



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, June 10, 2024 – 9:00 a.m.

Board of Clallam County Commissioner 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: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment can be directed to the Clerk of the Board at 360-417-2256 or Loni.Gores@clallamcountywa.gov

Administration ? 9 a.m.

1. [Calendar/Correspondence](#)
2. [Discussion with Department of Transportation regarding Highway 101 Projects](#)
[Discussion](#) 
3. [Agreement with City of Port Angeles for emergency notification system](#)
[Agreement](#) 
4. [Pre-application questionnaire and letter authorizing for Defense Community Infrastructure Program \(1c\)*](#)
[Pre-application questionnaire](#) 
5. [Agreement with U.S. Coast Guard for Slip Point Lighthouse property maintenance](#)
[Agreement](#) 
6. [Presentation regarding Juvenile & Family Services Child Advocate Program](#)
[Presentation](#) 

Public Works

7. [Approval of plans and call for notice of bids to be received no later than Tuesday, July 9, 2024 at 10 a.m. regarding Sekiu Main Sewer Replacement Phase I](#)

Approval of plans and call for notice of bids 

Community Development

8. Agreement amendment 12 with Shannon and Wilson, Inc. for Towne Road Levee Surfacing Project

Agreement amendment 12 

9. Briefing and call for hearing to be held on Tuesday, July 2, 2024 at 10:30 a.m. regarding an Ordinance titled ?911 Addressing System?

Briefing and call for hearing 

10. Briefing and call for hearing to be held on Tuesday, July 2, 2024 at 10:30 a.m. regarding an Ordinance titled Carlsborg Urban Growth Area

Briefing and call for hearing 

11. Code Enforcement update

Update 

Board of Commissioners

12. Resolution authorizing an expenditure from the Clallam County Heritage Advisory Board Grant Fund to the Quileute Tribal School/\$2,500

Resolution 

13. Agreement with Lower Elwha Klallam Tribe for North Olympic Peninsula Reconnect Coalition (2f)*

Agreement 

14. Agreement with Jamestown S?Klallam Tribe for North Olympic Peninsula Reconnect Coalition (2g)*

Agreement 

Budget

15. Discussion of proposed supplemental appropriations to be considered on June 25 (5a)*

Supplemental appropriations 

General Discussion/Items for Future Agendas:

- * Department of Natural Resources Meeting (June 17 at 1 p.m.)
- * Department of Natural Resources Meeting (August 19 at 1 p.m.)
- * Department of Transportation Highway 101 Project Discussion (September 9 at 9 a.m.)
- * Joint Meeting with Port of Port Angeles (October 28 at 11 a.m. - hosted at BOCC)
- * Department of Natural Resources Meeting (November 18 at 1 p.m.)
- * Department of Transportation Highway 101 Project Discussion (December 9 at 9 a.m.)

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to

be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board.
- Copies of public documents from Board meetings are available by contacting the Public Records Department.



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JUN 10 2024

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ Meeting Date: 6-10-24 – 9 a.m.

REGULAR AGENDA ☐ Meeting Date:

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Letter |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Board of Commissioners are requesting the Washington State Department of Transportation (WSDOT) schedule and attend a work session at least quarterly for the next few years as a series of highly-impactful projects are completed and/or planned during the next several years along the Highway 101 Corridor. The Board suggests regular check-ins as a way to improve communication with the wide variety of interested jurisdictions, local governments, Tribal governments, transit agencies, law enforcement and first responders, businesses and residents who will be impacted by these important projects.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Update

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

Date submitted: 12-7-23

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

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JUN 10 2024

Department: Sheriff

WORK SESSION ☒ **Meeting Date:** 6/10/24

REGULAR AGENDA ☒ **Meeting Date:** 6/18/24

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 817-24-02 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary: Since 2013 the City of Port Angeles and Clallam County have shared Emergency Notification Services to alert citizens of hazards or emergency events. These alerts can be tailored to reach select citizens affected or everyone within the county, and can be customized for issues ranging from boil water advisories to road closures or mud slides. Both parties share the cost of the service, with the County administering the vendor contract and the City reimbursing 50% of the cost. Both parties equally use the system and are responsible for training their own staff. This agreement renews the terms for another five years.

Budgetary impact: Already budgeted as this replaces a previous agreement.

Recommended action: BOCC approval

County Official signature & print name: Brian King, Sheriff

Handwritten signature of Brian King, Sheriff.

Name of Employee/Stakeholder attending meeting: Beth Waknitz

Relevant Departments: Sheriff

Date submitted:

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Agenda Item EmergNotification Sharing with City

Revised: 3-04-2019

**INTERLOCAL AGREEMENT BETWEEN THE
CITY OF PORT ANGELES
AND
CLALLAM COUNTY**

FOR THE PURCHASE AND MAINTENANCE OF AN EMERGENCY NOTIFICATION SYSTEM

1. **THIS AGREEMENT**, is made and entered into this ____ day of _____, 2024, by and between THE CITY OF PORT ANGELES , (hereinafter referred to as the CITY), and CLALLAM COUNTY , (hereinafter referred to as the COUNTY) pursuant to RCW 39.34. The CITY and the COUNTY (hereafter collectively referred to as the PARTIES) agree to purchase and deploy an emergency notification system that serves all of Clallam County area.
2. **THE PURPOSE OF THIS AGREEMENT IS** to memorialize the terms under which the CITY and COUNTY will jointly purchase, deploy, and maintain an emergency notification system . Both PARTIES agree to use and maintain the system and train their respective operators.
3. **BUDGET AND FINANCING:** The CITY and COUNTY will equally share the cost of the system. The COUNTY will hold the contract with the vendor, and the COUNTY will pay the entire annual contract amount. The COUNTY will submit to the CITY an invoice for fifty percent (50%) of the cost, up to \$9,000. The CITY will pay the invoice within 30 days of receipt.
4. **DURATION:** The term of this Agreement shall be one year from the date of the last signature affixed hereto. This Agreement shall automatically renew for four (4) successive one-year terms on the anniversary date of the last signature unless otherwise terminated in accord with Section 10 below.
5. **CONTACT PERSONS:** The CITY'S contact person for the Agreement is the Port Angeles Police Department Deputy Director. The COUNTY'S contact person for the Agreement is the Clallam County Undersheriff.
6. **INDEMNIFICATION:** The CITY shall defend, indemnify and hold harmless the COUNTY and its elected officials, officers, agents, and employees, or any of them, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any negligent act or omission of the CITY, its officers, agents, and employees, or any of them in connection with its/their performance under the terms of this agreement.

The COUNTY shall defend, indemnify and hold harmless the CITY and its elected officials, officers, agents, and employees, or any of them, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any negligent act or omission of the COUNTY, its officers, agents, and employees, or any of them in connection with its/their performance under the terms of this agreement.

7. **DISPUTE RESOLUTION:** In the event that a dispute arises under this Agreement that cannot be resolved through good faith negotiation, it shall be resolved in the following manner; the CITY shall appoint a member to the Dispute Board, the COUNTY shall appoint a member to the Dispute Board; CITY and COUNTY will jointly appoint a member to the Dispute Board. In the event CITY and COUNTY are unable to jointly agree on a third member to serve on the Dispute Board, either party may petition the Superior Court for Clallam County to appoint a third member to the Dispute Board. Parties shall be responsible for any costs associated with their appointed Dispute Board member, and shall split the cost evenly for



the third member. The Dispute Board shall evaluate and adjudicate the dispute. The determination of the Dispute Board shall be final and binding the parties hereto.

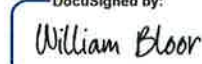
8. **RESPONSIBILITIES:** The COUNTY agrees to administrate the contract and invoice the CITY for the contract amount per Paragraph 3. The COUNTY shall record this Agreement with County Auditor's office, or otherwise list this agreement on the COUNTY's website or other electronically retrievable public source. Each party will be responsible for selecting and training employees in the proper use of the system, ensuring its use complies with all laws, including the Public Records Act, and maintaining the appropriate records regarding its use of the system.
9. **AGREEMENT ALTERATIONS AND AMENDMENTS:** The CITY and the COUNTY may mutually amend this Agreement. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind the CITY and the COUNTY.
10. **TERMINATION:** Either party may terminate this Agreement upon written notice delivered by hand or via US first class mail to the designated contact person. Such notice must be deposited in the mail or delivered within 30 (thirty) days of the end of a contract year. If this Agreement is so terminated, the terminating party shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement through the end of the current contract year. In the event of termination, the parties agree that ownership of the Service shall vest with the COUNTY.
11. **COMPLETE EXPRESSION:** This Agreement, and any written attachments or amendments thereto, constitutes the complete agreement of the parties and any oral representations or understanding not incorporated herein is excluded.
12. **ALL WRITINGS CONTAINED HEREIN:** IN WITNESS WHEREOF, CITY and COUNTY have signed this Agreement as of the date and year written below:

CITY OF PORT ANGELES



Nathan A West, City Manager
City of Port Angeles
321 East 5th Street
Port Angeles, WA 98362

Date: 5/13/2024

DocuSigned by:

E5FC5FBD4113427...

APPROVED AS TO FORM:

CLALLAM COUNTY

Mike French, Chair
Board of Clallam County Commissioners
223 East 4th Street, Suite 12
Port Angeles, WA 98362

Date: _____



30/05/2024

APPROVED AS TO FORM:

ATTEST:

Loni Gores, Clerk of the Board



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JUN 10 2024
1C

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Sheriff's Office

WORK SESSION ☒ **Meeting Date:** June 10, 2024

REGULAR AGENDA ☒ **Meeting Date:** June 11, 2024

Required originals approved and attached? ☒
Will be provided on:

Item summary:

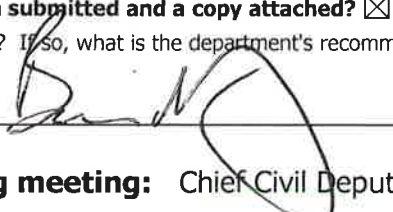
- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Seeking BOCC authority to Submit Federal Grant Proposal By Letter of Authorization |

Documents exempt from public disclosure attached: ☐

Executive summary: The Sheriff's Office would like to submit a grant proposal seeking federal grant funding of \$9,580,029 under the Defense Community Infrastructure Program. These federal funds would be used to pay a substantial amount of the construction costs to build the new Joint Public Safety Facility. The NOFO requires that the contracting authority submit a Letter of Authorization to submit the grant proposal. This grant opportunity requires no match.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☒ **No Budget Impact**

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
BOCC sign Letter of Authorization.

County Official signature & print name:  Sheriff Brian King

Name of Employee/Stakeholder attending meeting: Chief Civil Deputy Waknitz, Diane Harvey

Relevant Departments: Sheriff's Office

Date submitted: 06/05/24

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item - Defense Community Infrastructure Grant Proposal
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

Clallam County

Grant Application Information

DEPARTMENT: **Sheriff's Office**

DATE SUBMITTED TO W/S: **06/05/24**

GRANT NAME: **Defense Community Infrastructure Program**

APPLICATION DEADLINE: **06/17/24**

ISSUING AGENCY: **US Department of Defense** IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **five years** RENEWAL POSSIBLE? **No**

TOTAL AWARD: **\$9,580,029** ANNUAL AMOUNT: **NA**

MATCH REQUIRED? **No** MATCH AMOUNT: **0**

DESCRIPTION OF GRANT AND PURPOSE: The purpose of this grant is to fund community infrastructure projects that improve the military value of a military installation. The U.S. Navy is providing a Letter of Support recognizing that the building of a new Joint Public Safety Facility in Clallam County will provide military value to Naval Base Kitsap-Bangor who conducts submarine maritime operations in the Strait of Juan De Fuca and would use the new facility to conduct emergency response training, exercises and use the facility as a command center in case of an emergency impacting its maritime operations.

EXPLAIN HOW THIS GRANT WILL BE USED FOR THE GOOD OF CLALLAM COUNTY CITIZENS: This grant would be used to significantly fund the construction of the new Joint Public Safety Facility.

DOES THE GRANT ACTIVITY FURTHER THE DEPARTMENT'S MISSION OR CORE FUNCTIONS? HAS IT BEEN A PART OF LONG TERM DEPARTMENT OR COUNTY GOALS? This grant supports the building of a new Emergency Operations Center, which has long been a priority for Clallam County and the Sheriff's Office.

DOES THE GRANT ACTIVITY INCREASE AN EXISTING SERVICE OR ADD A NEW SERVICE? TO WHAT DEGREE? IF THE GRANT WERE NOT AVAILABLE, WOULD THE SERVICE HAVE BEEN NECESSARY? No.

WHAT MEASUREMENTS (PERFORMANCE MEASURES) WILL BE USED TO EVALUATE THE SUCCESS OF THE ACTIVITIES PROVIDED BY THE GRANT? WILL PERFORMANCE MEASURES BE DEVELOPED? The construction of the Joint Public Safety Facility.

DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD? No.

IF MATCHING FUNDS ARE REQUIRED, WHERE WILL THEY COME FROM? DOES THE DEPARTMENT HAVE EXISTING RESOURCES TO COVER MATCH REQUIREMENTS? FROM WHERE? No matching funds are required.

WILL THE ACTIVITY IN THIS GRANT HAVE IMPACTS ON OTHER DEPARTMENTS? HAS THIS BEEN DISCUSSED? DO OTHER DEPARTMENTS HAVE SUFFICIENT RESOURCES TO DEAL WITH

ADDITIONAL IMPACTS? All Departments involved in the building of the Joint Public Safety Facility is aware of efforts to secure funding to complete the project.

WILL NEW POSITIONS BE ADDED? IF SO, HOW MANY AND WHAT TYPE ARE EXPECTED? ARE ALL WAGES AND BENEFITS PAID IN THE GRANT? WHAT WILL HAPPEN TO THE POSITIONS WHEN THE GRANT PERIOD ENDS?

No new positions will be added.

DOES YOUR DEPARTMENT HAVE SUFFICIENT RESOURCES TO ADMINISTER THE GRANT? PROVIDE FOR TIMELY REIMBURSEMENT AND ACTIVITY REPORTS? Yes.

ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY?

If the grant is not received, monies may be sought under other grant funding vehicles.

ARE INDIRECT COSTS ALLOWABLE ON THIS GRANT? IF SO, ARE THERE LIMITATIONS? WILL THEY BE CHARGED AND ALLOCATED AS INDIRECT?

No.

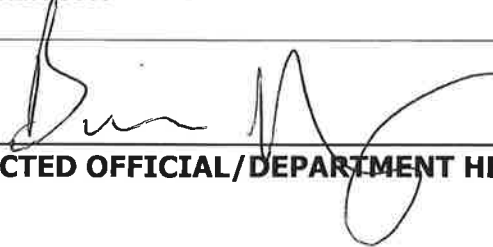
ARE THERE OTHER ACTIVITIES (GRANT OR OTHERWISE) THAT ARE BUDGETED FOR THIS YEAR THAT WILL NOT BE COMPLETED IF THIS GRANT IS APPROVED?

No.

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

No budget changes are necessary.

OTHER COMMENTS



ELECTED OFFICIAL/ DEPARTMENT HEAD SIGNATURE

APPROVAL

Todd Mielke, ADMINISTRATOR

Submit in **duplicate** to the Board of Commissioners for Work Session discussion and approval by the Administrator prior to application for any grant. The approved form must be included with the grant contract when it is submitted to the Board for approval. Refer to Administrative Policies 120 and 562.



