



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

August 28, 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, September 2, 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: **835 9170 1271** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **835 9170 1271** 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 – July 1, 2025 Regular Meeting
- E. Correspondence Received
 - 1. CPU and Parks
 - 2. July 14, 2025 Burn Ban Update
 - 3. Fires in designated campgrounds
 - 4. State of Washington Tourism – 2026 Grants
 - 5. Robin Hill trail work report 20250715 with photos

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

- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
 - 1. Welcome to Troye Jarmuth
- H. Committee Reports
 - 1. Parks Advisory Board Selection Committee – No Report
 - 2. Parks Advisory Board Bylaw and County Code Amendment – No Report
 - 3. Parks Advisory Board Standard Annual Calendar Review
 - 4. Parks Master Plan Amendment – No Report
- I. Staff Reports
 - 1. Parks Master Plan Update – Progress Update 08.15.2025
 - 2. Pay Station Report – Attendance & Revenue
 - 3. Updated Member Terms
 - 4. Open Public Meeting Act & Public Records Training – Update
- J. New Business
 - 1.
 - 2.
 - 3.
- K. Board Member Comments
- L. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- M. Adjournment



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CLALLAM COUNTY
Department of Community Development
County Courthouse
223 E. 4th St., Suite 5
Port Angeles, WA 98362-3015
Phone: (360) 417-2323
Fax: (360) 417-2443
bruce.emery@clallamcountywa.gov

Memorandum

Date: August 1, 2025
To: Don Crawford, Director, Parks, Fair and Facilities
From: Bruce Emery, Director, DCD
Re: Comprehensive Plan Update and the Parks Master Plan

The Clallam County Comprehensive Plan establishes goals and policies that guide decision-making and development of land use, environmental and resource controls for the jurisdictional boundaries of Clallam County. The Plan is promulgated, in part, under the requirements of the Growth Management Act (GMA) codified under RCW 36.70A. There are 15 elements established by the Act to be considered within a Comprehensive Plan (RCW 37.70A.020). Of these, the following are considered mandatory: a land use element, a housing element, a capital facilities plan element, a utilities element, a rural element (for counties), a transportation element, an economic development element, **a park and recreation element**, and a climate change and resiliency element (RCW 36.70A.070). The County's Shoreline Master Program is also considered a mandatory element of the Comprehensive Plan; however, it is promulgated under authority of Shoreline Management Act (RCW 90.58) and is subject to its own update schedule.

RCW 36.70A.070 also requires that the Comprehensive Plan be "...an internally consistent document and all elements shall be consistent with the future land use map." For this reason, the transportation element must consider future growth needs of the land use and economic development elements. Similarly, the park and recreation element must also be developed in accordance with the land use element to anticipate future recreation needs of the population it intends to serve.

Because transportation, capital facilities and utility facilities come at a cost, and yet are required to be planned for concurrently with development, the GMA mandates that planning for funding include:

[A]t least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element (RCW 36.370A.070(3)(d) and (e)).

The above mandates outline steps required for jurisdictions to maintain concurrency with the funding obligations of essential infrastructure needs required to accommodate future growth. The practice, in the real world, is less than ideal as decisions have to be made within limited resources and competing priorities.

Although listed as a required element, the *Park and Recreation* element was adopted into the GMA in June of 2002. In accordance with RCW 36.70A.070(10) and WAC 365-196-440(1)(6), mandatory elements included under the GMA after January 1, 2002 "...shall be considered null and void until funds sufficient to cover applicable local government costs are appropriated and distributed by the state at least two years before local government must update comprehensive plans as required in RCW 36.70A.130."

No such funding has been allocated by the State for the Park and Recreation element to date. In response, Clallam County opted to organize the Parks Master Plan as a document separate from the Clallam County Comprehensive Plan to avoid the additional obligations required under the Act. Further, since it is not considered a GMA document and therefore not under the purview of the Clallam County Planning Commission, the Parks & Recreation Advisory Board was formed, in part, to advise the Board of County Commissioners on the Parks Master Plan. Since the Plan, under current circumstances, is not mandated by the GMA, the funding mechanisms required for its implementation are not identified under the Comprehensive Plan or Capital Facilities Plan.

I hope this information provides clarity concerning the relationship between the Comprehensive Plan and the Parks & Recreation Master Plan. If you have any questions, feel free to contact me at 360-417-2323 or at bruce.emery@clallamcountywa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Bruce W. Emery". The signature is fluid and cursive, with the first name "Bruce" being more prominent.

