Meg Amos; Marine Surveys & Assessments Cooperative
Subject: Re: FW: Clallam County Parks Proposed Trail Development - Wetland and Mitigation Plans
Attachments: ClallamParksDept_MSA_Proposal_COMBINED_12.20.24.pdf

Hi Donald,

Our proposal is attached. I went ahead and added a write-up describing our company and our process, since you said you were going to have to present this to the advisory committee.

Please also note that we only charge for actual time worked, so depending on what we find, the cost could end up being much less than what's listed in our estimate. For your Department's budgeting purposes, I included all possibilities in case we find that trail cannot avoid wetlands/streams, etc. If it CAN avoid them, or we don't find wetlands, then many of the task components can be thrown out the window.

Please let us know if you have any questions, or need additional information.

I am off for the holidays starting tomorrow through January 1st, but we have other staff members working sporadically if you need to reach us before then. My co-worker Meg and the main MSA email are Cc'd here.

Thanks!

~Jill Cooper~ (she/her)

Business Development Manager

Project Manager / Senior Ecologist

[Marine Surveys & Assessments](#)

Jill@msaenvironmental.com

Office: 360-385-4073

On Tue, Dec 17, 2024 at 4:06 PM Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:

The phone call will only take 3 minutes. Tops. You can call now if you want.

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



2027 Clallam County Parks and Recreation

Comprehensive Master Plan- Opinion Survey

<https://clallamcountywa.gov/SurveyParks>



From: Jill Cooper <jill@msaenvironmental.com>

Sent: Tuesday, December 17, 2024 2:43 PM

To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Cc: Meg Amos <meg@msaenvironmental.com>; Marine Surveys & Assessments Cooperative
<info@msaenvironmental.com>

Subject: Re: FW: Clallam County Parks Proposed Trail Development - Wetland and Mitigation Plans

Hi Donald,

That all makes sense to me, and we definitely won't know whether there's wetlands until we do the actual survey, since regulated wetlands have to meet specific criteria (they have to have hydric soils, hydrology for a certain amount of the year, and hydrophytic plants). Farmlands can be especially tricky to delineate since they have often been historically altered in some way, but we are pretty well seasoned in figuring it out. Hopefully even if we do find wetlands, you'll have enough space to design the trail to avoid them, as you mentioned.

I'm happy to chat with you on the phone on Friday - my schedule is pretty open that day. However I'll be out on vacation the following week, so considering that, would you like me to put together an estimate now with the information I have, or wait until after we have our discussion Friday (which would mean I probably wouldn't be able to get you an estimate till after the holiday)? I'm also available tomorrow before 1pm.

Thanks,

~Jill Cooper~ (she/her)

Business Development Manager

Project Manager / Senior Ecologist

[Marine Surveys & Assessments](#)

Jill@msaenvironmental.com

Office: 360-385-4073

On Tue, Dec 17, 2024 at 2:01 PM Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:

Thank you for your timely response. We are so close to the holidays. **Please take a look at my responses below in red.**

From: Jill Cooper <jill@msaenvironmental.com>

Sent: Tuesday, December 17, 2024 11:54 AM

To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>; Meg Amos <meg@msaenvironmental.com>; Marine Surveys & Assessments Cooperative <info@msaenvironmental.com>

Subject: Re: FW: Clallam County Parks Proposed Trail Development - Wetland and Mitigation Plans

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

Hi Donald,

I apologize for the slow response, I was out of town friday-monday. We'd be happy to assist you with this project, and can work on putting together a cost estimate this week.

First, I just have a few questions for you:

1) **Project area:** It looks like, from the red box area, that the proposed new trail section will be approximately a 1/2 mile long? Do you have any preliminary design drawings or GIS shapefiles that you can share with us? If not, that's okay, I'm just trying to get a sense of the scope of the habitat survey. We will need to survey a 300-ft radius around any proposed project impact areas (meaning the proposed trail location and any potential construction access/staging areas), so by my rough calculations it looks like ~20-acres of space for us to survey. Does that sound correct to you? The 300-foot requirement is because the largest possible wetland buffer is 300-feet, so the permitting agencies will want any wetlands within 300-feet documented. **Firstly, We are not positive the area in question is a wetland. It has held water occasionally for some time, and I want professional guidance. The distance is a solid approximation. We will probably design the trail bed around the environmental constraints.**

2) Permit applications: do you want help with these as part of our scope? And if so, have you had any communication with the County regarding permit requirements? **The county will want your firm to provide all the permitting and project management oversight. We do have a volunteer group- Backcountry Horsemen who are well versed in constructing and maintaining trails.**

3) Mitigation: If we find during the habitat survey that the trail will need to cross through any critical areas (wetlands/streams) or their buffers, then mitigation will be required (likely in the form of a native plant restoration and monitoring plan). Do you want mitigation planning included in the scope? **Yes, We will want the complete package.**

I'd like to have a phone conversation maybe Friday afternoon to discuss some finer nuances of the project.

Thanks for this additional info, and feel free to call if that's easier,

~Jill Cooper~ (she/her)

Business Development Manager

Project Manager / Senior Ecologist

Marine Surveys & Assessments

Jill@msaenvironmental.com

Office: 360-385-4073

On Fri, Dec 13, 2024 at 7:49 AM Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:

Jill,

Clallam County Parks, Fair, & Facilities Department needs assistance with a wetland project. If you read the thread, you will have a better picture of what we are attempting to accomplish. I appreciate any consideration.

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

2027 Clallam County Parks and Recreation

Comprehensive Master Plan- Opinion Survey

<https://clallamcountywa.gov/SurveyParks>

From: Darcey Miller <DMiller@perennial-consulting.com>

Sent: Thursday, December 12, 2024 5:13 PM

To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Subject: RE: Clallam County Parks Proposed Trail Development - Wetland and Mitigation Plans

Hi Donald,

Thank you so much for inquiring about potential wetland issues on the Clallam County park site. I live on Orcas Island and do not currently cover Clallam County, but I would recommend Marine Surveys &

Assessments (MSA) who is based in Port Townsend. You can contact Jill Cooper, who did just tell me that they have availability beginning in January.

Jill Cooper

Business Development Manager

Project Manager / Senior Ecologist

Marine Surveys & Assessments

Jill@msaenvironmental.com

Office: 360-385-4073

Thanks and happy holidays!

Darcey B. Miller, PWS

Perennial Consulting, LLC

(206) 427-9505

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Sent: Thursday, December 12, 2024 4:07 PM

To: Darcey Miller <DMiller@perennial-consulting.com>

Cc: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Subject: Clallam County Parks Proposed Trail Development - Wetland and Mitigation Plans

Darcey,

Tim Abbe at Natural Systems Design referred me to you. The Clallam County Parks, Fair, & Facilities Department has been asked to consider developing a 6' wide multi-use trail (equestrian, pedestrian, and cyclist) along the south perimeter of the Dungeness Recreation Area (DRA) near Sequim. *The area is outlined in red on the map below.* The Google Earth Map below shows that this area has wetland elements or is at least prone to water-holding. Before coordinating trail development budgeting, I must address potential environmental considerations. I need some idea

of the project scope, which includes securing permits, project management, and related fees that will likely be involved in determining the potential budget and funding source.

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

2027 Clallam County Parks and Recreation

Comprehensive Master Plan- Opinion Survey

<https://clallamcountywa.gov/SurveyParks>



Dungeness Recreation Area
Critical Areas Survey, Reporting, Mitigation
Planning, and Permitting Assistance
Proposal

2601 Washington St., Port Townsend, WA 98368
(360) 385-4073; info@MSAenvironmental.com

www.MSAenvironmental.com

1. Description of Firm

Small Business Certifications: WBE #W2F0025713 & DBE #D2F0025713



Marine Surveys & Assessments (MSA) is a certified woman-owned small business and environmental consulting cooperative, founded in 1996 with an emphasis on equal employment opportunity. Our scientists have decades of experience performing ecological surveys, writing biological reports, developing government permit applications, informing agency policy decisions, and implementing mitigation and monitoring protocols for aquatic, shoreline, and wetland ecosystems throughout Western Washington. MSA is well known for our ability to work with a wide variety of stakeholders and agencies to communicate in an effective manner. Our close-knit team of biologists and project managers retain the flexibility and responsiveness that is possible with a smaller group while maintaining the capacity to work on large projects. Because we are known for our quick turn-around times and quality service, we have been chosen as on-call biologists with the Hood Canal Coordinating Council, Port of Seattle, WA State Parks, and WDFW.

With our extensive local knowledge, MSA is uniquely suited to accurately assess projects involving terrestrial and aquatic ecology. We pride ourselves on our familiarity with Pacific Northwest ecosystems, species compositions, and traits and are especially situated to study and understand the complex habitat characteristics and relationships involved with wetland and nearshore systems. Additionally, being based in an area interspersed with rural farmland, MSA biologists have years of experience with difficult wetland, stream, and riverine site analyses on heavily disturbed and/or historically farmed sites.