MARK OZIAS, District 1
RANDY JOHNSON, District 2
MIKE FRENCH, District 3, Chair

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

TODD MIELKE, County Administrator

June 11, 2024

LETTER AUTHORIZING SUBMITTAL OF DEFENSE COMMUNITY INFRASTRUCTURE PROGRAM GRANT PROPOSAL APPLICATION

COL Sally Hannan
Office of Local Defense Community Cooperation
2231 Crystal Drive, Suite 520, Arlington, VA 22202-3711

Dear Colonel Hannan:

Pursuant to the requirements of Section D.2.M. of the Notice of Funding Opportunity Number OLDCC-24-F-0001 regarding the Defense Community Infrastructure Program (the "DCIP NOFO"), the Clallam County Board of Commissioners, as the contracting authority, and after reviewing the eligibility and submission requirements under the DCIP NOFO, hereby authorizes any of its listed Official Representatives registered with Grants.gov and authorized to sign grant applications for Federal assistance to submit, through Grants.gov by 5 p.m. PDT on June 17, 2024, the Clallam County Project Grant Proposal: Construction of Joint Public Safety Facility in Support of Naval Base Kitsap-Bangor 98362-3015 with all accompanying documentation required under the DCIP NOFO.

The Joint Public Safety Facility project is an investment in safety, communications, community welfare and ultimately, in saving lives. We hope you look favorably upon this proposal which will provide significant military value to the Navy in supporting its maritime operations along Clallam County's coastline.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias



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JUN 10 2024

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Sheriff

WORK SESSION ☒ **Meeting Date:** 6/10/24

REGULAR AGENDA ☒ **Meeting Date:** 6/18/24

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 811-24-10 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary: The Slip Point Lighthouse property in Clallam Bay is owned by the Coast Guard, who has allowed Clallam County to use the property since the 80's. Through the years Sheriff's deputies and parks staff have lived on site in the historic lighthouse keepers house, but due to environmental concerns with that structure, our use is now only for storage of lawn maintenance equipment and deputy office work and storage space. This lease renews this relationship for a no-cost lease so long as the County assumes continuing maintenance of the property. Our Facilities department has established a robust and enthusiastic volunteer group who will be dedicated to upkeep on the site once this lease is authorized. The term of this lease is for five years ending 1/31/2029.

Budgetary impact: None, contract has no budgetary impact.

Recommended action: BOCC approval

County Official signature & print name: Brian King, Sheriff

A handwritten signature in black ink, appearing to read "Brian King", written over a horizontal line.

Name of Employee/Stakeholder attending meeting: Sheriff King

A handwritten signature in blue ink, appearing to read "Sheriff King", written over a horizontal line.

Relevant Departments: Sheriff, Facilities

Date submitted: 6-5-24

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

U.S. DEPARTMENT OF HOMELAND SECURITY - U.S. COAST GUARD Form SILC-1100 (05/2021)	REVOCABLE LICENSE FOR NON-FEDERAL USE OF FEDERAL REAL PROPERTY	LICENSE NUMBER: HSCG89-22-6-0052
Pursuant to 14 U.S.C. § 504(a)(14), the United States of America, acting by and through the Commandant of the U.S. Coast Guard, grants to the Licensee named herein a non-exclusive and revocable license, at will, affecting the property described and for the purpose designated below, subject to all of the general conditions and special conditions as set forth herein.		
1. COAST GUARD ACTIVITY <i>(Property location)</i> Coast Guard Light Station, Slip Point, Washington	2. LICENSE EFFECTIVE TERM <i>(Inclusive)</i> FROM: 2/1/24 TO: 1/31/29	
3. DESCRIPTION OF PROPERTY AFFECTED <i>[the "Premises"]</i> As shown on Exhibit "A", attached hereto and made a part hereof. Coast Guard Slip Point Light Station, Washington <i>RPUID Number(s)</i> 22013		
4. PURPOSE OF LICENSE <i>(Specific use)</i> Use of 2.8 acres, more or less, including Duplex Quarters Units A and B, Equipment Building, Shop, garage and Paint Shed. Purpose is for office space and a temporary holding facility. The holding facility shall only be used for a maximum of 3 hours per individual.		
5. CONSIDERATION <i>(Check here if applicable)</i> ☐ The Licensee shall pay a fee of \$ _____ per _____, payable in advance, which is based on Fair Market Value for the use of the Premises. Payments shall reference the License No. above and be sent to: Bank of America, Lockbox 530249 (ART/OTHERS), 1075 Loop Rd., Atlanta, GA 30337-6002.		
6. LICENSOR U.S. Department of Homeland Security U.S. Coast Guard Civil Engineering Unit Oakland - 1301 Clay St, Ste 700N, Oakland, CA 94612	NAME AND OFFICIAL TITLE <i>(Type)</i> STEVEN P. HEIMES Real Estate Contracting Officer DATE	SIGNATURE
PRIMARY POINT OF CONTACT Beverly Freitas	TELEPHONE 571-607-1094	EMAIL beverly.j.freitas@uscg.mil
7. LICENSEE** <i>(Give Full Name and Address)</i> Clallam County Sheriff's Department 223 East Fourth Street Port Angeles, Washington 98362-3098	NAME AND OFFICIAL TITLE <i>(Type)</i> MIKE FRENCH Chair of the Board of Clallam County Commissioners DATE	SIGNATURE
PRIMARY POINT OF CONTACT Elizabeth Waknitz	TELEPHONE 360-417-2393	EMAIL elizabeth.waknitz@clallamcountywa.gov
**If Licensee is other than an individual: I certify that I am an officer or managing member of the entity named herein as Licensee and that the person who accepted this License was duly authorized by the Licensee's governing body to accept this License on behalf of the Licensee.		

SPECIAL AND GENERAL CONDITIONS

8. SPECIAL CONDITIONS. By the acceptance of this license, the Licensee agrees to abide and be bound by the following SPECIAL CONDITIONS:

As shown on Exhibit "B" , attached hereto and made part hereof. ☐ No Special Conditions.

9. GENERAL CONDITIONS. By the acceptance of this license, the licensee agrees to abide and be bound by the following:

a) **COMPLIANCE WITH LAWS AND ORDINANCES.** In the exercise of any privilege granted by this License, Licensee, its agents, employees, guests, or invitees, shall, at no cost to the Licensor, comply with all applicable federal, state, tribal, local government, and municipal laws, statutes, ordinances, rules, regulations, codes, decrees, orders and other such requirements (collectively, Laws) including without limitation Laws regarding wages and hours, health, safety, building codes, emergencies, security, and accessibility of the Premises. The Licensor may inspect the premises as needed to confirm Licensee's compliance. In particular:

- (1) The Licensee shall comply and ensure its agents, employees, guests, or invitees comply with 41 C.F.R. 102-74 Subpart C "Conduct on Federal Property".
- (2) Licensee is responsible for obtaining any necessary licenses, permits and other permissions, including without limitation for fire and life safety requirements, to engage in its activities. Licensor is not responsible for obtaining such licenses, permits and other permissions for Licensee or for allowing Licensee to use Licensor's licenses, permits and other permissions for Licensee's activities.
- (3) The Licensee agrees that no person will be discriminated against in connection with the use made by the Licensee of the property on the grounds of age, sex, handicap, religion, race, color or national origin, nor will any person be denied the benefits of or be subjected to discrimination under any program or activity held, conducted or sponsored by the Licensee in that any activity, program or use made of the property by the Licensee will be in compliance with the provisions of Title VI of the Civil Rights Act of 1964 and all other applicable regulations. The Licensee will obtain from each person or firm, who through contractual or other arrangements with the Licensee, provides services, benefits or performs work on the property, a written agreement whereby the person or firm agrees to assume the same obligations with respect to nondiscrimination as those imposed upon the Licensee by law and will furnish a copy of such agreement to the Licensor.
- (4) In its access and use of the Premises, Licensee shall comply with all applicable environmental requirements including requirements concerning regulating the quality of the environment and the protection and enhancement of environmental quality, pollution control and abatement, safe drinking water, and solid and hazardous waste. Responsibility for compliance with such requirements rests exclusively with Licensee, including liability for any fines, penalties, or other similar enforcement costs. The Licensee's obligations pursuant to this paragraph shall survive the termination of this License.
- (5) In its access and use of the Premises, Licensee shall comply with all applicable laws regarding occupational safety and health, the handling and storage of hazardous materials, and the proper handling and disposal of hazardous wastes and hazardous substances. Responsibility for the costs of proper handling and disposal of hazardous wastes and hazardous substances discovered on the Premises, including those hazardous wastes and hazardous substances generated by the Licensee, is governed by applicable law. The terms hazardous materials, hazardous wastes, and hazardous substances are as defined in Federal Water Pollution Control Act, Comprehensive Environmental Response, Compensation, and Liability Act of 1980, Solid Waste Disposal Act, the Clean Air Act, and Toxic Substances Control Act, and their implementing regulations, as they have been or may be amended from time to time. The Licensee's obligations pursuant to this paragraph shall survive the termination of this License.
- (6) The Licensee shall use all required means to protect the environment and natural resources from any damage arising from the Licensee's use of the premises and activities incident to such use. The Licensee may not unlawfully pollute the air, ground, or water, nor create a public nuisance. If any damage results to the environment or natural resources, the Licensee shall restore the environment or damaged resources. The Licensee shall be solely responsible for all environmental cleanup cost and any claims for damage done to any natural resources, resulting from the Licensee's use of the premises and activities incident to such use. The Licensee shall indemnify the Licensor and hold it harmless from any claims for environmental cleanup or natural resource damage that may be made against the Licensor resulting from the Licensee's use of the premises and activities incident to such use. Except as agreed upon by the Licensor and the Licensee or reasonably demonstrated by appropriate investigation and analysis, all contamination, degradation or other damage to the environment or natural resources at the premises will be presumed to be the responsibility of the Licensee, including any contamination, degradation or other damage existing at the time this License becomes effective. The Licensee's obligations pursuant to this paragraph shall survive the termination of this License.
- (7) In its access and use of the Premises, Licensee shall not remove or disturb, or cause or License to be removed or disturbed, any historical, archaeological, architectural, or other cultural artifacts, relics, vestiges, remains, or objects of antiquity. In the event Licensee discovers such items on the Premises, Licensee shall cease its activities at the site and immediately notify the Installation Commander and protect the site and the material from further disturbance until the Installation Commander gives clearance to proceed. Any costs resulting from this delay shall be the responsibility of Licensee. The Licensee's obligations pursuant to this paragraph shall survive the termination of this License.
- (8) If the term of this License is greater than one (1) year, the Licensee shall provide reports to the Licensor, on an annual basis on the anniversary date of the commencement of this License, demonstrating that Licensee is in compliance with all statutory and regulatory requirements such as: the National Environmental Policy Act, 42 U.S.C. §§ 4321 et seq.; Federal Water Pollution Control Act (aka the Clean Water Act), 33 U.S.C. §§ 1251 et seq.; the Safe Drinking Water Act, 42 U.S.C. §§ 300f et seq.; the Clean Air Act, 42 U.S.C. §§ 7401 et seq.; the Solid Waste Disposal Act, as amended (aka Resource Conservation and Recovery Act), 42 U.S.C. §§ 6901 et seq.; the Toxic Substances Control Act, 15 U.S.C. §§ 2601 et seq.; the Coastal Zone Management Act, 16 U.S.C. §§ 1445 et seq.; the Federal Insecticide Fungicide, and Rodenticide Act, 7 U.S.C. §§ 136 et seq.; the

GENERAL CONDITIONS CONTINUED

National Historic Preservation Act, 16 U.S.C. §§ 470 et seq.; the Endangered Species Act, 16 U.S.C. §§ 1531 et seq.; the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. §§ 9601 et seq.; and the Asbestos Hazard Emergency Response Act (AHERA), 15 U.S.C. §§ 2641 et seq. Such reports shall include copies of Licenses, consultation records and other appropriate documentation. In addition, upon request by the Licensor, the Licensee shall provide the Licensor with copies of any documentation or other records reasonably necessary to ensure compliance with the Licensee's obligations under this License. The Licensee's obligations pursuant to this paragraph shall survive the termination of this License.

(b) **CONDITION OF PREMISES.** Licensee has inspected and knows the condition of the Premises. The Premises are granted in an "as is, where is" condition without any warranty, representation, or obligation on the part of Licensor to make any alterations, repairs, improvements, or corrections to defects whether patent or latent. At such times and for such part of the Premises as Licensor may determine, the Licensee shall execute a Physical Condition Report to reflect the condition of the Premises prior to the Premises being disturbed by the activities of Licensee, which shall be used to indicate the condition of the Premises prior to the activities of the Licensee in comparison with the condition of the Premises subsequent to the activities of Licensee to ensure Licensee returns the Premises to the condition required by this License.

(c) **RESTORATION OF PREMISES.** On or before the date of expiration of this License or within 30 days after its abandonment by the Licensee or termination by the Licensor, Licensee shall vacate the Premises, remove its property therefrom, and restore the Premises to their original condition without expense to the United States. Such restoration shall include, if applicable, removal of contamination caused by Licensee. The obligations of Licensee, including those regarding remediation of environmental damage and removal of any structures, facilities, and equipment installed by Licensee, shall remain in effect after the termination of this License, until restoration has been completed to the satisfaction of the Licensor.

(d) **PREMISES SUBJECT TO LICENSOR CONTROL.** The Licensee's use of the Premises shall be subject to the control of and is governed by such regulations and orders as have been lawfully promulgated or approved by the Secretary of Homeland Security, the Commandant of the U.S. Coast Guard, or by any designated military commander or other official responsible for the Premises (the "Installation Commander"). Violation of any such regulations, orders, or conditions may result in the termination of this License. The Licensee's rights shall be subject to such rules and regulation as may be promulgated by the Licensor to ensure that the exercise of such rights shall not unreasonably interfere with the Licensor's activities or security on Licensor's Property.

(e) **OTHER GRANTS OF ACCESS.** This License is subject to all outstanding easements, rights-of-way, leases, permits, licenses, and uses for any purpose with respect to the Premises. Licensor reserves the right to grant additional easements, rights-of-way, leases, permits, and licenses, and make additional uses with respect to the Premises without regard to this License.

(f) **PROTECTION OF PREMISES.** In the exercise of the privileges pursuant to this License, Licensee shall, at all times, protect, repair, and maintain the Premises in good order and condition at its own expense and without cost or expense to Licensor. Licensee shall exercise due diligence in protecting the Premises against damage or destruction by fire, vandalism, theft, weather, environmental damage or contamination, or other causes related to Licensee's activities. If this License gives possession of United States property, the Licensee shall at all times keep the Premises in a sanitary condition satisfactory to Licensor.

(g) **DAMAGE.** Licensee shall not destroy, displace or damage United States property in the exercise of the privilege granted by this License without the prior written consent of the Licensor and the express agreement of the Licensee promptly to replace, return, repair and restore any such property to a condition satisfactory to the Licensor upon demand. Any interference with the use of or damage or destruction to property under control of the Licensor, incident to the exercise of the rights and privileges herein granted shall be promptly corrected by Licensee to the satisfaction of Licensor. If Licensee fails to promptly correct such damage or destruction within a reasonable time after being notified to do so by Licensor, the Licensor may correct such damage or destruction and Licensee shall be liable for the costs of such correction.

(h) **ALTERATIONS TO PREMISES.** The Licensee shall not make any substantive alterations, additions, improvements, construction or destruction to, upon, over or under the Premises of any kind or character, except such as are specifically authorized herein.

