



Clallam County

Parks, Fair & Facilities Department

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

CLALLAM COUNTY PARKS ADVISORY BOARD April 1, 2025, Regular Meeting

Call to Order	Vice Chair Roger Hoffman called the meeting to order at 5:30 pm.	
Members Present	Peter Craig, Chair	Roger Hoffman, Vice Chair
	Candace Kathol Diane Chung	Anna Plager
Staff Present	Donald Crawford, Director	Melissa Earley, Administrative Operations Coordinator
Previous Minutes	March 4, 2025 Regular Meeting. <u>Action Taken:</u> Candace Kathol motioned to approve the March 4, 2025 minutes with grammatical adjustments and addition of board request for staff prioritized list of changes to 10-year plan amendment. Anna Plager seconded the motion; motion passed.	
Correspondence Received	1. Peninsula Trails Coalition 2024 – Olympic Discovery Trail, Trail User Survey	
	2. Final Deed of Right for Dungeness Trails County Park (Dungeness Off-Channel Reservoir)	
	3. Leasing Clallam County Soccer Facilities – FIFA World Cup	
Public Comments on Agenda Items	No Public Comments.	
Unfinished Business	<u>2027 Parks Master Plan Selection Process- Update</u> Don provided a brief update indicating he has asked the County Administrator and Civil Prosecutor to guide in working through the selection process. He hopes to have an update in the next few weeks so that a formal announcement can be made.	
	<u>2026 Parks Capital Plan and 5 -Year Capital Plan</u> Don discussed the memo provided with the Agenda, item G2, including capital outlays that the County is committed to. The 2026 Capital Plan projects will focus primarily on life safety and asset preservation issues. Staff-prioritized projects are included in item G2 of the Agenda packet.	
	<u>Marlyn Nelson County Park Port Williams Property Line Issue 2025:</u> Discussion regarding amount of county-owned tideland at the park, and the adjacent property owners. Members of the Pitship Duck Club have requested that the county place a no-trespassing sign at their property	

line, denying public access. However, after reviewing property lines, it was determined that the Duck Club's property line is not adjacent to the county property line, but rather it is adjacent to the Clapp family property line. The Duck Club will need to coordinate with the Clapp family if they would like to place a sign at that line indicating no public access. The county can, however, put a sign at the county property line indicating private property beyond that line.

Committee Reports

No committee reports.

Staff Reports

2027 Clallam County Parks and Recreation Master Plan- Parks Opinion Survey- Status Update: Don provided updated usage reports from the Parks Opinion Survey, included as item I1 in the Agenda packet. Don indicated he received clearance to use the email addresses collected from the online reservation system to distribute the survey but has not yet had an opportunity.

Winter 2025 Traffic Count Reports. Peter inquired as to why parks that have gates are being accessed by the public after dark. Don indicated that, with the exception of a few, most parks do not have the staff living on site who could be available to ensure the gates are closed at dusk. Anna indicated she would prefer to see the traffic count reports combined into a single spreadsheet for comparison. Peter reminded her of the time constraints on the limited office staff.

New Business

Parks Advisory Board Vacancy Applicant(s) Recommendation: Don referred to the memo provided in the Agenda, item J1. Don requested the Board to recommend nominating the two applicants described in the Agenda packet to the Parks Advisory Board. Don clarified the three ways an advisory board member can be appointed: The BOCC can appoint directly; Staff can review applications and make recommendations to the BOCC; and the Advisory Board can review applications and make recommendations. Action Taken: Candace Kathol made a motion that the Parks Advisory Board form a subcommittee to review all Parks Advisory Board applications when the deadline has passed and make a recommendation to staff for appointment. Anna Plager seconded the motion. Motion passed. Candace Kathol, Roger Hoffman and Don Crawford will form the subcommittee to review Parks Advisory Board applications.

2025 Parks Master Plan Amendment Items: Don made a recommendation to the advisory board to include in the 2025 Parks Master Plan Amendment the addition of Dungeness Trails County Park, the addition of six hiker biker campsites and one Cascadia Marine Trail campsite to Salt Creek Recreation Area, and updating the Marlyn Nelson County Park property line description. Peter Craig and Anna Plager formed a Parks 5-Year Capital Plan Priority and Master Plan Amendment subcommittee.

2026 Parks Master Fee Schedule Update: Don provided a preliminary memo indicating staff recommendations for 2026 fees based upon the CPI +/- 5% increase. The advisory board requested a list of camping fees at comparable counties for review. Don indicated he may or may not be able to provide that information before the next meeting. Peter Craig and Anna Plager formed a Parks Master Fee Schedule subcommittee. Anna Plager commented:

**Board Member
Comments**

- Reiterate request for written monthly grant and capital project status update.
- Requested a copy of the annual calendar to be included in the monthly Agenda packet.
- Requested a zoom call with the RCO grant representative. Don indicated there are numerous representatives at RCO all designated for different types of projects, and that possible 2026 grant opportunities are listed on the RCO website.

Peter Craig requested a status update on the hiring of seasonal park aides for 2025. Don indicated one position has yet to be filled.

**Public Comments on
Non-Agenda Items**

Tom Mix, Sequim, commented on work performed by the Backcountry Horsemen volunteer group at Robin Hill, and work proposed to be performed at Dungeness Recreation Area. Maps and written descriptions were provided and are incorporated into the minutes hereto.

Steve Johnson, Sequim, commented on the current residence, trees, greenhouses, and community garden usage at Robin Hill Farm County Park.

Adjournment

Candace Kathol made a motion to adjourn at 7:35pm. Diane Chung seconded the motion. Motion passed.

Respectfully submitted,

Melissa Earley
Administrative Operations Coordinator