Visit our website at www.msaenvironmental.com

2. Prior Experience

With 20+ years of experience working on projects relating to coastal, riverine, and wetland critical habitat areas, MSA has a skilled group of ecologists and wildlife biologists familiar with Pacific Northwest habitats and species compositions. Our wetland biologists have extensive knowledge and experience with delineating wetlands and assessing them for hydric soils, hydrophytic vegetation, and hydrology. Since we live in an agricultural area, we are seasoned at assessing problematic wetland situations, such as sites that have been altered or historically disturbed in some way. Additionally, MSA maintains up-to-date knowledge of federal, state, tribal, and local environmental regulations, policies, and guidelines. We are happy to give assistance in complying with the Clallam County Critical Areas Code of Ordinances requirements for this project, as well as any other agency requirements that may apply.

2.1 Project Examples

Jefferson Land Trust, Wetland Health Assessment Protocol Project

Jefferson County, WA: 2022

The Jefferson Land Trust hired MSA's wetland specialists to develop a Wetland Health Assessment Protocol to be used by Land Trust staff and volunteers to inform land management and stewardship decisions across their preserves. This new protocol will aid in documenting and monitoring the habitat conditions and health of the wetlands at the preserves. The Land Trust had previously created forest and stream ecological health assessments so were looking to similarly use a wetland assessment protocol to ensure current conditions are consistent with long-term Preserve management goals. MSA worked with the Land Trust to develop the protocol, which needed to be able to rapidly assess freshwater wetland ecosystems and be user-friendly so that Jefferson Land Trust volunteers and staff members, who may only have a basic knowledge of plant and wildlife species and ecosystems, could follow it. Additionally, MSA wetland biologists provided in-field training for staff and volunteers of the Jefferson Land Trust.

Haley State Park Critical Habitat Areas Survey, WA State Parks, Vaughn, Pierce County, WA: Jan – June 2023

MSA biologists performed an ESA biological survey and a habitat survey delineating existing wetlands, streams, estuarine lagoons, and shorelines for a proposed new development of facilities at Haley State Park, located in Pierce County on the Key Peninsula. The proposed development includes constructing a new parking lot, bathroom, ADA-accessible trail system, and observation lookout kiosk at this 178-acre park that currently consists of undeveloped forested lands and a dirt footpath leading down to a scenic lagoon and shoreline. MSA biologists delineated and rated several wetlands, conducted OHWM determinations on all streams, and provided the Parks with GIS mapping of critical areas and their associated buffers. MSA staff wrote a Wetland Report, Habitat Management Plan, and assisted with mitigation planning for permitting this project.

Port of Port Angeles, Mitigation Wetland Monitoring under Corps Permit

Port Angeles, WA: 2021

MSA performed a biological survey to determine the functionality of a wetland that was created as mitigation for a project at the Fairchild Airport under a U.S. Army Corps of Engineers Permit (#NWS-2010-1394). The Port was at the end of their five-year monitoring for the mitigation project, having completed Year-5 monitoring in 2020. Unfortunately, hydrology data collected from an installed piezometer during Year-5 was inconclusive and required further investigation. MSA was hired to determine if the wetland met the hydrologic criteria outlined in the Corps of Engineers Wetlands Delineation Manual (1987). An MSA wetland biologist visited the site in 2021 to survey the wetland's soils, plant community, and hydrology to look for hydric indicators that would help determine whether the wetland's hydrology was functioning as designed. MSA found that the wetland was indeed functioning, making the mitigation wetland a success.

3. Scope of Work

MSA is known for our quick turn-around times and quality service, and we are confident in our ability to provide the deliverables in an efficient and timely manner. MSA will provide The Clallam County Parks, Fair, and Facilities Department with the work described in this proposal, along with regular progress check-ins and as-needed meetings.

3.1 Kickoff meeting

The MSA team will hold a virtual kickoff meeting with relevant County personnel to obtain a clear understanding of the project and anticipated timing. This information is key to a successful outcome, as changes in the limits of the study could require additional fieldwork, and we want to be as efficient as possible to avoid unnecessary changes of scope. Consideration for fluctuations in local climate, such as seasonal drought, will be assessed prior to the fieldwork by conducting pre-site visit research including consulting WETS tables listing historical rainfall trends.

3.2 Pre-Site Visit Research and Reference Materials

Prior to conducting the habitat survey, MSA biologists will review existing critical areas maps and data, as well as aerial imagery that may be available, to streamline the on-site survey plan. These resources also will aid in determining if any sensitive, threatened, or ESA listed species are likely to occur in the area. Additionally, MSA biologists will review the applicable County code requirements and existing data prior to the site visit and complete a precipitation analysis to know what the baseline trends are in that area. MSA GIS specialists will create georeferenced gridded survey maps for use during fieldwork so that their findings, while on site, can be efficiently and accurately GPS located and documented.

The following resources will be reviewed prior to conducting the fieldwork:

- Clallam County Critical Areas Ordinance; Chapter 27.12,
- 1974 National Wetland Inventory (NWI) maps, United States Fish and Wildlife Service,
- Web Soil Survey: National Cooperative Soil Survey. United States Department of Agriculture (USDA), National Resources Conservation Service (NRCS),
- 2016 Washington Department of Ecology Water Quality Atlas (WECY),
- 2022 National Wetland Plant List (NWPL): Western Mountains, Valleys & Coast. U.S. Army Corps of Engineers (USACE),
- Pocket Guide to Hydric Soil Field Indicators Based on Field Indicators of Hydric Soils in the United States (Version 8.2; 2022),
- Field Indicators of Hydric Soils in the United States. United States Department of Agriculture, Natural Resources Conservation Service. 2024. Version 9.0, 2024.
- Washington State Wetland Rating System for Western Washington (2014 Update, version 2),
- Washington Department of Fish and Wildlife (WDFW) Priority Habitats and Species (PHS) online mapper,
- Washington Department of Natural Resources (WA DNR) Forest Practices Application Mapping Tool (FPAMT) for viewing typed streams,
- The Washington Natural Heritage Program (WNHP) Data Explorer, WA DNR,
- NRCS National Water and Climate Center's Wetlands Tables (aka WETS tables).

3.3 Approach and Deliverables

Deliverables to the Clallam County Parks, Fair, and Facilities Department will include:

- 1) **Critical Areas Wetland, Stream, and ESA Habitat Survey:** An on-site habitat survey will be conducted to assess the presence/absence of any critical habitat areas such as streams and/or wetlands, and all collected data will be GPS located and documented. The wetland survey will search a 300-foot radius around the proposed project impact areas (since 300-feet is the largest possible wetland buffer according to Clallam County Code 27.12.200 *Wetlands*) and will analyze the presence or absence of hydric soils, hydrophytic vegetation, and hydrology in these areas. If a wetland is found, the delineation fieldwork conducted by MSA will follow the methodology outlined in the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual (effective January 1987): Western Mountains, Valleys, and Coast Region 9 (Version 2.0; USACE, updated May 2010)*. If any streams are found, the Ordinary High Water Mark (OHWM) will be determined, along with the stream type. The field work and data collection methods will also be in accordance with the Growth Management Act of Washington State. Any ESA or state listed or sensitive species or habitats, if found, will also be noted during this survey.
- 2) **Wetland Rating (if needed):** After the survey, if wetlands were found on site, the wetland rating work, which is necessary to categorize the wetland(s) as a first step in determining their buffer assignment, will follow the methodology outlined in the *Washington State Wetland Rating System for Western Washington (2014 Update)* field manual, published by the State of Washington Department of Ecology. The specified buffers and setbacks of each wetland will be identified by using this rating score along with the regulations outlined in the Clallam County Critical Areas Ordinance; Chapter 27.12.200 *Wetlands*.
- 3) **GIS Mapping:** All GPS data that was collected during the fieldwork will be overlaid on aerial imagery using QGIS mapping program to show where the potential streams and wetlands, along with their associated buffers, are located in relation to the rest of the features found at the park. A completed PDF site map will be provided, and if requested, GIS shapefile data and metadata can also be shared with the County Parks Department. This map will aid in determining where the final trail design should be located to avoid as much of the critical habitat as possible.
- 4) **Biological Report:** If the trail design is able to avoid all critical habitat area buffers, then a shorter “letter of determination” will be the only report that is needed for permitting. However, if the trail is found to encroach into wetland and/or stream buffers, then a wetland report and/or a Habitat Management Plan will be required by the County. The report will include all relevant data forms, photos, and maps that were collected or referenced during the critical areas study. This report will describe all findings from the survey, and if any wetlands were found they will include a rating and category assignment. We will also describe the topography, hydrology, stream types (if applicable), soils, weather trends, wildlife and plant species observed on site.