(i) **LICENSOR PROPERTY.** Any United States property which must be removed by the Licensee in the exercise of the privilege granted by this License shall be stored, relocated or removed from the site, and returned to its original location upon termination of this License, at the sole cost and expense of the Licensee, only as approved and directed in writing by the Licensor.

(j) **LICENSEE PROPERTY.** Any property of the Licensee installed or located on the property affected by the Licensee shall be removed upon thirty (30) days written notice from Licensor.

(k) **OPERATION.** The Licensee shall confine activities on the property strictly to those necessary for the enjoyment of the privilege hereby licensed, and shall refrain from marring or impairing the appearance of said property, obstructing access thereto, interfering with the transaction of United States business and the convenience of the public, or jeopardizing the safety of persons or property, or causing justifiable public criticism.

(l) **INTERFERENCE.** In the exercise of the rights granted by this License, the Licensee shall not in any way interfere with: operation and equipment under the control of the Licensor; navigational aids or equipment; or equipment or other property authorized, installed, and operated in the vicinity. The equipment, property, or fixtures installed and operated by Licensee pursuant to this license shall not in any way pose any hazard to life, health, or safety. The Licensee shall at no time permit or allow: any interference with the Licensor's operations or access rights; or access to any Licensor equipment or facilities, including but not limited to aids to navigation or radio beacons.

(m) **CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES.** Licensee shall not permit or allow any controlled substances or any alcoholic beverages to be brought onto, possessed, used, solicited, transferred, or sold on the installation, except for evidence seized during performance of official law enforcement duties.

(n) **SOLICITATIONS.** Licensee, its officers, employees, contractors, agents and guests and the participants in its activities may not engage in any activities while on the Premises that may reasonably be construed as the solicitation of funds for private or commercial interests, including fund raising for nonprofit organization or causes.

(o) **EXPENSE.** Any cost, expense or liability connected with or in any manner incident to the granting, exercise, enjoyment or relinquishment of this license shall be assumed and discharged by the Licensee. The Licensee's use and occupancy of the premises shall be without cost or expense to the Licensor.

(p) **INSURANCE.** At all times this License shall be in effect, the Licensee, at no expense to the Licensor, shall carry and maintain, and require its contractors, if any, of any tier performing work on the Premises to carry and maintain, the following insurances, which shall name the Licensor as an additional insured:

GENERAL CONDITIONS CONTINUED

(1) Comprehensive general liability insurance on an "occurrence basis" against claims for "personal injury," including without limitation, bodily injury, death, or property damage, occurring upon, in, or about the Premises including any buildings thereon and adjoining sidewalks, streets, and passageways, such insurance to afford immediate minimum protection at all times during the term of this License, with limits of liability in amounts approved from time to time by Licensor, but not less than ONE MILLION DOLLARS (\$1,000,000) in the event of bodily injury and death to any one or more persons in one accident, and not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for property damage. Such insurance shall also include coverage against liability for bodily injury or property damage arising out of the acts or omissions by or on behalf of Licensee by an invitee or any other person or organization, or involving any owned, non-owned, or hired automotive equipment in connection with Licensee's activities.

(2) If and to the extent required by law, workers' compensation and employer's liability or similar insurance in form and amounts required by law.

All policies of insurance which this License requires Licensee to carry and maintain or cause to be carried or maintained pursuant to this License shall be affected under valid and enforceable policies, in such forms and amounts as may be required under this License, issued by insurers of recognized responsibility. All such policies of insurance shall be for the mutual benefit of Licensor and Licensee. Each such policy shall provide that any losses shall be payable notwithstanding any act or failure to act or negligence of Licensee or Licensor or any other person; provided that no cancellation, reduction in amount, or material change in coverage thereof shall be effective until at least sixty (60) days after receipt by Licensor of written notice thereof; provided that the insurer shall have no right of subrogation against Licensor; and be reasonably satisfactory to Licensor in all other respects. In no circumstances will Licensee be entitled to assign to any third party rights of action which Licensee may have against Licensor. The foregoing notwithstanding, any cancellation of insurance coverage based on nonpayment of the premium shall be effective after fifteen (15) days written notice to Licensor. Licensee understands and agrees that cancellation of any insurance coverage required to be carried and maintained by Licensee under this Section will constitute a failure to comply with the terms of the License.

Licensee shall deliver or cause to be delivered upon execution of this License, and thereafter not less than fifteen (15) days prior to the expiration date of each policy furnished pursuant to this paragraph, to Licensor a certificate of insurance evidencing the insurance required by this License.

(q) **LIABILITY AND INDEMNIFICATION.** Licensor shall not be responsible for damage to property or injuries to persons which may arise from or be attributable or incident to, the condition or state of repair of the Premises, due to its use and occupation by Licensee. Licensee agrees that it assumes all risks of loss or damage to property and injury or death to persons, whether to its officers, employees, contractors or any tier, agents, invitees, or others by reason of or incident to Licensee's use of the Premises, and its activities conducted under this License. Licensee shall, at its expense, pay any settlements of or judgments on claims arising out of its use of the Premises. Licensee shall indemnify and hold Licensor harmless against any and all judgments, expenses, and taxes. Liabilities, claims, and charges of whatever kind or nature that may arise as a result of the activities of Licensee, whether tortious, contractual, or other, except to the extent such claim or charges is cognizable under the Federal Tort Claims Act. The Licensee shall save, hold, indemnify and keep harmless the United States, its agents, and employees from and against any and all payments, expenses, costs, attorney's fees, and from and against any and all claims and liability for losses or damage to property or injuries to persons or death, directly or indirectly due to the exercise by the Licensee, its agents, employees, guests, or invitees, of the privilege granted by this License, or any other act or omission of Licensee, including failure to comply with the obligations of this License.

(r) **TRANSFER, ASSIGNMENT, LEASING OR DISPOSAL.** Licensee shall not transfer, permit, license, assign, lease, or dispose of in any way (including, but not limited to, sale, merger, consolidation, receivership, or other means) this License or any interest therein or the Premises or any portion thereof, or otherwise create any interest therein.

(s) **LIENS AND MORTGAGES.** Licensee shall not engage in any financing or other transaction creating any mortgage upon the Premises, place or suffer to be placed upon the Premises any lien or other encumbrance or suffer any levy or attachment to be made on Licensee's interest in the Premises under this License. On the date of the execution or filing of record of any such mortgage, encumbrance, or lien, regardless of whether or when it is foreclosed or otherwise enforced, this License shall terminate without further action by Licensor.

(t) **GUARANTEE DEPOSIT / BOND.** Any deposit which may be required to guarantee compliance with the terms and conditions of this License shall be in the form of a certified check, cashier's check or postal money order in the amount designated above, payable to Licensor. Any bond required by this License shall be in the amount designated above, executed in manner and form and with sureties satisfactory to Licensor.

(u) **AVAILABILITY OF FUNDS.** The obligations of Licensor under this License shall be subject to the availability of appropriated funds. No appropriated funds are obligated by this License.

(v) **VARIATIONS AND MODIFICATIONS.** The Licensee shall promptly comply with such further conditions and requirements as Licensor may hereafter prescribe in writing. The Licensee shall not vary or depart from the terms of this License without prior written consent of Licensor. This License may only be modified or amended in writing, which shall be duly executed by the authorized representatives of the parties.

(w) **TERMINATION.** This License may be terminated at will and in the Licensor's sole discretion and such termination shall not create any liability on the part of Licensor for Licensee's costs, anticipated profits or fees, and costs of construction, installation, maintenance, upgrade, and removal of facilities, or any other costs, profits, or fees, and any such costs and anticipated profits or fees will not be recoverable from Licensor.

(x) **ENTIRE AGREEMENT.** It is expressly understood and agreed that this written instrument embodies the entire agreement between the Parties regarding the use of the Premises by the Licensee, and there are no understandings or agreements, verbal or otherwise, between the Parties except as expressly set forth herein.

(y) **SECTION AND PARAGRAPH HEADINGS.** The headings containing in this License, its Attachments, and Exhibits are to facilitate reference only and shall not in any way conflict with the construction or interpretation of the rest of the text and meaning of the License.

(z) **CONFLICT BETWEEN GENERAL AND SPECIAL CONDITION(S).** If any special condition(s) conflict with any general condition(s), then the general condition(s) shall be null and void to the minimum extent necessary to give effect to the special condition(s).

(aa) No advertisements, commercial, political or otherwise, will be placed by Licensee or allowed on the Licensor's property.

///

EXHIBIT
"A"



REVOCABLE LICENSE FOR NON-FEDERAL USE OF FEDERAL REAL PROPERTY

1. LICENSE NO.

HSCG89-22-6-0052

9. **SPECIAL CONDITIONS** By the acceptance of this license, the Licensee agrees to abide and be bound by the following SPECIAL CONDITIONS:

1. Licensee shall indemnify and hold harmless Licensor against any and all claims or law suits arising from any aspect of the Clallam County Sheriff's Department use of the property.
2. Licensee shall notify all of its officers, employees, contractors, agents and guests of the terms of this license and that they are required to comply with all applicable terms.
3. Licensee shall not be allowed to hold an individual in the holding facility beyond a three (3) hour period.
4. Licensee, at its own expense, shall have the responsibility to protect, maintain and keep in good order the licensed property. The obligation includes responsibility for all costs incurred for any maintenance and repair in connection with Licensee's occupancy hereunder. Licensee shall be responsible for assuring EPA sewage pollution requirements are met for occupancy and any necessary repairs or alterations shall be at the Licensee's expense. The Licensee shall maintain all grounds within the licensed property including the mowing and watering of grass and control of litter. In short, Licensee's use of the licensed property shall be without expense to the Licensor.
5. No permanent interest in the real property subject to this license shall vest in the Licensee.
6. No overnight camping or parking of private vehicles is allowed on the property.
7. Licensee shall control all access to the licensed premises and no unauthorized vehicles will be allowed on the premises.
8. Licensee is not responsible for any prior contamination, degradation, or other damage existing at the time this License became effective.

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JUN 10 2024



AGENDA ITEM SUMMARY
(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Juvenile Services

WORK SESSION ☒ **Meeting Date: 06/10/2024**

REGULAR AGENDA ☐ **Meeting Date:**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|---|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Discussion only-Presentation |

Documents exempt from public disclosure attached: ☐

Executive summary:

Presentation pertaining to Clallam County Juvenile & Family Services Child Advocate Program (CAP). Child Advocates/Guardians ad Litem (GAL's) are volunteers appointed by the court to advocate for every child involved in dependency proceedings. The GAL is the eyes and ears of the court and reports what he or she believes is in the best interest of the child and the child needs. We will be talking about the past, present and future of the Child Advocate Program and addressing ongoing needs.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

NA

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) NA

Presentation only

County Official signature & print name: Jody Jacobsen *Jody Jacobsen*

Name of Employee/Stakeholder attending meeting: Valerie Brooks and Jennifer Petty

Relevant Departments: _____

Date submitted: 05/17/2024

* Work Session/Reg Meeting - Submit 2 single sided/not stapled copies + 2 AIS and 3 originals (stapled) + AIS
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



7
JUN 10 2024

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Public Works- Roads

WORK SESSION ☒ **Meeting Date: 06/10/2024**

REGULAR AGENDA ☒ **Meeting Date: 06/18/2024**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Call for Bids |

Documents exempt from public disclosure attached: ☐

Executive summary:

This item is the Notice of Invitation to Bid for the Sekiu Sewer Main Replacement: Phase I Project. This project includes the replacement of approximately 650 feet of sewer line, in several segments along SR112.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

This item is budgeted as a part of the Capital Improvement Program.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

We ask that the Commissioners sign the front page of the plan sheets and authorize the Chair to sign the Notice of Invitation for Bids for a scheduled bid opening on July 9th.

County Official signature & print name:

Mary Peterson
Joe Donisi

Name of Employee/Stakeholder attending meeting: Joe Donisi & Bonnie Laubach

Relevant Departments: Public Works

Date submitted: 06/05/2024

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

NOTICE OF INVITATION FOR BIDS

SEALED BIDS will be received by the Board of Clallam County Commissioners at 223 East Fourth Street, Room 150, Port Angeles, Washington until 10:00 a.m., Tuesday, **July 9, 2024**, at which time they will be publicly opened and read aloud for:

The the replacement of 650 feet of sewer line in several segments along SR 112 between milepost 13.2 and milepost 16.8 on the downtown Sekiu waterfront, and other related work.

Complete plans and specifications may be obtained from the office of the Public Works Department, Courthouse, 223 E. 4th St., Ste. 6, Port Angeles, WA 98362, (360) 417-2319. Questions regarding this project may be directed to Bonnie Laubach at (360) 417-2311.

The sealed bids must be clearly marked on the outside of the envelope, "**BID PROPOSAL – SEKIU MAIN SEWER REPLACEMENT- PHASE I**". Address bid proposal to: Board of Clallam County Commissioners, 223 E. 4th St., Ste. 4, Port Angeles, WA 98362 or hand-deliver to 223 E. 4th St., Room 150, Port Angeles, Washington. Bid documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will bids received by facsimile or e-mail.

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 and all bids and to waive informalities in the process or to accept the bid which in its estimation best serves the interests of Clallam County.