Bruce Emery, Director
Clallam County DCD



CLALLAM COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
COUNTY COURTHOUSE
223 E. 4TH ST., SUITE 5
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UPDATE

Press Release

Burn Restrictions have been modified in unincorporated Clallam County to a FULL BURN BAN

July 14, 2025

Due to low humidity and extreme heat warnings forecast for the near future, the Clallam County Burn Ban is being modified to include all campgrounds within unincorporated Clallam County (County controlled campgrounds are included in the burn ban). This modification prohibits all outdoor burning. Outdoor burning includes campfires, bonfires, briquette BBQ's, residential yard debris clean-up, trash disposal, land clearing, weed abatement and agricultural burning activity. Propane/gas and pellet appliances are permitted provided the use is over a non-flammable surface and at least 5 feet from flammable vegetation. The exception to this modification is those campgrounds within the Olympic National Park and Olympic National Forest as they are regulated by the Federal government and State Department of Natural Resources.

The Clallam County Fire Marshal's office works closely with local fire districts and local fire departments and strongly urges all county residents and property owners to be attentive to the condition of their properties through proactive fire prevention measures.

Maintaining a 30-foot defensible space around structures will help aid fire fighters by creating a zone of protection around your personal property.

You can find more information concerning Defensible Space on the Clallam County website <https://www.clallamcountywa.gov/885/Defensible-Space-Around-a-Structure>

Thank You,

George Bailey
Clallam County Fire Marshal
(360) 417-2308

Earley, Melissa

From: Crawford, Donald
Sent: Friday, August 22, 2025 10:06 AM
To: wildnfree2772@gmail.com
Cc: web_parks; Bailey, George; McFarlen, Rick
Subject: RE: Fires in designated campgrounds

Good morning, Mary!

I hope you're having a wonderful day!

I've got some good news for you! 🇺🇸 Campers are allowed to use propane fire pits during this seasonal fire ban. I took a look online, and they're not only available but also pretty budget-friendly.

Propane fire pits are a great alternative! They don't throw out embers and can be easily put out. While nothing can quite match the charm of a classic wood campfire, these pits still offer the cozy atmosphere, and you can enjoy making s'mores and roasting hot dogs just the same! 😊

Now, about your main question regarding fire bans: they're put in place based on careful environmental assessments, and the county official is really diligent about this. The process to determine these seasonal bans is quite thorough. Currently, the ban is in effect due to the serious conditions we're experiencing.

But don't worry! Seasonal fire bans typically get lifted in early fall. Why not plan on returning for some fall camping? It could be a great time to enjoy the outdoors!



Have a Superfantastic Day!

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



From: web_parks <web_parks@clallamcountywa.gov>
Sent: Friday, August 22, 2025 8:13 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: FW: Fires in designated campgrounds

Melissa Earley
Administrative Operations Coordinator
Clallam County Parks, Fair & Facilities
Direct: 360.565.2659

From: Mary Defillippo <wildnfree2772@gmail.com>
Sent: Thursday, August 21, 2025 3:13 AM
To: web_parks <web_parks@clallamcountywa.gov>
Subject: Fires in designated campgrounds

You don't often get email from wildnfree2772@gmail.com. [Learn why this is important](#)

Since Clallam County designated campgrounds are near water and mostly coastal, I am pleading that you please take off the burn ban for those campgrounds that are inside the Clallam County parks. Especially since these parks are overseen by park rangers and hosts.

Since I am one of those people that only tent camp, it makes our vacations nearly obsolete with how cold it is in the morning and evenings without even the smallest campfire. I live very near to the Dungeness, less than 3 miles due south, and it is easily 7 to 10 degrees cooler everyday on the water.

It is so sad to see people all bundled up in coats and hats sitting around picnic tables with their families in the middle of the summer.

Please take this burn ban off in these designated, protected areas. These camp grounds are monitored and with very reduced threat of out of control fires.

I am just bringing this to your attention for the ones of us that do not camp in rv's and find it completely too cold on these coastal Clallam County campgrounds without any fires to stay warm with.

We still have the Labor Day weekend to be able to enjoy with our children.

Thank you for your consideration.

Mary DeFilippo
(425)290-2255
wildnfree2772@gmail.com

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Earley, Melissa

From: David Blandford <david@stateofwatourism.com>
Sent: Thursday, August 7, 2025 12:54 PM
To: Crawford, Donald
Subject: RE: State of Washington Tourism- 2026 Grants

Hello Donald,

Thanks for reaching out. Alas, given our 67 percent reduction in state base funding this legislative session, we will need to pause grant programs for the coming year. We are working toward more sustainable funding and hope to resume once we do. Let's keep talking. Apologies for the bad news.

Best,
David Blandford

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Sent: Thursday, August 7, 2025 12:34 PM
To: David Blandford <david@stateofwatourism.com>
Subject: State of Washington Tourism- 2026 Grants

You don't often get email from donald.crawford@clallamcountywa.gov. [Learn why this is important](#)

Good afternoon, David!

Clallam County Parks, Fair, & Facilities is identifying 2026 grant opportunities. Can you provide an estimate of when State of Washington Tourism will next announce grant programs?

Have a superfantastic day!