- 5) **Mitigation:** If the trail design is not able to avoid all critical areas and associated buffers, then a mitigation plan will be required by the permitting agencies. This plan will come in the form of a native planting and monitoring plan. MSA biologists will design the planting plan and write a report that describes the plant species, numbers, and layout, as well as the methods for both planting and monitoring to achieve No Net Loss of ecological function and value so that this project can move forward.
- 6) **Permitting:** MSA biologists will communicate with the permitting agencies to assess what permits may be necessary for this project. Once we have completed a site map showing all critical areas overlaid on aerial imagery, it is highly recommended that we attend a pre-application meeting with the County. This meeting will provide clear guidance from the County on what permits are required. Additionally, since we know this project may have a high level of public scrutiny, we are happy to attend an in-person meeting with the public, and/or assist with communicating our findings to the public over a virtual platform. MSA biologists will fill out all permit applications and help guide the County Parks, Fair, and Facilities Department through the permitting process.

Pricing Proposal

We at MSA hold pride in giving honest quotes, thus avoiding changes of scope more often than many other consultants. Additionally, MSA only charges for actual time worked and will not exceed our contracted budget without a change of scope, thus, the final cost could be less than the estimate total listed below.



Marine Surveys & Assessments

2601 Washington Street
Port Townsend, WA 98368
360-385-4073
info@msaenvironmental.com

Estimate

Date	Estimate type
12/18/2024	Critical A

Client
Clallam County Parks Department 223 East Fourth Street Suite 7 Port Angeles, WA 98362-3000

Project
Proposed Trail Development

Item	Description	Qty	Rate	Total
	Critical Areas survey for proposed trail development project at Dungeness Recreation Area 554 Voice of America, Sequim WA 98382			
	Task 1: Wetland Survey			
Prep & Logistics	Preparation and logistics for site visit, research, communication with client and county, meetings, project management	20	125.00	2,500.00
Travel	Travel to and from site for 2 biologists x 3 days	12	85.00	1,020.00
Wetland Field Survey	Critical areas survey by two wetland biologists to assess presence/absence of wetlands, streams, and other sensitive habitat areas. Delineate wetlands/streams within 300-feet of proposed project area, if found. Covering approximately 22 acres in 3 days.	48	125.00	6,000.00
RTK Fee	GPS RTK fee	3	75.00	225.00
GIS Mapping	GIS for creating georeferenced grid map for on-site data collection, including updating map in between survey days	4	130.00	520.00
Data Transcription	Data transcription, downloading photos and GPS data	6	125.00	750.00
	Subtotal for Task 1:			11,015.00
	Task 2: Biological Documents and Mitigation			
County/City Reports	Habitat Management Report for County. This report will be needed if the proposed trail encroaches into stream buffer zone(s). Research, project management.	30	125.00	3,750.00
Mitigation Plan	Native plant mitigation and monitoring plan (if proposed trail cannot avoid all critical areas and associated buffers), research, project management	25	125.00	3,125.00
	Subtotal for Task 2:			6,875.00
	Task 3: Wetland Rating and Report			
GIS Mapping	GIS mapping for site map creation and wetland rating figures (for up to two wetlands)	17	130.00	2,210.00
Rating	Wetland Rating and research to determine buffer size (for up to two wetlands)	16	125.00	2,000.00
		Total		



Marine Surveys & Assessments

2601 Washington Street
Port Townsend, WA 98368

360-385-4073

info@msaenvironmental.com

Estimate

Date	Estimate type
12/18/2024	Critical A

Client
Clallam County Parks Department 223 East Fourth Street Suite 7 Port Angeles, WA 98362-3000

Project
Proposed Trail Development

Item	Description	Qty	Rate	Total
Wetland Reports	Wetland Delineation Report for County. This report will be needed if the proposed trail encroaches into wetland buffer(s). Research, project management	35	125.00	4,375.00
	Subtotal for Task 3:			8,585.00
	Task 4: Permitting			
Permits	Permit applications including SEPA and Critical Area permit applications for Clallam County, WDFW HPA permit (if stream is found), Conditional Use or variance permit applications, Building Permits, permit research, client and agency correspondence and project management	60	125.00	7,500.00
Project Meeting	Community neighborhood meeting with permit specialist, preparation and attend meeting	6	125.00	750.00
Travel	Travel to and from neighborhood meeting	2	85.00	170.00
Pre- App Meeting	Pre-App meeting preparation and research, attend Pre Application meeting at County or on site	4	125.00	500.00
Travel	Travel to and from Pre- App meeting	2	85.00	170.00
	Subtotal for Task 4:			9,090.00
Total				\$35,565.00

MSA Key Staff Profiles



Meg Amos

Senior Ecologist and Project Manager

Biography

Meg has over four decades of experience working in various ecosystems in WA state. She spent many years as a field biologist working for the US Forest Service before joining the MSA team in 2004. Meg is the lead permit coordinator for MSA and is very familiar with navigating through the jurisdictional process with local, state, and federal agencies. Meg enjoys being out in the field delineating wetlands, collecting data for critical area assessments in marine and terrestrial ecosystems, and using her extensive knowledge of native plants for restoration/mitigation planning and No-Net-Loss reports. Meg sees MSA as an educational bridge between the environment and human landscape development, and she enjoys connecting with clients and agencies to aid in steering projects in a successful direction. When Meg is not attending to MSA business, she can often be found volunteering for ecological nonprofit organizations.

Education

Associate of Applied Science, Forest Technology, Green River Community College, WA

Training in Horticulture - Native Plant Identification and Propagation
Edmonds Community College, WA

Certifications & Training

- Waters of The US (WOTUS) Federal Regulations course, Swamp School 2023
- Wetland Delineation Professional Certificate from Portland State University (2014)
- Wetland Hydrology Indicators & Problem Situations, Portland State University
- Marbled Murrelet monitoring (US Fish & Wildlife Service, 2015)
- Certificates through the Coastal Training Program:
 - Wetland Classification
 - Using the Revised WA State Wetland Rating System in Western WA
 - Using the Credit/Debit Method for Estimating Mitigation Needs
 - Tree & Shrub ID for Western WA Puget Lowland Habitats
 - Grass, Sedge, & Rush ID for Western WA Puget Lowland Habitats
 - How to Administer Development Permits in WA's Shorelines
 - OHWM Determination
 - How to conduct Forage Fish Surveys
 - SEPA Administration
 - Alternative to Bulkheads
 - Designing & Installing Mitigation & Restoration Projects

Project Summaries

Lagoon Point Maintenance Dredge Project. Whidbey Island. WA 2023 – Present

Meg is project manager and permitting specialist for this community marina dredge project, which is occurring in an area with an abundant endangered eelgrass (*Zostera marina*) presence. MSA has been hired to plan and manage the dredge, including completing all biological surveys, reports, mitigation planning, and permitting applications required by all agency levels and tribes.

Peninsula Trails Coalition; Hall Baetz Viewpoint Site Wetland, Stream, and Shoreline Delineation Project 2022

Meg performed a wetland delineation and rating for two wetlands, along with a stream and shoreline OHWM survey, for the permitting of the construction of a public viewpoint on three parcels owned by the Jefferson Land Trust, located at the south end of Discovery Bay, Puget Sound. Meg worked with the MSA team to prepare a Habitat Management Plan, Wetland report, and mitigation planting plan. This project was a collaboration between the Peninsula Trails Coalition and the Jefferson Land Trust.

Ocean City State Park, Wetland and Hydrological Study WA 2021

Meg, along with MSA wetland team staff and their subcontractor (Pacific Groundwater Group), performed a wetland, stream, groundwater, and habitat study to gather data to help determine the root causes of Ocean City State Park's history of flooding problems.



Jill Cooper

Senior Ecologist, Project Manager, & Business Development Manager

Biography

Jill has a varied background in field biology, outdoor education, project management, outreach and marketing, with over 15 years' experience working in the environmental sector. Jill is a well-rounded ecologist with a strong knowledge of native plants, wildlife, wetlands, and shoreline ecology. Jill wears many hats at MSA, as a project manager, the lead report writer for habitat management plans and wetland reports and is a restoration & mitigation design specialist. Jill is also MSA's Business Development Manager, leading the firm's marketing efforts. In the field, Jill enjoys performing wetland delineations and ratings, stream typing, Ordinary High-Water Mark (OHWM) surveys, forage fish surveys, and she is certified as a marbled murrelet monitor. Jill has a passion for wildlife behavior and tracking and was the third woman in the US to be certified as a Specialist Wildlife Tracker through [Tracker Certification North America](#).

Project Summaries

Chehalis Tribe, Wetland, Stream, and Biological Survey WA 2022

Jill, as a subcontractor of Dock-it Environmental, performed a wetland, stream, and ESA biological survey for a proposed well and water main project on the Chehalis Reservation near Oakville, Grays Harbor County, WA. The project was located on undeveloped land near a large 20+ acre stream-associated wetland. MSA wetland biologists delineated and rated the wetland, conducted an OHWM determination on the stream and provided the Tribe with a federal-level wetland and biological report covering sensitive species, habitat, potential project impacts, and recommended mitigation actions.

Jefferson Land Trust, Wetland Health Assessment Protocol Project WA 2022

Jill worked with MSA wetland specialists and the Jefferson Land Trust to develop a Wetland Health Assessment Protocol to be used by Land Trust staff and volunteers to inform land management and stewardship decisions across their preserves. This new protocol is aiding in documenting and monitoring the habitat conditions and health of the wetlands at the preserves. The Land Trust had previously created forest and stream ecological health assessments so was looking to similarly use a wetland assessment protocol to ensure current conditions are consistent with long-term Preserve management goals.

