



Clallam County Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD November 4, 2025, Regular Meeting Minutes

Call to Order	Chair Pro Tem Troye Jarmuth called the meeting to order at 5:30 pm.
Members Present	Troye Jarmuth, Diane Chung Ray Colby Anna Plager Chair Pro Tem
Staff Present	Donald Crawford, Director Melissa Earley, Administrative Operations Coordinator
Previous Minutes	October 7, 2025, Regular Meeting. Action Taken: Troye Jarmuth moved to approve the minutes with the changes presented. Ray Colby seconded the motion. Motion passed.
Pro Tem Chair	Action Taken: Diane Chung nominated Troye Jarmuth as pro tem chair. Troye was voted unanimously as pro tem chair.
Correspondence Received	No correspondence received.
Public Comments on Agenda Items	Peter Craig, Carlsborg, commented: • New trail at Dungeness Recreation Area • Parks Master Plan name • Proposition 1, and what additional funding would be dispersed to the Parks Department if passed.
Unfinished Business	<u>G1. New Trail at Dungeness Recreation Area</u> – Don indicated he has no update on the proposed trail. He indicated that he has a tentative meeting scheduled with the Roads department to discuss the status of the road realignment project at the Dungeness Recreation Area. Don further explained that the Roads Department is separating the Lotzgesell Road curve portion of the overall project from the Voice of America Road realignment. Anna Plager discussed reducing the current capital request for the new trail from \$80,000 to \$50,000 to cover only an environmental assessment of the area and to give the public an opportunity to comment. Troye invited Peter Craig to the podium to discuss the history of the proposed Dungeness Master Plan from 2017. Peter reminded the group that, at the time, the Parks Advisory Board recommended a trail

placement based on public comment, but the Board of County Commissioners did not adopt it.

Committee Reports

H1. Parks Master Plan Update Team Status Report – Peter Craig reported that the team met with the consultant to discuss the public forums and timeline. The Team expressed a desire to learn about other plans or studies available regarding the Parks' 10-year plan. Additionally, the team would like to hear from the consultant as to how public comments on the draft plan will be handled. Finally, the team would like to meet in January or February.

H2. Bylaws Committee Status Report – Anna Plager agreed with Troye Jarmuth that the group will review the bylaws and submit any additional changes to Anna for discussion at the January meeting.

Staff Reports

I1. Stakeholder Forum Report – Don indicated that the stakeholder meetings took place, data was collected, and will be discussed at the public forums this week. There were approximately 50 attendees across all the forums, which was the number the consultant hoped for. Don discussed the public's misconception of how much of the beach at Port Williams is county property versus private property. The County Park consists of approximately 225 linear feet of beach on either side of the boat ramp. Beyond that point, the beach is either owned by the State of Washington or is private property. Over the years, many private property owners have been gracious enough to allow public access to the beach. However, the Pitship Duck Club, which for more than 100 years has owned property to the south of the beach ramp, has been working to educate the public of their intent to exercise their private property rights and trespass those who enter their property. Don indicated he had forwarded inquiries received regarding pursuing the purchase of privately owned beach land to preserve it for public access to the North Olympic Land Trust.

I2. Parks Advisory Board Vacancy Status Report – Don reported the Clerk of the BOCC has notified him that the Board of County Commissioners intends to proceed with the appointment of Rick Burns, as was discussed at a BOCC work session in October. To date, no new applications have been received; however, two viable applications remain on file. The BOCC has determined that they would like to interview the applicants and then let Don know how they would like to proceed. Don indicated that individuals interested in applying for the Parks Advisory Board are encouraged to do so. He will send a thank-you note to those who have provided their mailing addresses in the forums and let them know about the vacancies on the Parks Advisory Board.

13. Memorial Bench/Table Policy Discussion – Don indicated he would like to take a couple of months to meet with the Finance Department to draft an option for the public to donate directly to the Parks—more discussion to come in January or February. Discussion ensued regarding the Adirondack chair at Clallam Bay and the current process for selecting memorial tables/benches at county parks.