Clallam County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The attached contract plans, these contract provisions and the Standard Specifications for the above-described project are hereby

APPROVED THIS _____ DAY OF _____, 20__.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

ATTEST:

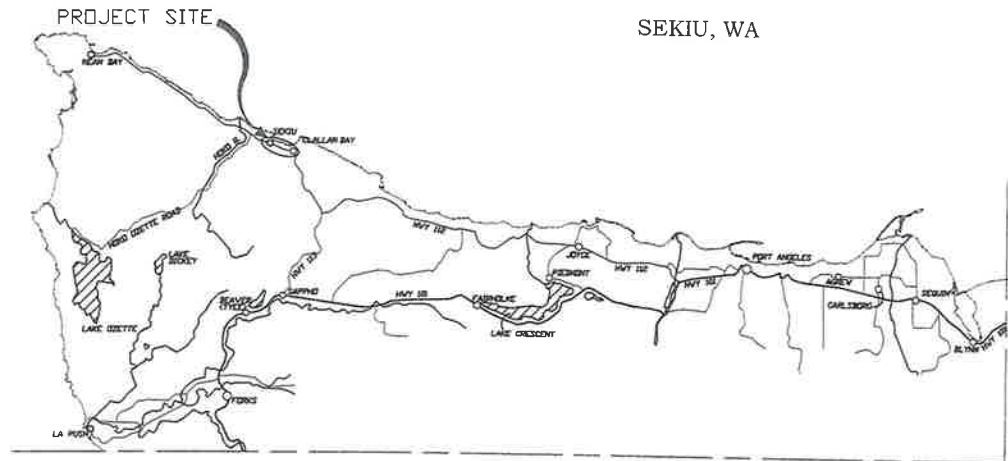
Loni Gores, CMC, Clerk of the Board

Please Publish: Peninsula Daily News/Seattle Daily Journal -
Please Bill: Clallam County Public Works

June 21 & 28

SEKIU SEWER MAIN REPLACEMENT
PHASE 1:
 Hwy 112: MP 13.2 to MP 13.45 ; MP 14.35; MP 16.8;
 Downtown Sekiu Waterfront
 SECTIONS 19 in T32N, R12W, W.M. & SECTIONS 24 & 13 in T32N, R13W, W.M.
 PUBLIC WORKS WASTE WATER SYSTEM CIP # 6 & 8

SEKIU, WA



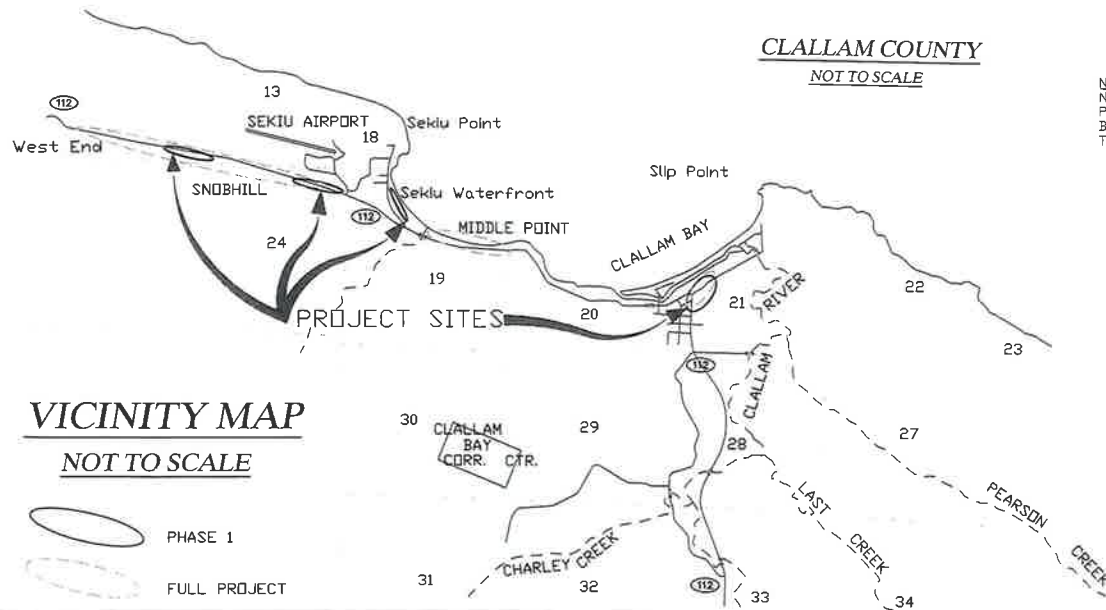
PLAN SHEET INDEX

SHEET 1:	COVER SHEET
SHEET 2:	SHEET INDEX AND PIPE TABLES
SHEET 3-5:	SNOB HILL SEWER MAIN REPLACEMENT
SHEET 6:	CLALLAM BAY MANHOLE REPLACEMENTS
SHEET 7-8:	SEKIU WATERFRONT SLIP LINING
SHEET D1-D4:	TYPICAL SEWER DETAILS
SHEET D5-D8:	TRAFFIC CONTROL PLAN

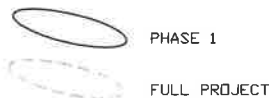
CLALLAM COUNTY	
JOE DONISI, PE COUNTY ENGINEER	
DESIGNED BY B. LAUBACH, EIT	REVIEWED BY J. DONISI, PE
PRINT DATE: June 5, 2024	

CLALLAM COUNTY
NOT TO SCALE

NOTE:
 NOT ALL PRIVATE ROADS,
 PUBLIC ROADS, AND WATER
 BODIES ARE SHOWN ON
 THIS VICINITY MAP.



VICINITY MAP
NOT TO SCALE



**SEKIU SEWER MAIN
 REPLACEMENT: PHASE 1**

JOE DONISI, PE COUNTY ENGINEER DATE 6-5-24

**BOARD OF CLALLAM
 COUNTY COMMISSIONERS**

MIKE FRENCH, CHAIR

RANDY JOHNSON, MEMBER

MARK OZIAS, MEMBER

DATE

SHEET 1 OF 14



8
JUN 10 2024

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: DCD

WORK SESSION ☒ Meeting Date: June 10, 2024

REGULAR AGENDA ☒ Meeting Date: June 18, 2024

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 344.16.005-12 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary: This item is for Amendment 12 to update Clallam County's contract with Shannon & Wilson (S&W) for continued project engineering services and to provide for project oversight for the completion of the lower Towne Road levee surfacing project, including: production of construction documents, field inspection and support of construction activities, completion of as-built drawings at the conclusion of the project, and completion of the facility O&M Plan—also at the completion of the project. Details of deliverables are included in the attached Amendment 12 document.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

No budgetary impact. Funds have already been allocated for 2024 expenditure. Sources include REET, County Road Fund, and the existing project grant.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

That the Commissioners review and approve the enclosed Amendment 12 contract during their June 18, 2024, regular meeting.

County Official signature & print name: *Bruce W. Emery*, Bruce Emery

Name of Employee/Stakeholder attending meeting: Joe Donisi & Bruce Emery

Relevant Departments: DCD & Public Works

Date submitted: June 5, 2024

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019



PERSONAL SERVICES AGREEMENT AMENDMENT 12

THIS AMENDMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name: Shannon and Wilson, Inc.
Address: 400 North 34th Street Suite 100
Seattle WA 98103
Phone N°: 206.695.6941

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on June 28, 2016 and last amended May 30, 2023. All general conditions and special terms and conditions set forth in the June 28, 2016 contract, are incorporated herein and remain in full force and effect.

This Amendment is comprised of:

- ☒ Attachment A – Scope of Work
- ☒ Attachment B – Compensation

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Amendment shall commence on the 18th day of June 2024 and shall, unless terminated as provided elsewhere in the Agreement, end on the 31st day of December 2024.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 18th day of June 2024.

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Gus Kays", written over a horizontal line.

A handwritten signature in blue ink, appearing to read "Mike French", written over a horizontal line.
Mike French, Chair

Print name: Gus Kays

Title: Senior Associate Engineer

Date: May 30, 2024

Originals: BOCC
Vendor
Initiating Department

A handwritten signature in blue ink, appearing to read "Butterbaugh", written over a horizontal line.
THIS CONTRACT HAS BEEN APPROVED AS TO
FORM BY THE CLALLAM COUNTY PROSECUTING
ATTORNEY

SCOPE OF SERVICES

Background

Following a public input process, Clallam County (County) has committed to a surfacing plan for the top of the Dungeness levee to include both a road for public vehicular use and a pedestrian connection between the North Levee and the Rivers Edge Levee. This additional work requires a revision to the County Lower Dungeness River Floodplain Restoration & Levee/Road Realignment Project (Project). This scope of services describes work to be performed by Shannon & Wilson (S&W) and its subcontractors to provide engineering support to design new and redesign previous elements of the Project; produce construction documents for 2024 construction of the Project Phase 3; and support during construction including field engineer, inspector field observation, survey and permit support for upcoming Bid and Construction Phases of the Project. Anticipated 2024 design and construction elements include but are not limited to:

1. Levee regrading and preparation in advance of County-performed final asphalt surfacing for Towne Road and a pedestrian connection between the North Levee and Rivers Edge Levee.
2. Guardrail installation
3. Stormwater treatment
4. Realignment of the Anderson Road – Sequim Dungeness Way intersection
5. Moment slab construction on the Towne Road MSE wall

Additional Tasks are listed below:

- Task 400 – Shannon and Wilson Road and Trail Design and Bid Assistance
- Task 401 – Shannon and Wilson Construction Engineering
- Task 402. Shannon and Wilson O&M Plan
- Task 403. Shannon and Wilson As-built drawings
- Task 410 – HDR Road and Trail Design and Bid Assistance
- Task 411 – HDR Construction Engineering
- Task 420 – Johnston Land Surveying Construction Support
- Task 421 – Johnston Land Surveying As-built Survey

The scope of services provides a narrative of task budgets for the design and permit services through Contract Amendment No. 11 (Task 226). All other remaining tasks and budgets through Amendment 11 are considered complete and closed. The budget presented in this amendment represents funds required to complete this scope of work as of the Amendment No. 12 execution date.

TASK 226. PHASE 2 PERMITTING ASSISTANCE

The following tasks and services are added to Task 226 (Phase 2 Permitting Assistance) by S&W during the Phase 3 of the construction Project.

- Provide permit assistance and support throughout the construction contract including the following tasks.
- Develop and submit permit modifications based on Phase 3 final design and coordinate with permitting agencies and stakeholders as required.
- Review and assist County with environmental permit compliance for construction phase.
- Provide input to permit related RFIs.
- Provide permit as-built report for regulatory agency submittal.

This task is amended to include permitting coordination for changes to the Phase 3 construction plans and an additional \$17,100 in additional support.

TASK 400. SHANNON AND WILSON PHASE 3 DESIGN AND BID ASSISTANCE

This task describes work to be performed by S&W to provide engineering support for construction document production and redesign of 2024 design elements as needed. Elements anticipated to be completed during the 2024 construction contract are listed above.

The following bid-phase services will be provided:

- Assistance with contract final review and bid advertisement.
- Answer Contractor calls and attend calls with the County during Bid Phase.
- Answer Contractor questions and Requests for Information (RFIs) and issue up to five addenda during Bid Phase.
- Review and provide comments and tabulate Contractor bids / costs at bid opening.
- Maintain copies of current construction contract documents and files for County and S&W.

TASK 401. SHANNON AND WILSON CONSTRUCTION ENGINEERING

The following tasks and services will be provided by S&W during the 2024 construction Project.

- Coordination of engineering and field observation services including invoicing and project management.
- Review and provide written comments on submittals, plans and shop drawings.
- Review and provide written responses to Requests for Information (RFIs).
- Review and provide written responses to Submittals.
- Review Requests for Approval of Materials (RAMs).
- Review and Issue Change Order Amendments (with County approval).
 - Review field activities for contract specification compliance.
 - Develop a project levee operations and maintenance plan.
- Provide on-site field construction observations for:
 - Excavations and subgrade preparation, including geosynthetic cutting.
 - Guardrail installation through geosynthetic layers.
 - Fill placement and compaction.
 - Erosion control BMPs.
- Provide memorandum of site visit documenting what was observed, discussed, reviewed to determine the Work observed is in general conformance with the requirements of the Contract Documents for work associated with the Project. Document activities observed making notes of deficiencies and any issues requiring resolution.
- Perform Quality Control field sampling and laboratory testing not to exceed \$5,000
- Field observer participates in on-site construction meetings on as-needed basis as requested by the County or Engineer.
- Project manager and lead engineer to attend Pre-construction and weekly contractor meetings (assumes 50% are video conference).
- Coordination on closeout of project including final invoicing and delivery of final CAD files to Client.

TASK 402. SHANNON AND WILSON O&M PLAN

The following tasks and services will be provided by S&W during the 2024 construction Project.

- Finalize Levee Operations and Maintenance (O&M) Plan for the Dungeness Setback Levee following completion of the Phase 3 construction.

TASK 403. SHANNON AND WILSON AS-BUILT DRAWINGS

The following tasks and services will be provided by S&W during the 2024 construction Project.

- Coordinate with subcontractors as required.
- Prepare as-built plans following Phase 3 construction.

TASK 410. HDR PHASE 3 DESIGN AND BID ASSISTANCE

This scope of services describes work to be performed by HDR to provide engineering support for construction document production and redesign of Phase 3 design elements:

- Redesign of plans for roadway grading/paving, guardrails, intersection design, and stormwater treatment and conveyance to accommodate levee re-grading for trail and roadway.
- Provide plans showing fill placement areas for removed levee surface grading.
- Provide new structural designs, plans & details for concrete barriers with moment slabs placed above MSE walls. Revise MSE wall coping detail and/or elevation sheets to incorporate the barrier and moment slabs above the walls. (Assumes 3 total details required.)
- Update contract specification special provisions to reflect new conditions and elements of work.
- Provide updated Engineer's Opinion of Probable Construction Costs (OPCC).
- Coordinate with Prime and County during redesign through series of weekly meeting calls (up to 12).
- The following bid-phase services will be provided:
 - Assistance with contract final review and bid advertisement.
 - Answer Contractor questions and attend calls with the County during Bid Phase.
 - Answer Contractor questions and RFIs and issue up to two addenda during Bid Phase.
 - Review and provide comments on tabulated Contractor bids / costs at bid opening.
 - Maintain copies of current construction contract documents and design CAD files for County and S&W.

TASK 411. HDR CONSTRUCTION ENGINEERING

Provide engineering support during construction phase including response to RFIs or questions, review of RAMs, and participation in weekly management calls. Provide periodic construction field observation services during construction phase of guardrail, compost amended vegetated filter strips (CAVFS), parking lots, turnarounds, recreational trail, and moment barrier.

- Coordination of engineering and field observation services including invoicing and project management.
- Review up to 8 submittals. This review could be for response to RFI's, submitted shop drawing review, or RAMs review. Each submittal review is anticipated to take 8 hours or less.

- Review and assist with up to 2 change orders (Assumed at up to 20 hours of effort for design changes per change).
- Lead engineer to participate in weekly 1-hour construction coordination call / meeting.
- Provide engineer field observation for up to six (6) single day site visits.
 - Provide memorandum of site visit documenting what was observed, discussed, reviewed to determine the Work observed is in general conformance with the requirements of the Contract Documents for work associated with the Project.
 - Document activities observed making note of deficiencies and any issues requiring resolution.
- Participate in weekly construction or County requested meetings during working hours. (Assumed virtual, up to 8 one-hour meetings.)
- Coordination on closeout of project including final invoicing and delivery of final CAD files to Client.

TASK 420 – JOHNSTON LAND SURVEYING CONSTRUCTION SUPPORT

The Contractor is assigned survey responsibility for the construction contract including reestablishing survey control, grade staking, and construction quality control. Johnston Land Surveying and / or S&W will provide survey for the following items upon request:

- Professional Land Survey check / reestablish project survey control points and property corners.
- Verifying the clearing limits / construction line limits.
- Grade checks for quality control and pay surveys upon request.
- Settlement plate survey checks.
- Provide material quantity survey or measurement checks.
- Other miscellaneous survey.
- Project management and coordination for survey activities.

TASK 421– JOHNSTON LAND SURVEYING ASBUILT SURVEY

Johnston Land Surveying will provide As-built survey following completion of 2024 construction. Professional Land Survey will be performed for the following:

- Levee prism topography
- Stormwater facilities including catch basin and pipe inverts
- Guardrail installations
- Edge of new surfacing
- Settlement plate elevations

DELIVERABLES

The following deliverables will be provided:

- Draft 2024 Plans, technical specifications, and construction cost estimate (PS&E) reconfiguration and redesign
- Final 2024 Plans, technical specifications, and construction cost estimate (PS&E) reconfiguration and redesign
- Written responses to bid questions and associated addenda.
- Written responses to RFIs.
- Written comments on review of record of materials requests and submittals.
- Written summaries with documentation of change order requests.
- Daily field inspections reports (goal of submitting within 24-hours of field observations).
- Meeting and call notes.
- Survey notes and CAD files.
- As-built Survey files and As-built Drawings

ASSUMPTIONS

The following is a list of assumptions:

- Redesign includes a signed intersection at the Sequim-Dungeness Way and Anderson Road.
- Stormwater treatment will use Compost Amended Vegetated Filter Strips (CAVFS) and Biofiltration Swales. Conveyance will use sheet flow and piped conveyance using (maximum) 4 inlets.
- Guardrail will be limited to the landward/Meadowbrook creek side of the levee and the areas around existing MSE walls. No additional grading outside these areas will be designed to accommodate future guardrail placement.
- County staff and their Technical Team will perform reviews and provide a single set of written comments on draft PS&E within 2 days of the draft submittal.
- The Consultant will discuss responses to comments with the County prior to finalizing the documents.
- Construction field observation support will be provided on-site either at five (5) eight (8)-hour days/week or four (4) ten (10)-hour days per week with time included to travel to/from the site (weekly) for 10 weeks of construction.
- The Contractor is assigned survey responsibility for the construction contract including reestablishing survey control, grade staking, settlement surveys, pay surveys and record drawing redlines. Consultant surveys are limited to those described above, unless otherwise requested by the County or Engineer.