Harbour Village Dredge and Marina Renovation Project WA 2019 – Present

Harbour Village is located at the north end of Lake Washington, near the mouth of the Sammamish River and an active industrial area. Jill assists HV with their plans to permit a renovation and dredge project for their marina HOA while managing a complex situation due to the marina being within a listed MTCA site where known PCBs and Dioxins have been found. Jill facilitates quarterly meetings bringing together regulatory agencies and tribes to find a path forward for the marina to be able to continue regular operations, while also exploring the idea of an area-wide sediment sampling and environmental cleanup.

Education

Bachelor of Science in Biology/Ecology
The Evergreen State College, WA
Associates of Arts and Sciences, Honors
Bellevue Community College, WA

Certifications and Training

- Wetland Delineation Professional Certificate, Portland State University
- Waters of The US (WOTUS) Federal Regulations course, Swamp School 2023
- Certificates through the Coastal Training Program:
 - Using the 2014 Wetland Rating System
 - Wetland Classification
 - SEPA Administration
 - OHWM determination
 - How to conduct Forage Fish surveys
 - Designing & Installing Mitigation & Restoration Projects
- Marbled Murrelet monitor, USFWS WA, 2020
- Specialist Wildlife Tracking Certification, CA
- PADI Open Water SCUBA
- First Aid, CPR, AED, 2023
- Wilderness Awareness School Immersion Program, WA
- Permaculture Sustainable Design Certification through the Bullock's Orcas Island WA

JAN 14 2025

CLALLAM COUNTY PARKS, FAIR & FACILITIES DEPARTMENT
NOTICE OF CALL FOR BIDS

SEALED BIDS will be received by the Board of Clallam County Commissioners 223 East Fourth Street, Room 150, Port Angeles, Washington until **10:00 a.m. on Tuesday, February 11th, 2025** for:

CLALLAM COUNTY
-Clallam Bay Park Ramp Replacement-

complete drawings and specifications may be obtained from Clallam County Parks, Fair & Facilities, Department 223 East Fourth Street Suite 7, located in the basement of the courthouse. All bidding and related questions shall be directed to Donald Crawford, Clallam County Parks, Fair & Facilities.

Phone: 360 417.2429 Email: Donald.Crawford@clallamcountywa.gov

The sealed bids must be clearly marked on the outside of the envelope, "**BID PROPOSAL - CLALLAM COUNTY - Clallam Bay Park Ramp Replacement**". Address bid proposal to: Board of Clallam County Commissioners, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Bid documents received late by the Commissioners' Office, delivered to other offices, received by fax or email or by any other means will not be considered. **Late bids will be returned unopened.**

Note: All Bids shall include a 5% Bid Bond on a form approved by Clallam County

Clallam County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Clallam County will determine the lowest responsible bidder in accordance with the terms of Clallam County Code Section 3.12.070 and reserves the right to reject any or all bids and to waive minor informalities in the process or to accept the bid, which in its estimation best serves the interests of Clallam County

Bidders on Washington State Dept. of Labor & Industries or federal debarment list are prohibited from bidding on this project.

Construction Timeframe: 120 Calendar Days from Agreement Approval

A pre-bid walk-through will be conducted on, Thursday January 30th, 2025@ 2:00 PM. All interested bidders are to meet at the project site, located at Clallam Bay Park, 16775 Hwy 112, Clallam Bay WA 98326. This will be the only opportunity for bidders to review the as-built conditions. Owner and/or the Owners representative will be on site throughout the afternoon to answer questions and provide access for bidders. A bidder's absence will be considered as part of the Bidder responsibility criteria as set forth in the Specifications and Contract Documents.

APPROVED this 14th day of Jan, 2025.

**BOARD OF CLALLAM COUNTY
COMMISSIONERS:**


Mike French, Chair

ATTEST:


Loni Gores, Clerk of the Board



Publish: **January 17th, and 24th, 2025 (PDN)**

Bill: Parks, Fair & Facilities Department.

Crawford, Donald

From: Crawford, Donald
Sent: Tuesday, January 21, 2025 4:45 PM
To: Peter Craig
Cc: Earley, Melissa
Subject: Master Plan Survey Signage

Peter,

I understand that the Master Plan Team has strong opinions about using the Master Plan Budget for marketing and similar expenses. After thorough consideration, I have concluded that no alternative funding sources are available to cover these costs. Therefore, I approve over ~~three~~ thousand dollars for the extra-large Parks Survey signage installation.

UPDATE-TWO THOUSAND DOLLARS

Best regards,

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



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>

3'x4' Clallam County PFF Mater Plan Update Signage Locations

Rain Shadow Disc Golf Course-

1 sign at Kiosk

Port Williams-

1 sign at the Boat Ramp

Dungeness Recreation Area-

1 sign at the main entrance gate

Robin Hill Farm County Park-

1 sign at Pinnell Road Lot

1 sign at Dryke Road Lot

Freshwater Bay-

1 sign at the Boat Ramp

Salt Creek Recreation Area-

1 sign at the main entrance gate

1 sign at the lower parking lot adjacent to the creek

Clallam Bay County Park-

1 sign at the end of the parking lot

Lake Pleasant County Park-

1 sign at the entrance to the parking lot

**Smaller laminated signage in prominent park locations throughout the system.*



Your Opinion Matters!

Clallam County is updating the 2016 Clallam County Parks and Recreation Master Plan to guide park planning and management through 2037.

A key component of this effort is a Public Opinion Survey, which will be open until October 3, 2025, to gather community feedback.

<https://clallamcountywa.gov/SurveyParks>



For more information about Clallam County Parks, see: <https://www.clallamcountywa.gov/294/Parks-Fair-Facilities>

Comments and questions can be addressed at: web_parks@clallamcountywa.gov or 1.360.417.2291

Crawford, Donald

From: Glen Chipman <gcchipman@gmail.com>
Sent: Tuesday, December 10, 2024 2:04 PM
To: Crawford, Donald
Subject: Fwd: T-Chair Maps

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

From: **Glen Chipman** <gcchipman@gmail.com>
Date: Mon, Dec 9, 2024, 7:31 PM
Subject: T-Chair Maps
To: Glen Chipman <gcchipman@gmail.com>

100+ Wheelchair Accessible Trails

Map: <https://www.google.com/maps/d/edit?mid=1wS1RsmgPxYn1Oc4VBcvDkA-y4920W4U&usp=sharing>

Exploring Forks, WA Area Map: https://www.google.com/maps/d/edit?mid=1Zr5w13E0k_-HiwR0v-UGN_IHIF66KZc&usp=sharing

Top 10 Wheelchair Trails Near Forks, WA

Map: <https://www.google.com/maps/d/edit?mid=1GV4xvTL6hLgD0Jj00Ui5idhSLn7kYo&usp=sharing>



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

I 4

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 28, 2025

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: Parks Master Plan 2027 Update- RFQ Holders *as of 1.28.2025, 630 am*

<i>AHBL</i>	<i>Bethany Rydmark Landscapes</i>	<i>ESA</i>	<i>Studio Nocturne Architecture</i>
<i>ARC</i>	<i>Broadview Planning</i>	<i>Facet Northwest</i>	<i>Urban Collaborative</i>
<i>Beckwith</i>	<i>Citygate</i>	<i>MIG</i>	<i>Vanir</i>
<i>Berger Partnership</i>	<i>Conservation Technix</i>	<i>MRG</i>	<i>ZEC Eights Insights</i>
<i>Berk Consulting</i>	<i>Design Workshop</i>	<i>Pros Consulting</i>	
<i>Berry Dunn</i>	<i>Ecological Land Services</i>	<i>SCJ Alliance</i>	

Crawford, Donald

From: Crawford, Donald
Sent: Tuesday, January 7, 2025 12:17 PM
To: Berson, Titan
Cc: Blaine, Troy; McFarlen, Rick; Earley, Melissa; Girard, Arick; Graham, John
Subject: Park and Recreation Area Traffic Counts

Titan,

Thank you for seeing me today about the traffic counts at Parks and Recreation Areas. I eagerly accept your offer to train our day-use team members to utilize the traffic counters. I will ensure Troy Blaine contacts you to set up a time and place for the training. The locations below are the areas we need counts on once a quarter starting this first Q of 2025.

- **Dungeness Recreation Area-** *by the front gate before even the first parking lot.*
- **Freshwater Bay-** *roadway down to the boat ramp*
- **Lake Pleasant-** *ingress side*
- **Salt Creek-** *the main entrance to the park near the park office*
- **Cline Spit-**
- **Robin Hill-** *upper and lower parking lots*
- **Dungeness Landing-**

Additionally, Please provide links to the new counters you are using and the permanent counters we discussed.

Talk soon!