14. 2026 Budget Update and Adoption by Board of County Commissioners - Don indicated that what is currently on the Administrator's Recommended Budget on the county website is the most current version to date. Discussion regarding the reduction of funds in Parks and Facilities O&M hazardous tree removal expense line. These funds were instead added to the parks trail and parks road development expense lines in the REET budget. There was a discussion of possibly spending the Parks Capital Improvement Fund in 2026. Funds will be considered for future BOCC-approved park-specific capital projects, including the installation of water and electrical conduits to existing camp sites when the Roads Department realigns the road through Dungeness Recreation Area. Don discussed the presentation he gave to the group a few months prior, detailing the preliminary budget for the Dungeness Trails project, including funding requests for a truck, trailer, mower, small equipment, and a sign package to delineate crosswalks, parking areas, and roadside shoulder signage.

New Business

J.1 Parks Advisory Board Annual Leadership Elections – **Action Taken:** Anna Plager nominated Troye Jarmuth for chair, and Diane Chung seconded the nomination. The group voted unanimously to elect Troye Jarmuth as 2026 Chair of the Parks Advisory Board. Discussion regarding an annual presentation to the Board of County Commissioners Work Session to discuss the Advisory Board's goals, short-term plans, and accomplishments. **Action Taken:** Diane Chung nominated Anna Plager as Vice Chair, and Ray Colby seconded the nomination. Anna Plager declined the nomination. **Action Taken:** Troye Jarmuth made a motion to postpone filling the Vice Chair position until no later than March 2026, and if the Chair does not attend a meeting before that time, the board will vote on a Chair Pro Tem for that specific meeting. Anna Plager seconded the motion. Motion passed.

J.2 Parks Master Plan Naming Convention - Troye discussed the naming options for the upcoming Parks Master Plan. The two options for naming are the Parks Master Plan and the Parks Comprehensive Plan, preferred by the update planning TEAM. Don indicated concerns have been raised about possible confusion with the County Comprehensive Plan if the parks plan also includes the word 'comprehensive'. **Action Taken:** Diane Chung moved to name the

plan The Clallam County Parks Comprehensive Plan. Troye Jarmuth seconded the motion. Motion passed.

J.3 Schedule Special December Parks Advisory Board Meeting - The first Tuesday of December is the final budget approval date for the Board of Commissioners. Therefore, the December meeting of the Parks Advisory Board will be held on the first Thursday of December rather than the first Tuesday. Additionally, because the meeting dates must be reported to the State and regular meeting dates must be held the same day of the month each year (i.e. first Tuesday), the December meeting of the Parks Advisory Board will be designated as a Special Meeting. During Special Meetings, the group will not be permitted to veer from the posted Special Meeting Agenda. Only topics on the agenda will be discussed.

**Board Member
Comments**

Diane Chung commented that she will not attend the December Special Meeting in person but may be available via Zoom.

Anna Plager noted several old business items she would like to discuss at the December Special Meeting or possibly at the January Regular Meeting, including:

- Special Use Permits regarding drone flying in the parks
- Maximum number of consecutive nights allowed to camp at Dungeness and Salt Creek Recreation Areas
- Traffic counter data and staff evaluation of park sites

**Public Comments on
Non-Agenda Items**

Peter Craig, of Carlsborg, commented -

- Indicating that he learned earlier that day that public access had never been allowed on the beach property owned by the Pitship Duck Club, south of Marlyn Nelson County Park (commonly known as Port Williams), clearing up a previous misunderstanding that members of the public were allowed on the beach, but not up in the grassy area.
- Commending Conservation Technix on the forum conducted earlier in the day.
- Urging the current advisory board to walk the previously advisory board-approved trail detailed on the map in the non-adopted Dungeness Recreation Area Master Plan 2017.
- Parks Advisory Board vacancies.

Adjournment

Action Taken: Anna Plager moved to adjourn the meeting at 8:15 p.m. Diane Chung seconded the motion. Motion passed.

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator

DRAFT