- The Contractor will provide testing of materials as required in the contract specifications. The Consultant will allocate \$5,000 for additional quality assurance materials testing at the request of the engineer.
- County will coordinate and perform all public outreach.
- Any Engineer's Opinion of Probable Construction Costs provided by the Consultant is made on the basis of information available to the Consultant and on the basis of Consultant's experience and qualifications and represents its judgment as an experienced and qualified professional engineer. However, since the Consultant has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s) methods of determining prices, or over competitive bidding or market conditions, the Consultant does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost the Consultant prepares.
- Consultant's observation of the work performed under the construction contract shall not relieve Contractor from responsibility for performing work in accordance with applicable contract documents.
- Consultant shall not control or have charge of, and shall not be responsible for construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction.
- Consultant shall not be responsible for the acts or omissions of construction Contractor(s) or other parties on the project.
- Levee USACE Certification/FEMA accreditation and LOMR effort if requested will be included in a following amendment.

SCHEDULE

The assumed contract schedule is as follows:

- March 27th, April 5th (Rev 1), and April 10th (Rev 2), 2024 – Phase 3 Project Bid Documents Submitted to Clallam County
- April 12th, 2024 – Bid Advertisement
 - 3 weeks for bids
- May 7th, 2024 – Bids Due
- May 28th, 2024 – Contract Award
- June – August, 2024 – Phase 3 Construction

COST ESTIMATE

Our fee and the terms under which our services are offered will be in accordance with the enclosed Standard General Terms and Conditions for 2024 (see enclosed). Cost estimate totals are shown in the enclosed tables.

COMPENSATION

1. ☒ **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of Five hundred thirty two thousand five DOLLARS and eighty CENTS (\$532,005.80) for the completed work set forth in Attachment A. Payments for completed tasks shall be made no more frequently than ☒ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

OR

☐ **b. HOURLY RATES:** For services rendered, the County shall compensate the Contractor at the following hourly rates:

Name/Position

Hourly Rate

Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) _____.

In no event shall Contractor be compensated in excess of _____ DOLLARS (\$) for the completed work set forth in Attachment "A."

2. AND

☒ **a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

OR

☐ **b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers and computer. Reimbursement for airfare, mileage, meals, and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

☐ **c.** Other (specify): _____

Project Name: Amendment 12
Project No.: 107504

Budget Summary

Date: 5/30/2024

										Total \$
No.	Task/Subtask Name	Consultant			Subconsultants					
		Shannon & Wilson	HDR	Johnston Land Survey						
Task 226 - Shannon and Wilson Permitting Assistance										
226	Design Changes Permitting	\$ 31,840.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,840.00
Task Subtotal		\$ 31,840.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,840.00
Task 400: Shannon and Wilson Road and Trail Design and Bid Assistance										
400.0	PM/Meetings	\$ 9,760.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,760.00
400.1	Sub Coordination	\$ 8,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,140.00
400.2	Plans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400.3	Specs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400.4	Construction Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400.5	Bid Support	\$ 9,580.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,580.00
Task Subtotal		\$ 27,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,480.00
Task 401: Shannon and Wilson Construction Engineering										
401.0	PM/Meetings	\$ 14,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,200.00
401.1	Plans/Shop Drawings	\$ 5,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,080.00
401.2	Requests for Information	\$ 9,380.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,380.00
401.3	Submittals	\$ 11,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200.00
401.4	Requests for Approval of Materials	\$ 3,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,880.00
401.5	Change Orders	\$ 13,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,480.00
401.6	Pay Apps	\$ 13,680.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,680.00
401.7	Site Inspection	\$ 148,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,160.00
401.8	Weekly Meeting	\$ 19,110.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,110.00
Task Subtotal		\$ 238,170.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,170.00
Task 402: Shannon and Wilson O&M Plan										
402.0	O&M Plan	\$ 10,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,800.00
Task Subtotal		\$ 10,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,800.00
Task 403: Shannon and Wilson As-built Drawings										
403.0	PM/Meetings	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00
403.1	Sub Coordination	\$ 5,595.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,595.00
403.2	Plans	\$ 14,060.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,060.00
Task Subtotal		\$ 22,955.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,955.00
Task 410: HDR Road and Trail Design and Bid Assistance										
410.0	Project Setup & MGMT and weekly meetings	\$ -	\$ 18,327.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,327.06
410.1	Revise plans, specs, opinion of cost estimate	\$ -	\$ 30,631.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,631.48
410.2	Bid support & structural	\$ -	\$ 21,951.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,951.98
410.3	Design change for concrete curb, raise path, CAVFS layers	\$ -	\$ 12,251.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,251.33
Task Subtotal		\$ -	\$ 83,161.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,161.85
Task 411: HDR Construction Engineering										
411.0	Submittal review (8)	\$ -	\$ 20,298.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,298.38
411.1	Change Order review (2)	\$ -	\$ 10,461.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,461.40
411.2	Weekly PM Calls	\$ -	\$ 2,692.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,692.38
411.3	Weekly Construction Calls	\$ -	\$ 5,384.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,384.24
411.4	Engineer Field Visits (6)	\$ -	\$ 21,913.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,913.04
411.5	Field Observation (6 weeks)	\$ -	\$ 3,259.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,259.20
411.6	Coordination and Closeout	\$ -	\$ 5,330.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,330.31
Task Subtotal		\$ -	\$ 69,338.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,338.95
Task 420: Johnston Land Surveying Construction Support										
420.0	Pre Con and Con Survey	\$ 2,880.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,880.00
Task Subtotal		\$ 2,880.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,880.00
Task 421: Johnston Land Surveying As-built Survey										
421.0	As-built Survey	\$ 2,880.00	\$ -	\$ 26,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,380.00
Task Subtotal		\$ 2,880.00	\$ -	\$ 26,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,380.00
TOTALS		\$ 337,005.00	\$ 152,500.80	\$ 42,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,005.80
GRAND TOTAL										\$ 532,005.80

Budget Breakdown: Shannon & Wilson

No.	Task/Subtask Name	Sr. Vice President	Senior Associate	Associate	Senior Prof. III	Senior Prof. II	Senior Prof. I	Prof. IV	Prof. III	Senior Tech. Svcs	Senior Office Svcs	Total # Hours	Labor Cost	Invoiced ODCs	Total \$
	Billing Rates	\$310.00	\$250.00	\$230.00	\$205.00	\$190.00	\$170.00	\$155.00	\$140.00	\$160.00	\$155.00				
Task 226 - Shannon and Wilson Permitting Assistance															
226	Design Changes Permitting	6	72				62				8	148	\$ 29,840.00	\$ 2,000.00	\$ 31,840.00
	Subtotal Hours	0	6	72	0	0	62	0	0	0	8	148			
	Subtotal \$	\$ -	\$ 1,500.00	\$ 16,560.00	\$ -	\$ -	\$ 10,540.00	\$ -	\$ -	\$ -	\$ 1,240.00		\$ 29,840.00	\$ 2,000.00	\$ 31,840.00
Task 400: Shannon and Wilson Road and Trail Design and Bid Assistance															
400.0	PM/Meetings	16			16			16				48	\$ 9,760.00	\$ -	\$ 9,760.00
400.1	Sub Coordination	12			16			12				40	\$ 8,140.00	\$ -	\$ 8,140.00
400.2	Plans											0	\$ -	\$ -	\$ -
400.3	Specs											0	\$ -	\$ -	\$ -
400.4	Construction Cost											0	\$ -	\$ -	\$ -
400.5	Bid Support	12			20			16				48	\$ 9,580.00	\$ -	\$ 9,580.00
	Subtotal Hours	0	40	0	52	0	0	44	0	0	0	136			
	Subtotal \$	\$ -	\$ 10,000.00	\$ -	\$ 10,660.00	\$ -	\$ -	\$ 6,820.00	\$ -	\$ -	\$ -		\$ 27,480.00	\$ -	\$ 27,480.00
Task 401: Shannon and Wilson Construction Engineering															
401.0	PM/Meetings	4	42		12							58	\$ 14,200.00	\$ -	\$ 14,200.00
401.1	Plans/Shop Drawings	2	8		12							22	\$ 5,080.00	\$ -	\$ 5,080.00
401.2	Requests for Information	6	12		16			8				42	\$ 9,380.00	\$ -	\$ 9,380.00
401.3	Submittals	6	16		20			8				50	\$ 11,200.00	\$ -	\$ 11,200.00
401.4	Requests for Approval of Materials		4		8			8				20	\$ 3,880.00	\$ -	\$ 3,880.00
401.5	Change Orders		16		16			40				72	\$ 13,480.00	\$ -	\$ 13,480.00
401.6	Pay Apps		12		40			16				68	\$ 13,680.00	\$ -	\$ 13,680.00
401.7	Site Inspection	20	32		32			720				804	\$ 132,360.00	\$ 15,800.00	\$ 148,160.00
401.8	Weekly Meeting		42		42							84	\$ 19,110.00	\$ -	\$ 19,110.00
	Subtotal Hours	38	184	0	198	0	0	800	0	0	0	1220			
	Subtotal \$	\$ 11,780.00	\$ 46,000.00	\$ -	\$ 40,590.00	\$ -	\$ -	\$ 124,000.00	\$ -	\$ -	\$ -		\$ 222,370.00	\$ 15,800.00	\$ 238,170.00
Task 402: Shannon and Wilson O&M Plan															
402.0	O&M Plan		12		32			8				52	\$ 10,800.00	\$ -	\$ 10,800.00
	Subtotal Hours	0	12	0	32	0	0	8	0	0	0	52			
	Subtotal \$	\$ -	\$ 3,000.00	\$ -	\$ 6,560.00	\$ -	\$ -	\$ 1,240.00	\$ -	\$ -	\$ -		\$ 10,800.00	\$ -	\$ 10,800.00
Task 403: Shannon and Wilson As-built Drawings															
403.0	PM/Meetings		6		5			5				16	\$ 3,300.00	\$ -	\$ 3,300.00
403.1	Sub Coordination		16		4			5				25	\$ 5,595.00	\$ -	\$ 5,595.00
403.2	Plans		10		8			64				82	\$ 14,060.00	\$ -	\$ 14,060.00
	Subtotal Hours	0	32	0	17	0	0	74	0	0	0	123			
	Subtotal \$	\$ -	\$ 8,000.00	\$ -	\$ 3,485.00	\$ -	\$ -	\$ 11,470.00	\$ -	\$ -	\$ -		\$ 22,955.00	\$ -	\$ 22,955.00
Task 410: HDR Road and Trail Design and Bid Assistance															
410	Project Setup & MGMT and weekly meetings											0	\$ -	\$ -	\$ -
410.1	Revise plans, specs, opinion of cost estimate											0	\$ -	\$ -	\$ -
410.2	Bid support & structural											0	\$ -	\$ -	\$ -
410.3	Design change for concrete curb, raise path, CAVFS layers											0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 411: HDR Construction Engineering															
411	Submittal review (8)											0	\$ -	\$ -	\$ -
411.1	Change Order review (2)											0	\$ -	\$ -	\$ -
411.2	Weekly PM Calls											0	\$ -	\$ -	\$ -
411.3	Weekly Construction Calls											0	\$ -	\$ -	\$ -
411.4	Engineer Field Visits (8)											0	\$ -	\$ -	\$ -
411.5	Field Observation (8 weeks)											0	\$ -	\$ -	\$ -
411.6	Coordination and Closeout											0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 420: Johnston Land Surveying Construction Support															
420	Pre Con and Con Survey		6			4		4				14	\$ 2,880.00	\$ -	\$ 2,880.00
	Subtotal Hours	0	6	0	0	4	0	4	0	0	0	14			
	Subtotal \$	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 760.00	\$ -	\$ 620.00	\$ -	\$ -	\$ -		\$ 2,880.00	\$ -	\$ 2,880.00
Task 421: Johnston Land Surveying As-built Survey															
421	As-built Survey		6			4		4				14	\$ 2,880.00	\$ -	\$ 2,880.00
	Subtotal Hours	0	6	0	0	4	0	4	0	0	0	14			
	Subtotal \$	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 760.00	\$ -	\$ 620.00	\$ -	\$ -	\$ -		\$ 2,880.00	\$ -	\$ 2,880.00

Budget Breakdown: HDR

No.	Task/Subtask Name	Proj Account	Transpo Eng	Storm Eng	QC Mang	PM	PM 2	Road CADD	CADD	Bridge Engineer	Total # Hours	Labor Cost	Invoiced ODCs	Total \$
	Billing Rates	\$119.81	\$208.58	\$198.82	\$400.03	\$322.05	\$265.63	\$169.02	\$121.98	\$270.14				
Task 226 - Shannon and Wilson Permitting Assistance														
226	Design Changes Permitting										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 400: Shannon and Wilson Road and Trail Design and Bid Assistance														
400	PM/Meetings										0	\$ -	\$ -	\$ -
400.1	Sub Coordination										0	\$ -	\$ -	\$ -
400.2	Plans										0	\$ -	\$ -	\$ -
400.3	Specs										0	\$ -	\$ -	\$ -
400.4	Construction Cost										0	\$ -	\$ -	\$ -
400.5	Bid Support										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 401: Shannon and Wilson Construction Engineering														
401.0	PM/Meetings										0	\$ -	\$ -	\$ -
401.1	Plans/Shop Drawings										0	\$ -	\$ -	\$ -
401.2	Requests for Information										0	\$ -	\$ -	\$ -
401.3	Submittals										0	\$ -	\$ -	\$ -
401.4	Requests for Approval of Materials										0	\$ -	\$ -	\$ -
401.5	Change Orders										0	\$ -	\$ -	\$ -
401.6	Pay Apps										0	\$ -	\$ -	\$ -
401.7	Site Inspection										0	\$ -	\$ -	\$ -
401.8	Weekly Meeting										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 402: Shannon and Wilson O&M Plan														
402.0	O&M Plan										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 403: Shannon and Wilson As-built Drawings														
403.0	PM/Meetings										0	\$ -	\$ -	\$ -
403.1	Sub Coordination										0	\$ -	\$ -	\$ -
403.2	Plans										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 410: HDR Road and Trail Design and Bid Assistance														
410	Project Setup & MGMT and weekly meetings	8	16	16	2	8	20			8	78	\$ 18,327.06	\$ -	\$ 18,327.06
410.1	Revise plans, specs, opinion of cost estimate		40	60		6		22	22	7	157	\$ 30,497.68	\$ 133.80	\$ 30,631.48
410.2	Bid support & structural		6	6		4	6	20	20	40	102	\$ 21,951.98	\$ -	\$ 21,951.98
410.3	Design change for concrete curb, raise path, CAVFS layers	1	12	16		8	8	6	6		57	\$ 12,251.33	\$ -	\$ 12,251.33
	Subtotal Hours	9	74	98	2	26	34	48	48	55	394			
	Subtotal \$	\$ 1,078.29	\$ 15,434.92	\$ 19,484.36	\$ 800.06	\$ 8,373.30	\$ 9,031.42	\$ 8,112.96	\$ 5,855.04	\$ 14,857.70		\$ 83,028.05	\$ 133.80	\$ 83,161.85
Task 411: HDR Construction Engineering														
411	Submittal review (8)		15	30		8		8	30		51	\$ 20,298.38	\$ -	\$ 20,298.38
411.1	Change Order review (2)		14	14				8	14		50	\$ 10,461.40	\$ -	\$ 10,461.40
411.2	Weekly PM Calls					2			8		10	\$ 2,692.38	\$ -	\$ 2,692.38
411.3	Weekly Construction Calls		8	8		8			8		24	\$ 5,384.24	\$ -	\$ 5,384.24
411.4	Engineer Field Visits (8)		24	24		12			22		82	\$ 18,908.24	\$ 3,004.80	\$ 21,913.04
411.5	Field Observation (6 weeks)		8	8							16	\$ 3,259.20	\$ -	\$ 3,259.20
411.6	Coordination and Closeout		8		1		12		2	2	25	\$ 5,330.31	\$ -	\$ 5,330.31
	Subtotal Hours	8	69	84	1	0	42	0	18	76	298			
	Subtotal \$	\$ 958.48	\$ 14,392.02	\$ 16,700.88	\$ 400.03	\$ -	\$ 11,156.46	\$ -	\$ 2,195.64	\$ 20,530.64		\$ 66,334.15	\$ 3,004.80	\$ 69,338.95
Task 420: Johnston Land Surveying Construction Support														
420	Pre Con and Con Survey										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 421: Johnston Land Surveying As-built Survey														
421	As-built Survey										0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0			
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -

Budget Breakdown: Johnston Land Survey

No.	Task/Subtask Name	Principal Surveyor	Senior Project Manager	Project Surveyor	Survey Technician	2 Man Survey Crew							Total # Hours	Labor Cost	Involved ODCs	Total \$
	Billing Rates	\$148.00	\$138.00	\$108.00	\$100.00	\$208.00										
Task 226 - Shannon and Wilson Permitting Assistance																
226	Design Changes Permitting												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 400: Shannon and Wilson Road and Trail Design and Bid Assistance																
400	PM/Meetings												0	\$ -	\$ -	\$ -
400.1	Sub Coordination												0	\$ -	\$ -	\$ -
400.2	Plans												0	\$ -	\$ -	\$ -
400.3	Specs												0	\$ -	\$ -	\$ -
400.4	Construction Cost												0	\$ -	\$ -	\$ -
400.5	Bid Support												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 401: Shannon and Wilson Construction Engineering																
401.0	PM/meetings												0	\$ -	\$ -	\$ -
401.1	Plans/Shop Drawings												0	\$ -	\$ -	\$ -
401.2	Requests for Information												0	\$ -	\$ -	\$ -
401.3	Submittals												0	\$ -	\$ -	\$ -
401.4	Requests for Approval of Materials												0	\$ -	\$ -	\$ -
401.5	Change Orders												0	\$ -	\$ -	\$ -
401.6	Pay Apps												0	\$ -	\$ -	\$ -
401.7	Site Inspection												0	\$ -	\$ -	\$ -
401.8	Weekly Meeting												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 402: Shannon and Wilson O&M Plan																
402.0	O&M Plan												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 403: Shannon and Wilson As-built Drawings																
403.0	PM/Meetings												0	\$ -	\$ -	\$ -
403.1	Sub Coordination												0	\$ -	\$ -	\$ -
403.2	Plans												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 410: HDR Road and Trail Design and Bid Assistance																
410	Project Setup & MGMT and weekly meetings												0	\$ -	\$ -	\$ -
410.1	Revise plans, specs, opinion of cost estimate												0	\$ -	\$ -	\$ -
410.2	Bid support & structural												0	\$ -	\$ -	\$ -
410.3	Design change for concrete curb, raise path, CAVFS layers												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 411: HDR Construction Engineering																
411	Submittal review (8)												0	\$ -	\$ -	\$ -
411.1	Change Order review (2)												0	\$ -	\$ -	\$ -
411.2	Weekly PM Calls												0	\$ -	\$ -	\$ -
411.3	Weekly Construction Calls												0	\$ -	\$ -	\$ -
411.4	Engineer Field Visits (6)												0	\$ -	\$ -	\$ -
411.5	Field Observation (6 weeks)												0	\$ -	\$ -	\$ -
411.6	Coordination and Closeout												0	\$ -	\$ -	\$ -
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Task 420: Johnston Land Surveying Construction Support																
420	Pre Con and Con Survey												0	\$ -	\$ 16,000.00	\$ 16,000.00
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 16,000.00	\$ 16,000.00
Task 421: Johnston Land Surveying As-built Survey																
421	As-built Survey												0	\$ -	\$ 26,500.00	\$ 26,500.00
	Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0				
	Subtotal \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 26,500.00	\$ 26,500.00

9
JUN 10 2024



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: DCD

WORK SESSION ☒ Meeting Date: 6-10-2024

REGULAR AGENDA ☒ Meeting Date: 6-18-2024

Required originals approved and attached? ☒

Will be provided on:

Item summary:

- | | | |
|--|--|--------------------------------------|
| ☒ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☒ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Clallam County Planning Commission has completed their review and public hearing process regarding a proposed ordinance for the creation of a 911 Addressing System. The original ordinance for "Creation of a 911 Addressing System" was adopted in 1991 and was last updated on 3/23/1993. This ordinance was adopted to enable implementation of a 911 addressing system. It was anticipated that a permanent 911 ordinance would be adopted as stated in the Purpose statement of that ordinance, but no permanent ordinance was ever created.

Changes in the County structure along with new federal requirements for PenCom in administering addresses introduced an opportunity to relook at the ordinance and identify a permanent 911 addressing system for unincorporated Clallam County. DCD has been working with PenCom, Information Technology (GIS Division), and Public Works to create a draft ordinance and to refine current workflows in designating and sharing addresses. The intention of the ordinance is to provide the rules and responsibilities to be designated by the County Board of Commissioners associated with the creation, correction, and sharing of addresses.

The Planning Commission held a public hearing on May 15, 2024 and voted 7-0 to forward the ordinance to the Board of Commissioners with a caveat that a single point of contact be appointed in the ordinance. For consideration by the Board DCD staff recommends language to designate the County Administrator as the addressing authority.

The Board may now review the ordinance for adoption and move forward with their public hearing process.

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Review ordinance and approve a call for hearing to take place July 2, 2024.

County Official signature & print name: Bruce W. Emery Bruce Emery

Name of Employee/Stakeholder attending meeting: Donella Clark, Principal Planner

Relevant Departments: DCD, IT GIS, Pencom

Date submitted: 6-5-2024

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

PUBLIC HEARING
Proposed Ordinance titled "911 Addressing System"

NOTICE IS HEREBY GIVEN that the Clallam County Board of Commissioners will conduct a public hearing on Tuesday, July 2, 2024 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The hearing may also be attended by Zoom by going to <https://zoom.us/join> or by calling 253-215-8782 and then enter Meeting ID: 875 561 7844 Passcode: 12345. The purpose of the public hearing is to receive public testimony on proposed changes to the Clallam County Health and General Welfare code, repealing and replacement Chapter 19.40 "Creation of a 911 Addressing System" and renaming the Chapter as "911 Addressing System".

SUMMARY OF PROPOSAL: Clallam County is proposing an Ordinance establishing the rules and responsibilities in association with the creation, correction, and sharing of addresses.

HOW TO COMMENT: All persons wishing to comment are welcome to either submit their written comments before the hearing is commenced or present written and/or oral comments in person during the public hearing. Written comments should be sent to the Clallam County Board of Commissioners, 223 East 4th Street, Suite 4, Port Angeles, WA 98362-3015.

DOCUMENTS AND INFORMATION: Copy of the Ordinance is available for review at the Clallam County Department of Community Development located in the Clallam County Courthouse at 223 E. 4th Street, Port Angeles, WA or <https://www.clallamcountywa.gov/178/Community-Development-DCD>

In compliance with the Americans with Disabilities Act (ADA), appropriate aids and/or reasonable accommodations will be made available upon request. Requests must be received by the Commissioner's office (Phone: 360-417-2233; see address above) at least 7 days prior to the hearing. The facility is considered "barrier free" and accessible to those with physical disabilities.

Publish: June 15 and 22

Bill: Dept. of Community Development

Loni Gores, Clerk of the Board

LETTER OF TRANSMITTAL

To: Clallam County Board of Commissioners

From: Clallam County Planning Commission

Subject: Transmittal to BOCC: Findings and Conclusions regarding an Ordinance about Addressing

Dear Commissioners:

The Clallam County Planning Commission has completed its review and public hearing process regarding an Ordinance proposing an ordinance to replace Chapter 19.40 and creating a permanent 911 Addressing System. The Planning Commission completed its review and approved its final recommendations to forward to the BOCC at its meeting on May 15, 2024. As Chairman of the Clallam County Planning Commission, having first received the authorization of the Commission, I am transmitting herewith the findings and recommendations of the Commission on this proposed Ordinance:

FINDINGS OF FACT:

1. Clallam County is proposing an Ordinance to replace the existing "Creation of a 911 Addressing System" code which was adopted in 1991 and updated in 1993 with a new permanent 911 addressing ordinance. The address will provide the rules and responsibilities associated with the creation of addresses and the creation and storage of data to assist in the process.
2. DCD initiated discussions with Pencom, County IT GIS, and the Road Department in 2023 to develop the ordinance based on current practices and workflows.
3. DCD introduced the addressing ordinance to the Planning Commission on September 6, 2023 requesting their opinions and thoughts on scheduling a public hearing.
4. The Board of County Commissioners were introduced to the ordinance on November 27, 2023 discussing the issues of enforcement and appeals.
5. A SEPA Threshold Determination of Non-Significance was issued on February 6, 2024. The comment period on the DNS ended February 21, 2024.
6. The Planning Commission scheduled a public hearing on April 17, 2024. The hearing was postponed upon the request of IT GIS to have more time to provide comment.
7. The Planning Commission held their hearing on May 15, 2024. The only comment was from Pencom regarding their support of the ordinance and a

request for designation of an addressing authority to provide a point of contact and ultimate decision maker if issues arise. A vote was held recommending the ordinance with the designation of an authority to be determined by the Commissioners be forwarded to the BOCC for consideration; the vote passed unanimously.

Based on the above facts and findings the Planning Commission adopts and transmits the Addressing Ordinance and following conclusion to the Clallam County Board of Commissioners.

CONCLUSION: The Clallam County Planning Commission concludes that the proposed Ordinance shall be included to:

1. Repeal and Replace Chapter 19.40 of the Clallam County Code, Creation of a 911 Addressing System, with a new Chapter 19.40 called 911 Addressing System.
2. Designate an authority to administer the code providing a point of contact and ultimate decision maker if issues arise.

The Planning Commission recommends approval by the BOCC and as Chair of the Commission, has directed me as its duly authorized agent to transmit this recommendation to the BOCC.

 Steve Gale, Chairman - Clallam County Planning Commission. 5/2/2024

Steve Gale, Chairman

Date

Ordinance _____

An ordinance repealing and replacing Chapter 19.40 of the Clallam County Code,
Creation of a 911 Addressing System, and renaming the Chapter as 911 Addressing System

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 19.40.010, Purpose, is created to read as follows:

The purpose of this chapter is to promote public health and safety by establishing a uniform system for addressing properties and structures and naming roads in the unincorporated areas of Clallam County as a component of the 911 emergency response system and maintaining a system of data to produce and maintain those addresses. This chapter is intended to promote and aid in the timely and efficient response of emergency services through the proper coordination and identification of E911 addresses.

Section 19.40.020, Administration and authority, is created to read as follows:

This chapter shall be administered by the County Administrator or designee in coordination with Peninsula Communications (PenCom 911).

Section 19.40.0320, Definitions, is created to read as follows:

The following terms when used in this chapter have the following meanings:

- (1) "Address" or "Site Address (SITUS)" means a property location identification that includes the following elements: address number; street name pre-directional; street name pre-type; street name; street name post-type; unit; postal community name, State, and Postal Code, as applicable.
- (2) "Address distance" means the distance, for address purposes, along the road centerline from the designated origin (or false origin) of the road.
- (3) "Address sign" means an individual address placard placed at a required location identifying the site address.
- (4) "Driveway" means a vehicular access serving property and is not a named road. . Some driveways will be shared and serve as access to several individual driveways and will require posting additional address signs to assist emergency responders in identifying the access to the address.
- (5) "Easement" or "Access Easement" is the interest in land owned by another person, consisting in the right to use the land for ingress and egress, allowing one or more persons to travel across another's land to get to a nearby location.
- (6) "False Origin" is the addition of a fixed distance to all measurements made on a given road, as if that road originated at a different point.
- (7) "Master Address Database" means the database maintained by Clallam County containing all of the official E911 addresses assigned by the County.
- (8) "Master Address Guide" refers to the document developed to define the procedures and processes creating, changing, and appeal addresses, consistent with this Chapter.
- (9) "Primary address" means the address of a property without the address elements and would include an address number and street name. .
- (10) "Primary access" means the driveway or other access to a given site most likely to be recognized and used, especially by emergency service providers.

(11) "Private Road" or "Private Street" refers to a named easement or right-of-way listed on the private road registry owned and maintained by anyone other than a public authority.

(12) "Road Origin" for the purpose of address determination measurements, each public and private road shall have an "origin" designated in accordance with CCC 19.40.030.

(13) "Right-of-Way" refers to a legal right of passage over another persons' ground. Public right-of-way refers to any street, avenue, boulevard, road, highway, sidewalk, alley, or easement owned, leased, or controlled by a governmental entity. Private right-of-way is owned, managed, and/or maintained by anyone other than a public authority.

(14) "Road" means any named public street or private street on which the primary access for the parcel/lot originates.

(15) "Roadway" is the paved, improved, or proper driving portion used for vehicular travel.

(16) "Road Centerline (RCL)" refers to vector line data that represent the actual location of the roadway geographic center of road rights-of-way on transportation networks.

(17) "Road Index" means the official list of all county and private roads and their origin points and lengths maintained by the County Engineer.

(18) "Shared Driveway" see the definition of Driveway above.

(19) "Site Structure Address Point (SSAP)" is the geospatial representation of the location of a site or structure and its corresponding physical address.

Section 19.40.0430, Designation of Addresses, is created to read as follows:

(1) *Assignment.* An address shall be assigned to every property/parcel that contains a structure or property improvement, upon request by the landowner.

(a) Requests for an address or change to an address may be made to Clallam County on forms provided and shall be submitted with the appropriate fee. A site plan of the structure(s) to be addressed and location of the driveway shall be submitted with the application. The owner of a multi-unit address site will be asked to supply a map or drawing locating each unit adequately for guiding emergency response. Additional information may be requested to determine access to the property.

(b) The addressing application shall be processed, and an address assigned by Clallam County. A recommended address number assignment shall be shared with Pencom 911 GIS prior to the approval of the addressing application and requires joint approval by Clallam County and the Pencom 911 GIS. Clallam County will make the final decision of the address in case of conflict.

(c) The landowner shall be notified an address has been assigned and an address placard provided to finalize the process. If a landowner fails to pick up the address placard within one year of the address assignment the application is deemed withdrawn and the address will not be incorporated into the database as a valid address.

(2) *Address Number.* All address numbers will consist of at least two (2) digits when assigned.