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



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>

Crawford, Donald

From: Blaine, Troy
Sent: Monday, January 27, 2025 11:02 AM
To: Mahr, Christopher; McCulloch, Thomas; Graham, John
Cc: Crawford, Donald
Subject: Traffic counts
Attachments: Parks Traffic Count, data collection.xlsx

Hello All

Below are the parks we need to get seven day counts at. We have thumb drives on order and should be here soon. Attached is a spreadsheet for your data collection.

- **Dungeness Recreation Area**- *by the front gate before even the first parking lot.*
- **Freshwater Bay**- *roadway down to the boat ramp*
- **Lake Pleasant**- *ingress side*
- **Salt Creek**- *the main entrance to the park near the park office*
- **Cline Spit**-
- **Robin Hill**- *upper and lower parking lots*
- **Dungeness Landing**
- **Clallam Bay**- *central only*

Thanks

Troy Blaine
Facilities Maintenance Supervisor
Clallam County Parks, Fair and Facilities
(360) 417-2340 Office

Parks Traffic Count

Date Start

Date Stop

Dungeness Recreation Area- by the front gate before even the first parking lot

Freshwater Bay- roadway down to the boat ramp

Lake Pleasant- ingress side

Salt Creek- the main entrance to the park near the park office

Cline Spit

Robin Hill- upper and lower parking lots

Dungeness Landing

Clallam Bay- central only



RESOLUTION 4, 2025
CORRECTION OF RESOLUTION 19, 2023
APPOINTING A MEMBER TO THE
PARK AND RECREATION ADVISORY BOARD

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JAN 07 2025

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Park and Recreation Advisory Board due to a resignation.
2. A press release was issued during the month of January 2023 soliciting applications from interested citizens. Four applications were received.
3. The Director of Parks, Fair, and Facilities endorses the appointment of Anna K. Plager to the Park and Recreation Advisory Board.
4. Anna Plager was appointed on March 14, 2023 under Resolution 19, 2023.
5. In reviewing Anna Plager's term expiration date, it was determined that Resolution 19, 2023 contained a typographical error with the term expiration date.
6. This Resolution is to correct Resolution 19, 2023 to change the term expiration date from 2023 to 2029.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. **Anna K. Plager** is appointed to the Park and Recreation Advisory Board to complete the term expiring June 30, 2023 and an additional six-year term ending June 30, **2029**.

PASSED AND ADOPTED this 7th day of January 2025

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Gries

Randy Johnson

Mike French

ATTEST:

Loni Gores, MMC, Clerk of the Board

c: A22.170
Appointee
Parks



CLALLAM COUNTY PARKS ADVISORY BOARD MEMBERS

<u>Member</u>	<u>Address</u>	<u>Phone</u> <u>Email</u>	<u>Original</u> <u>Appointment</u>	<u>Current</u> <u>Term Ends</u>
Peter Craig	[REDACTED]	[REDACTED]	3/4/2014	6/30/2025
Roger Hoffman	[REDACTED]	[REDACTED]	10/6/2015	6/30/2027
Bill Hughes	[REDACTED]	[REDACTED]	1/8/2019	6/30/2027
Candace Kathol	[REDACTED]	[REDACTED]	6/25/19	6/30/2027
Pete Davis	[REDACTED]	[REDACTED]	6/1/2022	6/30/2027
Diane Chung	[REDACTED]	[REDACTED]	12/1/2022	6/30/2025
Anna Plager	[REDACTED]	[REDACTED]	4/1/2023	6/30/2029
(7 members, 6-year terms)				Updated 1/6/2025

Agnew Soccer Fields

Mod	1	Upgrade restroom to meet ADA standards.	\$25,000.00	\$32,500
Mod	2	Develop accessible parking spaces to meet ADA standards 60,000 Mod 3. Construct sidewalk from pedestrian entrance gate to picnic shelter and restrooms. 5,000	\$60,000.00	\$78,000
Mod	3	Construct sidewalk from pedestrian entrance gate to picnic shelter and restrooms.	\$5,000.00	\$6,500
		Renovate Turf Irrigation System (Water Conservation & RCO Grants Available)	\$175,500.00	
		Athletic Field Renovation for safety and durability (Water Conservation & RCO Grants Available)	\$91,200.00	
		Soil Compaction Testing Equipment for player safety- Clegg Impact Soil Tester https://www.stma.org/wp-content/uploads/2019/09/Improving-Field-Safety-FINAL-STMAInstitute-logo.pdf	\$7,000.00	
		Turf Topdresser Implement for player safety- Toro ProPass (Water Conservation & RCO Grants Available)	\$23,000.00	

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Camp David Jr.

Mod	1	Build a concrete approach to Crazy House.	\$1,000	\$1,300.00
Mod	2	Build a concrete ramp approach to the Big Dipper (restroom).	2,500	\$3,250.00
Mod	3	Pave trails from Lodge to Crazy House.	7,500	\$9,750.00
X	4	Build concrete ramp on 1:12 slope to upper portion of Staff Duplex.		
Low	5	Remodel staff Duplex toilet and shower to be accessible. Restrooms are too small to meet standards.	5,000	\$6,500.00
X	6	Remodel entrance to lower portion of Staff Duplex with accessible ramp.		
X	7	Build ramp to Log Cabin for access (completed in 2008).		
		Upgrade Kitchen including new appliances, ventilation, electric capacity	\$125,000.00	
		Provide exterior BBQ and Smoking Equipment and Retractable Awning at Northside of Kitchen	\$28,000.00	
		Repair Building Exteriors and Repaint (approximately 15 buildings)	\$100,000.00	
		Replace Dock Pilings	\$100,000.00	
		Pave and illuminate upper parking lot. Improve access stairway	\$50,000.00	
		Integrate Audiovisual and Internet Access to Lodge	\$35,000.00	
		Purchase 39' NW First Nations Inspired Canoe for large group and team building use https://www.clippercanoes.com/collections/dancer-series/products/spirit-dancer	\$26,000.00	
		Renovate the WAHELO Cabin to accommodate an additional eight individuals	\$15,000.00	
		Complete Balance of cabin window ventilation modifications	\$10,000.00	
		Refresh and update beach cabin	\$30,000.00	
		Address erosion, surface drainage, and vehicular access on beach access road	\$30,000.00	
		Renovate the Lady of the Lake Statuary and Fountain	\$12,000.00	

Clallam Bay West

Low	1	Develop ADA parking areas.	50,000	\$65,000.00
Low	2	Develop ADA vault toilet.	22,000	\$140,000.00
		Develop and install ADA Accessible Beach Access https://rcow.wa.gov/recreation-and-conservation-office-grants/grant-requirements/making-accessible-projects/beaches/ https://www.wta.org/news/magazine/features/helping-disabled-people-find-belonging-outdoors https://www.mobi-mat-chair-beach-access-dms.com/ada-roll-out-walkway-access-mat/	\$27,000	
		Renovate town connector trail	\$30,000	
		Renovate Entrance drive to improve vehicle access and safety	\$150,000	
		Prep Road Bed and Install chip seal drive and parking	\$450,000	

Clallam Bay East

Clallam Bay Spit

X	1	Designate and sign parking space by restroom.		
x	2	Build accessible walk gate by restroom.		
x	3	Mounting height of mirrors - install one lever faucet each side.		
x	4	Construct accessible picnic site close to parking lot with walk.		
Low	5	Access to the river for fishing.	5,000	\$6,500
		Develop and install ADA Accessible Beach Access https://rcow.wa.gov/recreation-and-conservation-office-grants/grant-requirements/making-accessible-projects/beaches/ https://www.wta.org/news/magazine/features/helping-disabled-people-find-belonging-outdoors https://www.mobi-mat-chair-beach-access-dms.com/ada-roll-out-walkway-access-mat/ (Federal, State, & RCO Grants Available)	\$7,000	
		Design, Permit, and Construct a roughly 40'x30' interpretive pier attached to the existing bridge with integrated ramp access to the beach when accessible (Federal, State, & RCO Grants Available)	\$650,000.00	
		Comprehensive noxious weed eradication on multiple parkland acres on eastside of the parking lot	\$125,000.00	
		Restroom(s) Refresh and ADA Upgrade- Adult Changing Table(s) installation (Federal, State, & Private Grants Available)	\$26,000.00	
		Clallam Bay / Sekiu Beach Webcam system	\$12,000.00	
		Cascadia Marine Trail Site- split rail cordoned-off area, Adirondack shelter incorporating single table, signage	\$50,000	

Cline Spit

	1	All previously documented ADA improvements for this park have been completed.		

Dungeness Landing

	1	All previously documented ADA improvements for this park have been completed.		
		Restroom(s) Refresh and ADA Upgrade- Adult Changing Table(s) installation & personal watercraft rinse station(Federal, State, & Private Grants Available)	\$36,000.00	
		Dungeness Spit Webcam system	\$10,000.00	
		Cascadia Marine Trail Site- split rail cordoned-off area, Adirondack shelter incorporating single table, signage	\$50,000	

	(Federal, State, & Private Grants Available)	
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Dungeness Recreation Area