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

Trail work report for July 15, 2025

Robin Hill multi user trail, July 15, 2025 9 a.m. until 2:30 p.m.

The crew of 14 was comprised mostly of BCHW-Peninsula and the County Thursday ODT/OAT crew. This was truly a collaborative effort of the County – supplying gravel, front end loader and machine operator; PTC for the use of their trail tote and Peninsula chapter's trail tote; the local land owner who graciously offered the use of their land for gravel delivery, crew parking plus staging tractor and tote operations.

The group convened Tuesday morning and started the work of removing bits of barbed wire fencing, brushing the corridor, grading reaches of trail to better handle water management, constructing a new turnpike and spreading gravel to reaches of tread needing hardening. We encountered some hikers and an equestrian who thanked us for our efforts. All commented that they like the new multi-user trail. They all appreciated that the tread was not covered in wood chips.

Recall we installed this new trail at Robin Hill last fall. We intentionally left the trail to itself over the wet season to let the trail tell us where things needed attention.

We held an earlier work party to address the upper 4 tenths of a mile for water management and grading the tread. The native soils in that reach are good for tread.

This outing was specifically to address the 2 to 3 tenths of mile of trail nearest Davenhill lane. The native soils are not conducive to durable tread. We constructed a new 70-foot turnpike across a damp area. The turnpike construction consisted of positioning the curb logs, placing a layer of landscape cloth and cover with shot rock, placing another layer of landscape cloth and covering with 5" of 5/8" minus crushed basalt to form the tread. Next was to spread gravel over reaches of tread that show the need for hardening the treadway. Gravel movement was accomplished by using 2 trail totes and with the County front end loader making several trips up trail. In all we moved about 12 to 13 yards of material.

What remains – We ran out of time Tuesday so the remaining effort will be accomplished by the County front end loader returning to move gravel to selected locations along the trail. Once the gravel is positioned, a small contingent of crew will revisit the trail to grade the gravel to form the tread surface and to resecure a fence line at the Davenhill lane private access gate. It is expected that this small contingent will be the last effort we need to apply to this new trail for some time to come.

This trail has been installed at the request of Martha Ireland and County Parks.

Robin Hill Trail Work

July 15, 2025



Setting up new area for
turnpike in a damp spot.



Crew preparing
equipment for work
party. →



Using tractor to fill
tote with "shot rock."



Spreading shot rock
in wet areas.



Delivery of more
rock with tote.



A layer of ground
cloth between shot
rock and gravel.





Tractor filling tote with gravel.



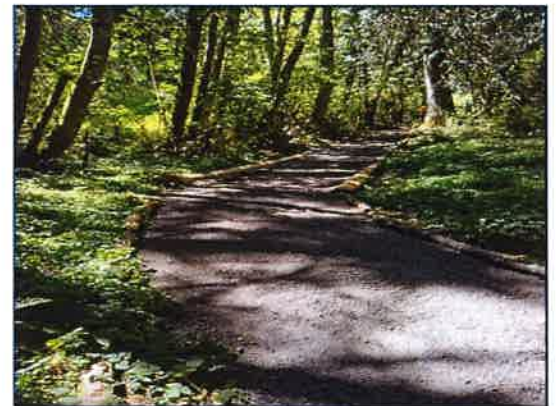
Spreading gravel layer.



Don Crawford and Tom Mix viewing progress.



New turnpike area complete.



Hardening section of previous trail by adding gravel.



Improving tread and managing runoff.



Clallam County Park System Master Plan

Progress Update #1 (18 August 2025)

The following highlights key tasks to support the development of the 2026 Park System Master Plan.

Tasks Completed

Project Initiation

- Conducted project kick-off meeting with County staff to review key project tasks and overall project schedule

Parks and Recreation Advisory Board

- Prepared for and attended first of seven meetings on July 16th to provide an overview of the project scope and explore planning challenges and opportunities with Board members.

Park Site Assessments

- Conducted field visits of all County park sites
- Compiled draft summary notes
- Compiled draft evaluation matrix

Tasks Ongoing

Community engagement scheduling

- Refine and finalize dates for stakeholder interviews, six focus group sessions and five community forums

Small group focus group discussions

- Confirm focus group locations and formats and finalize stakeholder list
- Identify/reserve possible venues for in-person focus group session
- Send introductory email and invitation to all prospective focus group participants
- Prepare discussion and questions for group sessions

Stakeholder interviews

- Send introductory email and invitation to all prospective focus group participants
- Prepare discussion and questions for group sessions

Tasks Upcoming

- Conduct focus group discussions (late September)
- Conduct stakeholder interviews (late September)
- Prepare "meeting-in-a-box" toolkit for staff use (mid September)
- Review summary data from County survey after it closes in early October (mid October)
- Coordinate and prepare materials for five community forums (early November)
- Prepare for 2nd Parks and Recreation Advisory Board session (TBD)