(a) *Distance from Road Origin.* All address number digits outside of an existing city addressing grid except the final digit indicate the address distance in hundredths of miles from the origin road to the primary access to the parcel.

(i) Each road shall have a designated origin. A road's origin will be the beginning point of the road as accessed from another road, from major to minor roads, and from proximity to US 101, SR 112, and the nearest city or town and determined by the County Road Department. These road origins shall be established and maintained by Clallam County. The precise point of

origin for address measurement along a road will be determined by the centerline of the intersecting road or highway.

(ii) A false origin may be added as a fixed distance to all measurements made on a given road, as if that road originated at a different point. It may be used adjacent to an urban address grid such that a road which does not originate at the grid baseline will be projected back to the baseline and measured as if it did originate at the baseline. The purpose of using a false origin will be to prevent address number conflicts around an urban address grid.

(b) *Final Digit*. The final digit will indicate on which side of the road the site is located, and its relative distance from that road. It may also differentiate sites with driveways closer to each other than 0.01 miles, or individual driveways off a shared driveway.

(i) *Side of Road*. When proceeding in the direction of increasing numbers, the last digit will be odd if the address is located on the left side of the road; it will be even if the address is located on the right side of the road.

(ii) *Relative Distance from Address Road*. A final digit of either 0, 1, 2, or 3 will indicate that the site is near the road with either a short driveway or no driveway, or relatively near the road on a multiple access driveway. A final digit of either 6, 7, 8, or 9 will indicate that the location is accessed by a long driveway. A final digit of 4 or 5 may be used for intermediate locations. On shared driveways, the final digit of any address will not be greater than an address located beyond that address on the same driveway. If the addition or relocation of addresses makes it impossible to meet this condition, the driveway must be named and addressed as a separate road.

(iii) Adjacent driveways sharing the same address distance. If adjacent driveways are closer than 0.01 mi. (52.8 ft.) and must share the same distance number, the address(es) on the driveway nearest the origin of the address road will generally have a lower final digit than the address(es) on the far driveway, wherever possible.

(3) *Roads*. Every address shall include the official or registered name of the public or private road that provides access to the site. The road name will include the road type designator and directional if applicable.

(a) *Road Names*. All private and County roads within the jurisdiction of unincorporated Clallam County shall be provided with names and shall be identified in the road index maintained by Clallam County. A single route will not change names and shall maintain the same name throughout the entire length of the road. For example, a private road extending from the end of a County road will retain the same name as the County road. Also, a single road making a turn that will not later become an intersection will not change names at the turn. The County shall avoid duplication of road names, homophones, or names that may cause confusion for emergency responders.

(i) Private road names may be posted and used for addressing purposes only if they are registered with Clallam County. A private road name will not be registered if its similarity to an existing public or private road name is sufficient to confuse emergency response or mail delivery. Signing of an unregistered road name in such a way that interferes with emergency response is prohibited.

(ii) A private road name will not be registered until a reasonable effort has been made to assure that there is no significant opposition to the new name, or that it is acceptable to a majority of its residents and property owners. The road name shall be short (less than 50 characters), limited to a few words, shall be easy to read, spell, and be remembered by those reporting an emergency. The name should not be a homonym, contain a road type or a directional (ie. North Ave), contain complicated or offensive words or use unconventional spelling, be a name that could be mispronounced or misspelled (ie. Goa Way Ln), nor be a one-word name that could be confused

with a two-word name (ie. Clearlake). If there is no available road name which is acceptable to a clear majority of those served by the road, the County Road Department may choose a name.

(iii) Driveways with four (4) primary addresses shall be considered private roads and named through the County Road Department. Driveways serving fewer than four (4) existing or potential primary addresses may be named and addressed as private roads if there are unique conditions that prevent the normal method of addressing on a shared driveway from functioning adequately in that situation, such as exceeding in one-quarter mile in length.

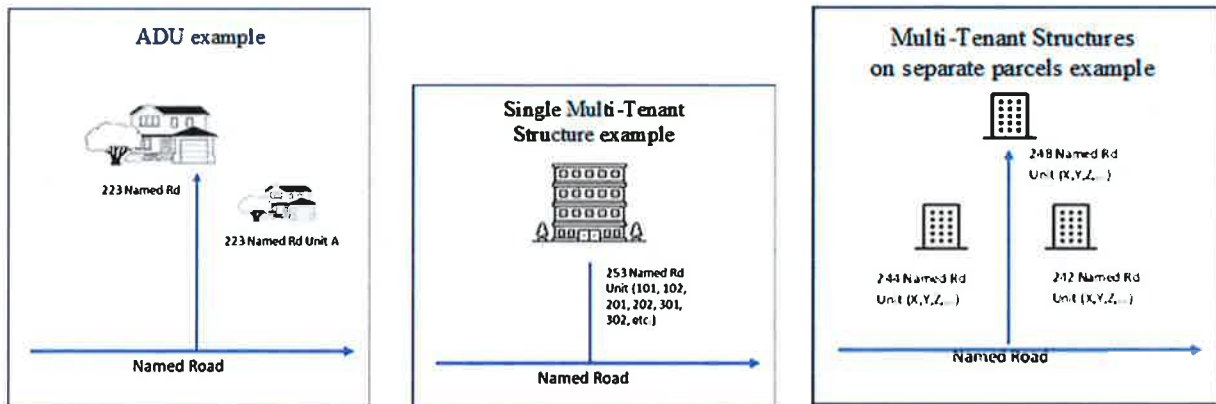
(iv) During a land division, any proposed shared access for four (4) or more lots shall be designated as a private road and named through the County Road Department during the platting process.

(b) Road Type. Every road name will include the road type designator following the road name, except numbered highways, which may include the designator before the highway number. The list of agreed designators are listed in the Master Addressing Guide.

(c) Optional Directional Prefix. If a road extends in two (2) directions from its origin, the addresses on each portion will include a directional prefix (N, S, E, or W) before the road name, indicating which direction that portion of the road extends from the designated origin. Addresses on each portion will be based on the distance from the common origin point.

(4) *Optional Unit Number.* Any addressed site which includes apartments, business suites, spaces, accessory dwelling unit (ADU), or multiple addressable structure(s), may be required to provide a unit letter and/or number in the address in the following manner:

(a) Any addressed site which includes an accessory dwelling unit (ADU) will be addressed with the main house as the primary address number and a “Unit A” designation for the ADU, both attached and detached.



(b) When a property contains multiple structures requiring address designations (ie. woodshop at a greater distance from the primary residence or a home-enterprise) an individual address may be created for all additional structures with a unit letter/number designators. An address placard will be required to be posted at the driveway entrance to the structures and the structures clearly marked with the unit designators.

(c) Duplexes and Triplexes on a single parcel that share access shall be assigned one primary address with a unit designation for each unit. A single placard shall be placed at the access point. The individual units shall be identified by a unit number and/or letter at each individual driveway. If the individual units have separate accesses onto the parcel, each unit shall be assigned unique primary addresses and placards will be placed at each access point.

(d) Multi-Tenant Buildings such as apartments and other multi-tenant structures on a single parcel that share access shall be assigned one primary address for each structure and individual unit designations. An address placard will be placed at the access point. Each structure will need to be identified with 12-inch numbers affixed to the front of the structure, the individual unit number will consist of the floor designation (if applicable) in the left-most positions with 2 characters to the right for unit designation (ie. unit designation 102 = floor 1, unit 2). These shall be clearly marked with an easily read sign. Multi-tenant buildings on separate parcels shall be assigned unique address numbers, following the rules of shared driveways or roadways, and have the individual units as described previously.

(e) Business buildings comprised of individual stores, suites, offices or other units will be addressed similarly to Multi-Tenant Buildings.

(f) New Mobile Home Parks shall name their internal road(s) as private roads and each lot shall be assigned a primary address. Existing mobile home parks with no internal road names shall maintain a single primary address for the park with individual unit numbers assigned to each lot and clearly signed.

(5) *Use of Existing City Addressing Systems.* Recognizing that it is in the mutual interest of all jurisdictions to prevent addressing conflicts, municipalities within Clallam County are respectfully requested to maintain compatibility with the above guidelines in the course of any future annexations, and any modification to, or implementation of their own addressing ordinances. Wherever practical, the existing address systems of the municipalities in Clallam County will be incorporated as components of the Clallam County 911 addressing system. Permanent boundaries will be established for the extension of each urban address grid beyond the current city limits of each municipality. Addressing within that boundary will be compatible with the municipality's addressing system.

Section 19.40.0540, Signage, is created to read as follows:

(1) *Roads.* All public and private roads in Clallam County which serve addressable properties or structures will be signed in accordance with the standards of the Clallam County Road Department. Private road signs will identify the road as private. Signs will be provided and installed by the Road Department upon request and submittal of appropriate fees.

(2) *Address Placards.* Each addressed site will be provided with a sign showing the address number in white reflectorized numbers on a green reflectorized background distributed by Clallam County. Where deemed necessary, additional address signs may be provided to identify individual sites on a common driveway at no additional cost from the base fee. Signs shall be placed prior to the first inspection if issued for purposes of a building permit. Replacement placards will be provided for a fee.

(a) The sign shall be posted by the landowner as follows:

- Post must be on the same side of the road as the access or driveway and no further than 20 feet from the access/driveway;
- Placement of the post shall be such that the address sign is oriented perpendicular to the road, extending toward the road from the post like a flag;
- The sign-post should be about 4-10 feet from the edge of the drivable surface of the road;
- The post can be next to a fence, hedge, or other barrier with the sign extending toward the road, but the address sign shall not be obscured;

- The final address post height should be about 40 inches above the road (mailbox height), this will result in driving the standard 5-foot post approximately 20 inches into the ground. Remember to follow Utility Locate procedures before driving in to the full depth.
- For a shared driveway, a post should be placed at the road with all the addresses using the driveway posted in numerical order. Then, where each individual driveway splits from the shared driveway, an additional post and placard should be placed for the individual address in the same manner as detailed above.

Section 19.40.0650, Corrections, is created to read as follows:

- (1) Existing road names shall not be required to be changed unless they pose a risk to the ability to dispatch emergency services to a property.
- (2) Errors. When an address is identified that does not meet E911 standards, the landowner will be contacted by the County that a new address will be assigned. Official notice shall be sent to the landowner that the address has been changed and that a new placard is available for pick-up. A new placard will be assigned without a fee, unless not collected by the landowner, at which point a fine may be imposed. Response from emergency responders will be affected if an incorrect address and/or incorrect address placard remain.
- (3) Readdressing. During the addressing of parcels corrections may be necessary to accommodate the new address, such as naming a shared driveway or renumbering existing addresses. The County will contact landowners affected and inform them that a correction is required. The process to name the private road will also be provided when necessary. Once the new addresses are assigned, replacement placard(s) will be provided without a fee to all existing addresses requiring reassignment, unless the landowner fails to collect the address, at which point a fine may be imposed. Official notice shall be sent to all affected landowners that their address(es) has(have) been changed and that a new placard is available for pick-up. Response from emergency responders could be affected by use of an incorrect address and incorrect address placard.
- (4) Changes to property. It shall be the responsibility of the property owner to notify Clallam County of any changes to the property that may require additional address numbers or reassignment of address numbers. This shall include changes in the location of the driveway or replacement of structures in new areas of the property which would necessitate a new address assignment. A request for an address shall be made to the County on forms provided and shall be submitted with the appropriate fee.

Section 19.40.0760, Information Provisions, is created to read as follows:

Effectiveness of the E911 addressing system requires the coordination and cooperation of County departments and other public agencies. A Master Address Guide shall be developed and maintained to ensure the procedure for administering an address and protocol for information sharing is met by the various agencies and departments involved in the issuance and maintenance of addresses. A database of all assigned addresses within the unincorporated County shall be maintained by the County.

- (1) Emergency response agencies will be notified in a timely manner of all permanent or corrected addresses assigned, and all newly registered road names.
- (2) The Postal Service will be notified in a timely manner of all newly registered road names and permanent or corrected addresses assigned by the County.

(3) Each landowner will be notified in a timely manner when an E911 address is assigned or re-assigned. It is the responsibility of the landowner to place their address placard in the correct location to ensure property emergency response. A newly assigned address will not be considered valid until the address placard is collected for placement.

(4) Clallam County will maintain a map available to the public of all public roads and registered private roads with correct road centerlines.

Section 19.40.0870, Violations, is created to read as follows:

Violations of this Title may result in the removal or placement of signs at a cost to the landowner or a may result in a fine, and the violation could potentially cost a life. Addresses are necessary for public safety and violations may affect response from emergency responders. If a property presents an incorrect address or no address placard, emergency response may be affected during an emergency. Correct placement of your address placard could save your life.

Section 19.40.0980, Immunity, is created to read as follows:

Clallam County shall be held harmless and immune from any and all civil liability for any actions taken pursuant to this chapter, or for any failure to take action to enforce the provisions of this chapter. It is not the purpose or intent of this chapter to create on the part of Clallam County any special duties, obligations, or relationships with specific individuals. This chapter has been enacted for the welfare of the public as a whole.

Section 19.40.1090, Severability, is created to read as follows:

If any provision of this chapter or its application to any person or circumstances is held invalid, the remainder of this chapter or the application of the provision to other persons or circumstances shall not be affected.

ADOPTED this _____ day of _____ 20____

BOARD OF CLALLAM COUNTY COMMISSIONERS

Chair

ATTEST:

Member

Loni Gores, MMC, Clerk of the Board

Member

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

Proposal: Amendments to the Health and General Welfare Title proposing a permanent 911 Addressing System, CCC 19.40

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

NOTICE IS HEREBY GIVEN, pursuant to RCW 36.70.580, that the Clallam County Planning Commission (PC) will schedule a public hearing for Wednesday, March 21, at 6:00 p.m. in Room 160 of the Clallam County Courthouse, 223 East Fourth Street, Port Angeles, WA 98362. To appear by Zoom please visit <https://zoom.us/join> or call (888) 475-4499 or (253) 215-8782, then enter Meeting ID: 857 7304 5582 and Passcode: 12345.

The purpose of the hearing is to receive public testimony on the adoption of the following proposed amendment of the Clallam County Development Regulations pertaining to the 911 Addressing System. Upon completion of the public hearing process, the Planning Commission will forward its recommendations to the Board of Clallam County Commissioners for its consideration and further action. Interested parties are invited to attend the public hearing(s) and make their views known to the Planning Commission.

Any interested person or party may submit written or oral comments on the proposal. Comments can be submitted at the public hearing or in advance of the public hearing. Upon completion of the public hearing process, the Planning Commission will forward its recommendations to the Board of Clallam County Commissioners for its consideration and further action. For more information consult the Planning Commission Agenda for the March 21st meeting. You can also visit our offices at 223 E. 4th St., Suite 5, Port Angeles, WA 98362, Monday through Friday, between 8:00 a.m. - 4:30 p.m. Please contact Donella Clark, project planner at (360) 417-2594, or by email at donella.clark@clallamcountywa.gov if you have any questions or comments.

Description of Proposal: The proposed standards will be a replacement to the existing "Creation of 911 Addressing System" and create a permanent addressing system for unincorporated Clallam County. The purpose of this chapter is to promote public health and safety by establishing a uniform system for addressing properties and structures and naming roads in the unincorporated areas of Clallam County as a component of the 911 emergency response system and maintaining a system of data to produce and maintain those addresses. This chapter is intended to promote and aid in the timely and efficient response of emergency services through the proper coordination and identification of E911 addresses.