	1	DRA Master Plan improvements, including but not limited to ADA accessibility to new visitor contact station, picnic sites, trails, and campsites.		
X	2	Add an accessible restroom to camp loop # (completed in 2007).		
X	3	Add signage to information board for easier registration procedure (completed in 2010).		
Mod	4	Add accessible parking space with viewpoint #2 parking area; parking lot will need to be expanded.	10,000	\$30,000
Mod	5	Build two accessible picnic sites along bluff trail.	4,000	\$10,000
Low	6	Build one accessible site in each of loops 1 and 2.	15,000	\$19,500
High	7	Build accessible parking space next to picnic shelter and pour ramping walkway to shelter.	3,000	\$5,000
		Install water and electrical services to 24 camping spaces in Loop 2	\$360,000	
		Install additional loop road to accommodate 25 camping spaces relocated primarily from Loop one	\$250,000	
		Relocate 25 camping spaces primarily from Loop 1 away from Bluff across main drive from Loop 2 entrance. Upgrade with water, electrical, & sewer services	\$525,000	
		Install restroom and shower facility in relocated loop	\$360,000	
		Replace the existing playground with modern sensory and accessible facility	\$400,000	
		Upgrade existing shower facilities with high-capacity, on-demand water tanks	\$250,000	
		Upgrade and increase accessibility of existing trail system	\$200,000	
		Relocate the Campground Office and registration kiosk with parking for six vehicles	\$250,000	
		Complete habitat restoration of meadow and wetlands area, including reestablishment of native plant species	\$270,000	
		Design, engineering, and construction of multi-purpose Trail near Lotzgesell and Voice of America Roads	\$50,000	
		Replace existing Asphalt Shingle Roofing with running seam, 26 gauge aluminum	\$60,000	

Eagle Point

	1	Not a feasible accessible site, due to decision not to develop site.	
		There is sufficient access and space to design and install an ADA-accessible trail and picnic area <i>(one table and fire ring, placed on a 25'x35' concrete pad with a less than 3' tall retaining wall on the north perimeter) (Federal, State, & Private Grants Available)</i>	\$50,000

Fred Orr Ball Field

X	1	This site is managed by the Forks Lions Club.	
		Athletic Field Renovation for safety and durability <i>(RCO Grants Available)</i>	\$90,200.00
		Toro Procore 864 Series Turf Aerator	\$30,000.00

Fresh Water Bay

High	1	Add 1'x5' concrete strip on west side of poles on front of restrooms.	250
Mod	2	Extend picnic table tops 18" - 24" over one end when boards are replaced.	300
High	3	Add ADA signage to restroom and main picnic area sign.	100
		Insulate and heat the Restroom for all-weather use	\$75,000
		Fresh Water Bay Webcam System	\$15,000
		Replace Existing irreparable vault toilet	\$140,000

\$325
\$390
\$130

Lake Pleasant

Low	1	Construct pathways for wheelchair travel along waterfront.	5,000
X	2	Signage and brochure when accessible projects are complete.	
		Replacement of existing playground	\$125,000
		Lake Pleasant Webcam System	\$10,000
		Remove existing dilapidated pilings and floating concrete dock segments	\$100,000

\$10,000

Marlyn Nelson/Port Williams

	1	All previously documented ADA improvement for this park have been completed.	
		Install XL All Weather END of County Property Signs on Beach (x2)	\$600
		Install Webcam System	\$15,000

Mary Lukes Wheeler

	1	All previously documented ADA improvement for this park have been completed.	

Panorama Vista

	1	Not a feasible accessible site. Very low use area. Steep grade to beach stairway.	
	2	Identify this as not accessible in brochure.	
		Remove the existing Beach Access Stairway and install split rail fence with interpretive signage	\$7,500

Pillar Point

X	1	Improve grade and pour concrete walk to vault toilets.	
Low	2	Develop beach picnic site (accessible)with shelter and extended tables.	8,000
X	3	Signage and brochure.	
		Purchase 20 acres of Parcel #113110400000 (north side of state route 112, adjacent to Pillar Point County Park)	\$400,000
		Design, engineering, and permitting services to develop campground facilities	\$200,000
		Construction of electrical, potable water, and sewer services	\$200,000
		Construction of loop road, 46 ea. campsites (w/ water & electrical services), restroom/shower facility, fire rings, picnic tables,automated registration kiosk, and dump station	\$650,000
		Cascadia Marine Trail Site- split rail cordoned-off area, Adirondack shelter incorporating single table, signage	\$50,000
		(Federal, State, & Private Grants Available)	

\$20,000

Quillaute

X	1	Sign accessible parking space.	
X	2	Install accessible vault toilet.	

Rainshadow Disc Golf

	1	Maintained by Rick Burns and volunteers.	
		Install large picnic pavilion	\$180,000
		Install large Vault Toilet Facility	\$180,000
		Install asphalt parking lot	\$130,000
		Upgrade intrahole trail system to reduce erosion, provide all-weather surface, and remediate noxious weed infestations	\$150,000
		Design, Engineering, & Permit Services to create a development plan for the second 18 hole disc golf course (course design, parking lot, restrooms, pavilions, etc)	\$160,000
		Complete transfer of 83 a.c. DNR parcel # 023031310000 for course	\$50,000
		(Federal, State, & Private Grants Available)	
		Install Web Cam Systems (1 ea.)	\$15,000

Robin Hill Farm

X	1	ADA parking spaces at Dryke Road parking area.	
X	2	ADA parking spaces at Pinnell Road parking area.	
X	3	ADA accessible picnic area adjacent to Pinnell Road parking area.	
X	4	Hard packed gravel/soil trail for wheelchair access, some trail lengths have too steep of grade to qualify for ADA access.	
Low	5	Develop ADA accessible Restroom at Dryke Road. w/ adult changing table	150,000
Mod	6	Develop ADA accessible Restroom at Pinnell Road w/ adult changing table & Shower	150,000
		Pinnell Road Parking lot- 2 each Hiker/Biker camp trail site- split rail cordoned-off area, Adirondack shelter incorporating single table, signage,	\$100,000
		Install nature influenced playground with modern sensory and accessible facility Amenities	\$400,000
		Install or retrofit 1-mile accessible trail (asphalt surfacing) with a covered terminus at an	400,000
		Complete habitat restoration of meadow and wetlands area, including reestablishment of native plant species	\$270,000
		Incorporation of Trail Art- Gnomes or Trolls	\$75,000
		Trail Upgrades and improvements	\$100,000
		Install Web Cam Systems (4 ea.)	\$40,000
		Install one large and three small accessible pavilions	\$100,000
		Install Camp Site for Camp Host (water, power, sewer, asphalt pad)	\$50,000
		(Federal, State, & Private Grants Available)	

\$210,000

\$235,000

Salt Creek Recreation

High	1	Install map on main information boards or park office that directs disabled individuals to accessible facilities (restroom, viewpoints, etc.).	75	\$400.00
High	2	Construct walk or wheel around gate entrance for access when gate is closed.	600	\$900.00
X	3	Lower the container for paying for firewood (fee slot no higher than 36") or sign and register those with disabilities at their sites.		
X	4	Designate disabled parking along open field areas by curb cuts and replace some of the tables with accessible picnic tables (completed in 2006).		
Mod	5	Install a concrete path from the viewpoint to the #1 beach access trail along the bluff fence on an acceptable grade so that users may park at the viewpoint and wheel to the #1 access overlook and interpretive board.	3,000	\$6,000.00
	6	Restroom #2		
X		a. Construct designated handicapped parking space (completed in 2006).		
X		b. Concrete path to restroom from parking area (completed in 2006).		
X		c. Lower dead bolts in shower or add one for handicapped between 30-36" on both doors (completed in 2006).		
X		d. Add fold down bench and handrails in shower units (completed in 2006).		
X		e. Add lower mirror no more than 40" above floor (completed in 2006).		
Mod	f.	Add one lever faucet each side of restroom.	300	\$450.00
X		g. Add handicapped sign on restroom exterior (completed in 2006).		
X	7	Create a disable accessible site (possibly site #73) or one next to new restroom #3 (completed in 2006).		
	8	Restroom #3 Lower Loop		
High		a. Signage and designated parking spot.	75	\$150.00
X		b. Move concrete curbs to allow 36" clear path (completed in 2004).		
High		c. Add fold down bench in shower units, handrails.	350	\$900.00
High		d. Add mirror not to exceed 40" from floor to bottom of mirror.	250	\$500.00
High		e. Add one faucet each side with lever operation.	300	\$600.00
Low	9	Add accessible picnic tables in Tongue Point picnic area.	2,000	\$3,400.00
		Install Cascadia Marine Trail Site- split rail cordoned-off area, Adirondack shelter incorporating single table, signage, etc. at west end of Paved Overflow Parking	\$50,000.00	
		Upgrade five each Hiker/Biker camp trail sites- split rail cordoned-off area, Adirondack shelter incorporating single table, signage.	\$200,000.00	
		Install 12 each picnic table pavilions	\$144,000.00	
		Install Vault Toilet at Playground	\$140,000.00	
		Install Vault Toilet at Striped Peak Trail Head	\$140,000.00	
		Replace the Roof at the Upper Rest Room, Kiosks, Kitchen, Seasonal Cabin, and Camp Office.	\$100,000.00	
		Renovate Kitchen	\$50,000.00	
		Install Dump Station Bypass	\$125,000.00	
		Design, engineer, and install 15 additional Camp Sites at upper camp	\$150,000.00	
		Install additional restroom and shower facility	\$360,000.00	
		Replace Existing Camp Ranger Residence	\$250,000.00	
		Install Asphalt Parking at upper campsites #40-#49	\$63,000.00	
		Design, engineer, and install 15 additional Camp Sites at upper camp	\$150,002.00	
		Install Web Cam Systems (4 ea.)	\$40,000	

Three Waters

Low	1	Develop ADA parking space.	75,000	\$97,500

Verne Samuelson

	1	Due to the terrain it is not possible to accomplish ADA accessibility for the trail.		
		Renovate existing trail to address erosion, seasonal springs, extreme grades, obstacles create formal creek access trails	\$50,000	
		Enlarge Wellman Road Parking Lot from three spaces to eight spaces. Install additional trailhead fencing and gravel surfacing.	\$40,000	
		Install Directional signage along Hwy 101 to Wellman Road Lot and Close down Hwy 101 Trail Head	\$8,000	
		Design, engineer, permit, and, construct loop on other side of Valley Creek to southward towards Wellman Road Trail Head	\$50,000	

Planned Park Development

Dungeness Off-Chanel Reservoir Park- As conveyed by the DNR, the property is utilized primarily as a multi-purpose trail system several miles long. At this juncture, county staff- Public Works & Parks, believe the most potentially receptive park development strategy is to continue established public uses (minus hunting, fly dumping, and dirt biking), with the development activities focused on- 1. Design and construction of parking that accommodates the established park use and increases traffic safety (a large lot on River Road that accommodates equestrian parking & a smaller lot near the intersection of River Road & Happy Valley Road. 2. The addition of restroom facilities at both parking lots- Restroom at River Road Lot and Vault Toilet at Happy Valley Lot. 3. Supplemental covered picnic tables, at least one large pavilion, and appropriate interpretive and wayfinding signage. 4. Trail improvements beyond the scope of volunteer efforts. 5. Two full hook-up sites for Camp Host / Seasonal Park Aid. 6. 20'x20' enclosure and storage facility.	\$980,000
USCG—Slip Point Lighthouse Property—The County will adopt the 10+ acre site as a park upon conveyance from the USCG. While the final decision to preserve the site structures has yet to be determined, there is tremendous support for that effort. As such, the Master plan update should include provisions for preservation. Preservation efforts primarily rely on grants and philanthropic initiatives, but the county may participate in strategic investment and monetary matches. The budget to establish weather-tight conditions at the Lighthousekeepers Residence is approximately \$350,000. This includes roofing, siding, windows & doors, entrances and patios, basement vapor barrier, foundation repairs, and sufficient mechanicals to manage interior humidity. A likely budget to complete the interior preservation is roughly the same budget figure. The balance of the park structures can be preserved for approximately \$100,000 (not including the 1950s vintage sheriff's detachment). The development of the exterior park will focus on restoring the property appearance and amenities to the 1920s, tribal and maritime historical and cultural awareness, a possible Lighthouse replica, accessible beach access, and a trail to the top of the slip point hill.	\$1,500,000
Property Acquisitions—The County has stated in several comprehensive planning documents that it will actively consider opportunities to acquire properties that increase access to shorelines and streams, enhance recreational activities, and improve transportation. The Parks Master Plan should continue to provide for these opportunities.	???

Capital Plan- RV Bunkhouse Model- Robin Hill

	00100.911-- General Fund--Parks and Facilities	RV Bunk House Model - Robin Hill Farm Park location	OTHER NON- RECURRING CAPITAL OUTLAY	Machinery and Equipment	\$ 55,000		\$ 55,000			\$ -			\$ 55,000		\$ 55,000
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CLALLAM COUNTY
Parks, Fair, & Facilities Department
223 E. 4th St., Suite 7
Port Angeles, WA 98362-3000
Phone: (360) 417-2291
Email: web_parks@clallamcountywa.gov
Website: www.clallamcountywa.gov

DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

Date: January 28, 2025

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: Removal of Board Members

Parks Advisor Board Bylaws- SECTION 4.10 REMOVAL OF BOARD MEMBERS. The Board may, by a majority vote of its members, submit a recommendation of removal to the BOCC for any Board member who misses three consecutive meetings not due to sickness or health or who misses 50% or more of the Board meetings in a calendar year.

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

Crawford, Donald

From: Crawford, Donald
Sent: Friday, January 17, 2025 5:13 PM
To: Peter Craig
Cc: Earley, Melissa; Mielke, Todd
Subject: RE: Park advisory board attendance

I have not heard from Pete Davis. We will commence to add a PAB Agenda Item to remove him and begin the process of identifying a replacement.

Don Crawford
Clallam County
Parks, Fair, and Facilities



From: Crawford, Donald
Sent: Thursday, January 9, 2025 5:33 PM
To: Peter Craig <psjcraig@olypen.com>
Cc: Earley, Melissa <melissa.earley@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>
Subject: RE: Park advisory board attendance

Thank you for your leadership on this matter. Unless Pete, you, or a representative of Pete's contacts, either Melissa or me, by January 17th, we will create an agenda item for the February PAB meeting to initiate the procedure for removing Pete from the board.

Park Advisory Board Bylaws

SECTION 3: COUNTY PARK AND RECREATION ADVISORY BOARD AUTHORITY
Clallam County Code Chapter 23.01

SECTION 4.10: REMOVAL OF BOARD MEMBERS

The Board may recommend the removal of any member to the Board of County Commissioners (BOCC) by a majority vote if that member misses three consecutive meetings (not due to sickness or health) or misses 50% or more of the meetings in a calendar year.

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



**2027 Clallam County Parks and Recreation
Comprehensive Master Plan- Opinion Survey**

<https://clallamcountywa.gov/SurveyParks>



From: psjcraig@olypen.com <Psjcraig@olypen.com>
Sent: Wednesday, January 8, 2025 7:26 PM
To: Pete Davis <pete@petedavisconsultant.com>
Cc: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>; Earley, Melissa <melissa.earley@clallamcountywa.gov>
Subject: Park advisory board attendance

Hi Pete,

I hope things are okay. We have not seen or heard from you on the park board for over three months now. If you were not aware we need to be accountable for our representation to the public we serve even as volunteers, at a minimum by communication if you were not able to attend for some reason or making the Zoom meetings.

I'm going to ask our Director Don Crawford and Melissa to start the process that is required to show your position as vacant unless we have some communication within the next week or whatever the official policy is.

It would be even better if you simply reached out to staff or myself as board chair to let us know you wish to formally vacate your position or will be reengaging soon.

Respectfully,

Peter Craig- Park Advisory Board Chair

SECTION1

DEFINITION OF TERMS

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

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

SECTION 2

STATE ENABLING LEGISLATION

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

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

SECTION 3

COUNTY PARK AND RECREATION ADVISORY BOARD AUTHORITY

CLALLAM COUNTY CODE

Chapter 23.01

Parks Board

Sections:

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

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

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

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

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

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

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

SOURCE:	Ordinance B, 1946	ADOPTED:	04/25/46
AMENDED SOURCE:	Ordinance 149, 1981	ADOPTED:	09/22/81
	Ordinance 405, 1990		12/04/90
	Ordinance 963	ADOPTED:	8/18/2020
	<u>Ordinance 1001</u>	<u>ADOPTED:</u>	<u>8/8/2023</u>

SECTION 4

BY-LAWS AND BOARD OPERATIONS

SECTION 4.01

OFFICERS

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

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

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

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

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

SECTION 4.02

MEETINGS

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

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

Special meeting may be called:

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

4. By request of the Director.

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

SECTION 4.03

MINUTES AND RECORDS

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

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

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

SECTION 4.04

MOTIONS

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

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

SECTION 4.05

QUORUM VOTING

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

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

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

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

SECTION 4.06

AGENDA AND STAFF REPORTS

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

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

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

SECTION 4.07

PUBLIC INPUT MEETINGS

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

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

SECTION 4.08

VISITOR PARTICIPATION AT BOARD MEETINGS

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

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

SECTION 4.09

COMMITTEES

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

SECTION 4.10

REMOVAL OF BOARD MEMBERS

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

SECTION 4.11

ORDER OF BUSINESS

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

SECTION 5

BOARD MEMBER RELATIONS

An Effective Board Member Should:

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

Board Members Relationship as an Individual:

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

Board Members Relationship with the Director:

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

SECTION 6

ORGANIZATIONAL CHART

SECTION 6.01

PURPOSE

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

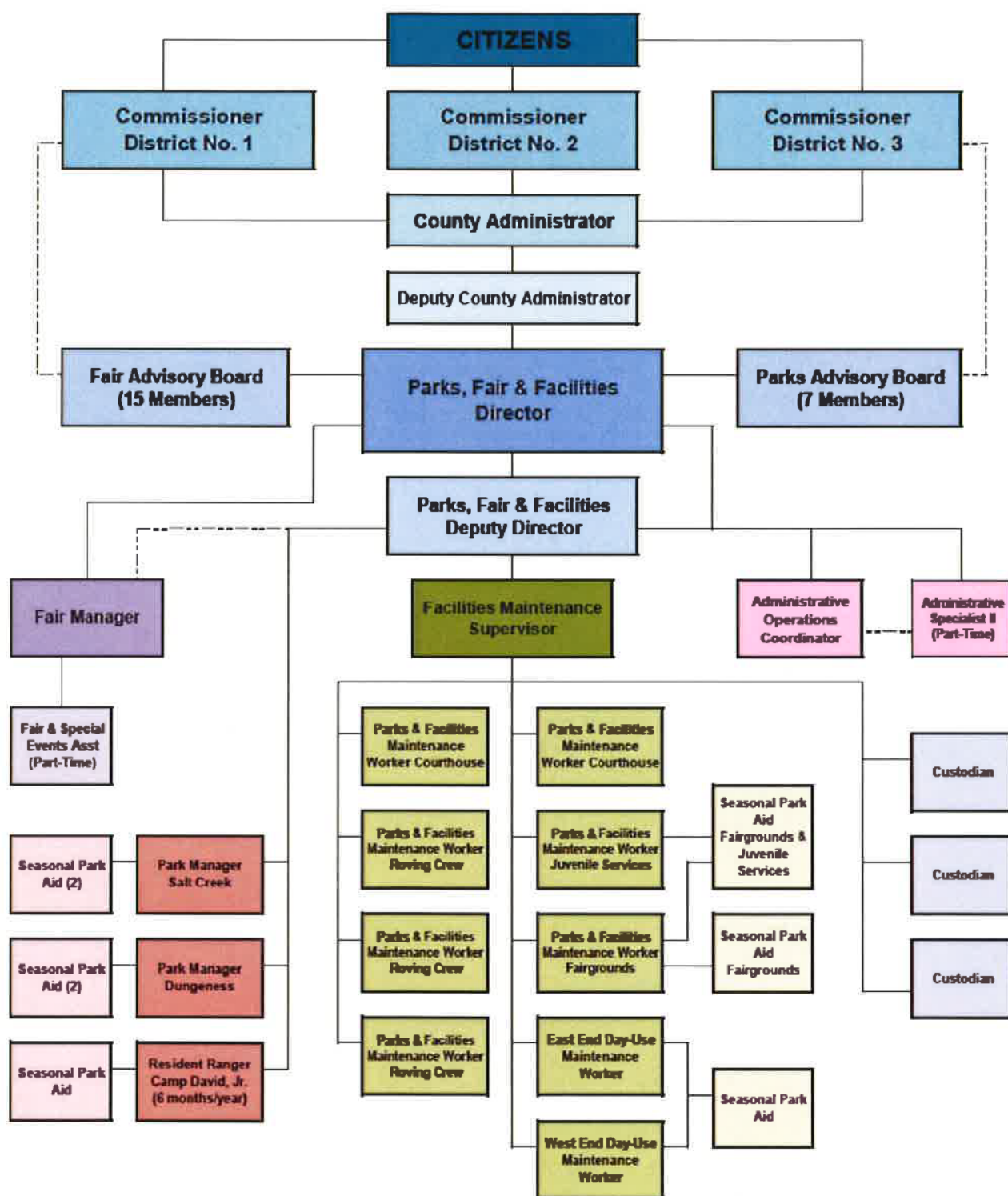
SECTION 6.02

POLICY

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

SECTION 6.03

ORGANIZATIONAL CHART



CLALLAM COUNTY
PARKS, FAIR & FACILITIES DEPARTMENT
ORGANIZATION CHART
January 2024

SECTION 7

BOARD GOALS AND OBJECTIVES

SECTION 7.01

CONCEPTS OF RECREATION

SECTION 7.01.010

CONCEPTS OF PUBLIC INTEREST IN RECREATION

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

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

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

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

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

d. Services, primarily leadership.

SECTION 7.01.020

GENERAL PURPOSES

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

SECTION 7.02

BOARD GOALS AND OBJECTIVES

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

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

SECTION 8

PLANNING, ACQUISITION, AND DEVELOPMENT

SECTION 8.01

COMPREHENSIVE PLANNING

SECTION 8.01.010

PURPOSE

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

SECTION 8.01.020

POLICY

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

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

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

SECTION 8.01.021

COUNTY PARK AND RECREATION MASTER PLAN UPDATES

Policy 461

PURPOSE

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

AMENDING OR UPDATING THE PARKS MASTER PLAN

PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

PROCEDURE

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

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

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

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

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

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

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

SECTION 8.01.030

GUIDELINES

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

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

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

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

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

SECTION 8.02

INTERAGENCY AND INTRADEPARTMENTAL COOPERATION

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

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

SECTION 8.03

LAND ACQUISITION

SECTION 8.03.010

PURPOSE

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

SECTION 8.03.020

POLICY

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

SECTION 8.03.021

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

Policy 462

PURPOSE

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

ACQUISITIONS

PROCEDURES

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

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

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

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

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

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

NEW FACILITY DEVELOPMENT

PROCEDURES

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

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

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

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

DISCLAIMER

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

SECTION 8.03.022

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

Policy 463

PURPOSE

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

This policy is intended to:

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

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

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

CITIZEN REQUEST

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

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

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

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

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

PARK BOARD MEMBER OR COUNTY STAFF REQUEST

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

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

COUNTY ADMINISTRATOR REQUEST ON THE BEHALF OF THE BOCC

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

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

PROCEDURE

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

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

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

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

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

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

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

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

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

SECTION 8.04

LAND ACQUISITION GUIDELINES

SECTION 8.04.010

PURPOSE

To provide a framework for evaluating potential sites.

SECTION 8.04.020

POLICY

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

SECTION 8.04.030

GUIDELINES

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

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

SECTION 8.05

COASTLINE DEVELOPMENT GUIDELINES

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

High standards for the recreational development of our shorelines include:

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

SECTION 8.06

COMPATIBILITY DEVELOPMENT GUIDELINES

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

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

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

Clallam County Parks Advisory Board **Annual Schedule of Standard Activities** (v5) January 28, 2025

Month	Activity PARKS ADVISORY BOARD	Activity PARK STAFF (pre- or post- PAB mtgs.)
January	Confirm capital budgets- Parks Capital, REET & REET II, Parks Capital Improvement Fund	Present capital budget reports for review
	Review current capital project timelines- by quarter	
	Review current grant project timelines- by quarter	
February	Review & recommend Master Plan amendments	Present staff-recommended Master Plan amendments
	Review, amend & adopt the annual activities calendar	Present draft recommended annual activities calendar
March	Schedule PAB Field Trips	Schedule PAB Field Trips
	Adopt Parks Master Plan amendments (after public review)	Administer Master Plan amendment for BOCC adoption
April	Review the Parks Master Plan capital projects and make recommendations for 5-year Capital Plan	Present Master Plan capital projects for 5-year Capital Plan review
	Update 5-year Capital Plan & make priority recommendations	Prepare updated 5-year Capital Plans priority recommendations
May	Field Trip	Field Trip
	Review & recommend annual capital priorities	Submit revised 5-year Capital Plan to County Administrator & Finance
June	Field Trip	Field Trip
	Review staff-recommended Master Fee Schedule	Present staff-recommended Master Fee Schedule
	Recommend Master Fee Schedule update	Submit annual Master Fee Schedule recommendations to County Administrator/Finance
	Recommend annual capital budget priorities	Submit annual capital budget recommended priorities to County Administrator/Finance

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July	Agenda open for catch-up or issue resolution or new proposals	Administer Master Fee Schedule for BOCC adoption
August	Agenda open for follow-up (or cancel meeting)	
September	Review staff reports on season highlights	Submits annual budget including capital priority recommendations to the County Administrator / Finance
		Prepare end-of-season staff reports for review
October	Review County Administrator/Finance approved 5-year Capital Plan and annual capital budget priority recommendations	Present preliminary DRAFT capital budgets & annual recommendation <i>(for PAB review only, no action)</i>
	Attend BOCC Draft Budget Submittal Meeting (optional)	
November	Annual PAB Elections- Chair & Vice-Chair	*Schedule Special December PAB Meeting- first Thursday in December (avoid conflict with BOCC budget hearings)
	*Schedule Special December PAB Meeting- first Thursday in December (avoid conflict with BOCC budget hearings)	Present any capital budget priority changes as appropriate
	Confirm capital budget submittal priorities	
December	Year in review – Prepare annual accomplishments report	Contribute to annual activity/accomplishments report
	Attend BOCC Budget Adoption Hearings first Tuesday	

**December “Special” PAB Meeting on the first Thursday, 530 PM BOCC Board Room, to avoid conflict with BOCC annual budget hearings*