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

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

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

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

This Determination of Non-Significance (DNS) for this non-project action is issued February 6, 2024 under WAC 197-11-340(2).

Comments on this DNS must be submitted by **February 21, 2024**.

Signature:



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

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

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist

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

Instructions for applicants

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

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

Instructions for lead agencies

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

Use of checklist for nonproject proposals

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

A. Background Find help answering background questions

1. **Name of proposed project, if applicable:**
2. **Name of applicant:** Clallam County
3. **Address and phone number of applicant and contact person:** Donella Clark, Project Planner, 223 E 4th St Clallam County Courthouse Suite 5, Port Angeles, WA 98362
donella.clark@clallamcountywa.gov, 360-417-2594
4. **Date checklist prepared:** February 5, 2024
5. **Agency requesting checklist:** Clallam County
6. **Proposed timing or schedule (including phasing, if applicable):** Planning Commission Public Hearing scheduled for March 20, 2024 with a vote on a recommendation to the Board of County Commissioners and public hearing to follow.
7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.** No.
8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.** Final Environmental Impact Statement (FEIS) for adoption of Clallam County Comprehensive Plan and Regional Comprehensive Planning, Zoning Ordinance Title 33 adopted by Ordinance 581 on December 19, 1995 and amendments.
9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.** No. Changes to the interim addressing ordinance are due in part to the NG911 regulations for addressing networks.
10. **List any government approvals or permits that will be needed for your proposal, if known.** None.
11. **Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)** This is a non-project action amending the current Chapter of the Clallam County Code related to Addressing. The proposed ordinance is intended to update the codes in relation to the designation of addresses and the processes for corrections.
12. **Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section,**

township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. The Addressing Code will apply throughout unincorporated Clallam County.

B. Environmental Elements

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

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

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

- b. **What is the steepest slope on the site (approximate percent slope)?** Any.
- c. **What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)?** If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. All soil types.
- d. **Are there surface indications or history of unstable soils in the immediate vicinity?** If so, describe. This is a non-project action so this is not applicable.
- e. **Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.** This is a non-project action so this is not applicable.
- f. **Could erosion occur because of clearing, construction, or use? If so, generally describe.** The proposed amendments are part of the County Health and General Welfare Title. Site specific development will be reviewed at the time of the proposal and determined to be compliant with existing County regulations.
- g. **About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?** This is a non-project action so this is not applicable.
- h. **Proposed measures to reduce or control erosion, or other impacts to the earth, if any.** This is a non-project action so this is not applicable.

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

- a. **What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.** This is a non-project action regarding the standards for Addressing property within unincorporated Clallam County.

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

c. Proposed measures to reduce or control emissions or other impacts to air, if any. Site specific development will be reviewed at the time of the proposal and determined to be compliant with existing County regulations.

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

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

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

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

- 1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known. This is a non-project action so this is not applicable.**
- 2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. This is a non-project action so this is not applicable.**

c. Water Runoff (including stormwater):

- 1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.** Site specific development will be reviewed for compliance with Clallam County Codes at the time of permitting.
- 2. Could waste materials enter ground or surface waters? If so, generally describe.** No.
- 3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.** Site specific development will be reviewed for compliance with Clallam County Codes at the time of permitting.
- 4. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.** The need for stormwater and soil impact mitigation will be determined at the time of permitting.

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

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

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

- b. What kind and amount of vegetation will be removed or altered?** Site specific development will be reviewed for compliance with Clallam County Codes at the time of permitting.
- c. List threatened and endangered species known to be on or near the site.** There may be ESA listed species located within Clallam County associated with this non-project area.
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.** None.
- e. List all noxious weeds and invasive species known to be on or near the site.** There could be all types of noxious weeds on sites located within this non-project action.

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

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

Examples include:

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

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

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

- a. **What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. This is a non-project action and not applicable.**
- b. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. This is a non-project action so this is not applicable.**
- c. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any. None.**

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

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

c. **Describe special emergency services that might be required.** None.

d. **Proposed measures to reduce or control environmental health hazards, if any.**
None.

b. Noise

1. **What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?** This is a non-project action so there is no site specific information.
2. **What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?** This is a non-project action so this is not applicable.
3. **Proposed measures to reduce or control noise impacts, if any.** None.

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

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

- g. If applicable, what is the current shoreline master program designation of the site? This is a non-project action and there is no site specific information.**
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. This is a non-project action and there is no site specific information.**
- i. Approximately how many people would reside or work in the completed project? Review of site specific improvements will occur at the project stage.**
- j. Approximately how many people would the completed project displace? None.**
- k. Proposed measures to avoid or reduce displacement impacts, if any. None.**
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any. This is a non-project action and there is no site specific information.**
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any. This is a non-project action and there is no site specific information.**

9. Housing [Find help answering housing questions](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. None.**
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. None.**
- c. Proposed measures to reduce or control housing impacts, if any. None.**

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

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

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

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? This is a non-project action and there is no site specific information.**
- b. Could light or glare from the finished project be a safety hazard or interfere with views? No.**

- c. **What existing off-site sources of light or glare may affect your proposal?** This is a non-project action and there is no site specific information.
- d. **Proposed measures to reduce or control light and glare impacts, if any.** The standards proposed are intended to reduce light and glare created by signs.

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

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

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

- a. **Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.** This is a non-project action and there is no site specific information.
- b. **Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.** Review of the specific placement will ensure historical features are protected.
- c. **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.** This is a non-project action and there is no site specific information.
- d. **Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.** None associated with the proposed Ordinance.

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

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.** This is a non-project action and there is no site specific information.
- b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?** Placement of will be reviewed at the time of placement.

- c. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). This is a non-project action and will not require any improvements to transportation facilities.**
- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. No.**
- e. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? None.**
- f. **Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. No.**
- g. **Proposed measures to reduce or control transportation impacts, if any. None.**

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

- a. **Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. No.**
- b. **Proposed measures to reduce or control direct impacts on public services, if any. None.**

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

- a. **Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other: This is a non-project action and there is no site specific information.**
- b. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. This is a non-project action and there is no site specific information.**

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

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

X



Type name of signee: Donella Clark

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

Date submitted: 2/5/2024

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

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

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

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. **How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?** The proposed amendments to the Health and General Welfare Title will not increase increase discharge to water, emissions to air or produce any release of toxic or hazardous substances or noise.
 - **Proposed measures to avoid or reduce such increases are:** Nothing proposed as there will be nothing produced through adoption of the amended ordinance.
2. **How would the proposal be likely to affect plants, animals, fish, or marine life?** The proposed ordinance provides regulations for the designation of addresses of property and will not affect plants, animals, fish or marine life.
 - **Proposed measures to protect or conserve plants, animals, fish, or marine life are:** Nothing proposed.
3. **How would the proposal be likely to deplete energy or natural resources?** The proposed regulations would not deplete energy or natural resources.
 - **Proposed measures to protect or conserve energy and natural resources are:** Nothing proposed.

4. **How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?** It will likely have no affect. Future development will be reviewed in the context of other County regulations, which includes protective measures to shoreline and critical areas.
- **Proposed measures to protect such resources or to avoid or reduce impacts are:**
The proposed amended ordinance does not propose specific protective measures to avoid impacts.
5. **How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?** The proposed ordinance is for the designation of addresses.
- **Proposed measures to avoid or reduce shoreline and land use impacts are:** Nothing proposed.
6. **How would the proposal be likely to increase demands on transportation or public services and utilities?** The ordinance is intended to provide a coordinated addressing scheme to help emergency services locate parcels within unincorporated Clallam County and will not create a demand on transportation or public services and utilities.
- **Proposed measures to reduce or respond to such demand(s) are:** None.
7. **Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.** The intent of the proposed ordinance is to promote public health and safety by establishing a uniform system for addressing properties and structures and naming roads as a component of the 911 emergency response system.



AGENDA ITEM SUMMARY

10
JUN 10 2024

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: DCD

WORK SESSION ☒ **Meeting Date: 6-10-2024**

REGULAR AGENDA ☒ **Meeting Date: 6-18-2024**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|--|--|--------------------------------------|
| ☒ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☒ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The Department of Community Development received a request to amend the Clallam County Zoning code regarding the setbacks within the Carlsborg Residential zones CR-II, CR-III and CN. The applicant is requesting the front yard setbacks be reduced for residences from the current 15-feet to 10- feet (garages would require a 20-foot setback), reduction of the existing 10-foot side yard setbacks to 5-feet, and the current 15-feet in the rear to 10-feet. The applicant contends that the proposed amendment will promote growth through the utilization of urban standards within an area that provides urban densities.

The Planning Commission completed their public hearing and final recommendations to forward to the Board of County Commissioners at their May 15, 2024 meeting. The Planning Commission and staff reviewed a variety of urban zones that exist within the County Code, the Sequim Municipal Code, and the City of Port Angeles Code as a comparison for the appropriateness of the request. Within the UGA of Port Angeles, side yard setbacks are noted as 8-feet. All of these zones require an 8-foot side-yard setback, and allow up to 15 dwelling units per acre with a minimum lot size of 4,840 sqf in the most dense zone (MD). The City of Sequim allows a minimum lot size of 5,400 sqft in their residential zones and a 6-foot side yard setback. In the City of Port Angeles R7 and RHD zones a 5-foot side yard setback is allowed. These two zones are high density zones allowing 24 dwelling units per acre and 10 dwelling units per acre. Mid-density residential zones in Port Angeles require a 7-foot setback. Carlsborg allows for a range of densities from 4 dwelling units to 10 per acre in all of the residential zones.

The Board of County Commissioners shall now hold their public hearing on the request and decide if they approve the recommended changes to the Carlsborg Urban Growth Area Chapter 33.20.

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Review ordinance and approve a call for hearing to take place July 2, 2024.

County Official signature & print name: Bruce W. Emery, Bruce Emery

Name of Employee/Stakeholder attending meeting: Donella Clark, Principal Planner

Relevant Departments: DCD

Date submitted: 6-5-2024

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

PUBLIC HEARING
Proposed amendments to Ordinance titled "Carlsborg Urban Growth Area"

NOTICE IS HEREBY GIVEN that the Clallam County Board of Commissioners will conduct a public hearing on Tuesday, July 2, 2024 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The hearing may also be attended by Zoom by going to <https://zoom.us/join> or by calling 253-215-8782 and then enter Meeting ID: 875 561 7844 Passcode: 12345. The purpose of the public hearing is to receive public testimony on proposed changes to the Clallam County Zoning code, Chapter 33.20, Carlsborg Urban Growth Area.

SUMMARY OF PROPOSAL: The Department of Community Development received a request to amend the Clallam County Zoning code regarding the setbacks within the Carlsborg Residential zones CR-II, CR-III and CN. The applicant is requesting the front yard setbacks be reduced for residences from the current 15-feet to 10- feet (garages would require a 20-foot setback), reduction of the existing 10-foot side yard setbacks to 5-feet, and the current 15-feet in the rear to 10-feet. Clallam County is proposing to amend the setbacks in the CR-I, CR-II, and CR-III zones to a side yard setback of 6-feet and rear yard setback of 10- feet.

HOW TO COMMENT: All persons wishing to comment are welcome to either submit their written comments before the hearing is commenced or present written and/or oral comments in person during the public hearing. Written comments should be sent to the Clallam County Board of Commissioners, 223 East 4th Street, Suite 4, Port Angeles, WA 98362-3015.

DOCUMENTS AND INFORMATION: Copy of the Ordinance is available for review at the Clallam County Department of Community Development located in the Clallam County Courthouse at 223 E. 4th Street, Port Angeles, WA or <https://www.clallamcountywa.gov/178/Community-Development-DCD>

In compliance with the Americans with Disabilities Act (ADA), appropriate aids and/or reasonable accommodations will be made available upon request. Requests must be received by the Commissioner's office (Phone: 360-417-2233; see address above) at least 7 days prior to the hearing. The facility is considered "barrier free" and accessible to those with physical disabilities.

Publish: June 15 and 22

Bill: Dept. of Community Development

Loni Gores, Clerk of the Board

LETTER OF TRANSMITTAL

To: Clallam County Board of Commissioners

From: Clallam County Planning Commission

Subject: Transmittal to BOCC: Findings and Conclusions regarding proposed Type B Text Amendment regarding setbacks in the Carlsborg Urban Growth Area, application REZ2024-00003, Logan Hammond

Dear Commissioners:

The Clallam County Planning Commission has completed its review and public hearing process regarding a proposed Type B text amendment to revise some of the setbacks within some of the zones in the Carlsborg Urban Growth Area proposed by Logan Hammond. The Planning Commission completed its review and approved its final recommendations to forward to the BOCC at its meeting on May 15, 2024. I am transmitting herewith the findings and recommendations of the Commission on this proposed Ordinance:

FINDINGS OF FACT:

1. DCD received a request to amend the Clallam County Zoning code regarding the setbacks within the Carlsborg Residential zones CR-II, CR-III, and CN. The applicant was requesting the front yard setbacks be reduced for residences from the current 15-feet to 10- feet (garages would require a 20-foot setback), reduction of the existing 10-foot side yard setbacks to 5-feet, and the current 15-feet in the rear to 10-feet. The applicant contends that the proposed amendment will promote growth through the utilization of urban standards within an area that provides urban densities.
2. At the March 6, 2024 Planning Commission meeting DCD presented a comparison of setbacks within other Urban Growth Areas in Clallam County and the Cities of Sequim and Port Angeles with the requested revision and advised on the implications of changing the setbacks throughout the three zones in Carlsborg. Staff advised the Planning Commission to maintain the current front and rear yard setbacks and consider reducing the side yards to 6 or 7-feet. Following discussion the Planning Commission advised staff to review the text amendment for a 6-yard side yard setback and 10-foot rear yard setback.
3. Staff presented the Planning Commission with a staff report and an amended ordinance for changes to the setbacks in the CR-I, CR-II, and CR-III zones to a 6-foot side yard and 10-foot rear yard setback at the March 20, 2024. The Planning Commission requested staff to analyze the concept of a staggered setback for garages.
4. DCD issued a SEPA Threshold Determination of Non-Significance on March 28, 2024 with a comment period ending April 15, 2024.

5. At the April 10, 2024 meeting staff advised the Commission that a request for staggered setbacks would not be supported by current County policies or other zoning regulations. Type B revisions to development standards are only allowed when a change to the comprehensive plan are consistent with the implementation of the Comprehensive Plan.
6. The Planning Commission held their public hearing on May 15, 2024. No public comment was received on the proposed revision to setbacks. A vote was held recommending the ordinance be forwarded to the BOCC for consideration; the vote passed 6 votes for and 1 abstention.
7. Based on the above facts and findings, and the attached draft ordinance amending Chapter 33.20, Carlsborg Urban Growth Area, the Planning Commission adopts and transmits the following conclusion to the Clallam County Board of Commissioners.

CONCLUSION: The Clallam County Planning Commission concludes that the proposed revisions to the Carlsborg Urban Growth Area Ordinance shall be revised to:

1. Amend the side yard setbacks within the CR-I, CR-II, and CR-III zones from 10-feet to 6-feet.
2. Amend the rear yard setbacks within the CR-I, CR-II, and CR-III zones from 15-feet to 10-feet.

The Planning Commission recommends approval by the BOCC and as Chair of the Commission, has directed me as its duly authorized agent to transmit this recommendation to the BOCC.

 Steve Gale, Chair
Date 5/21/24

Ordinance _____

An Ordinance amending Chapter 33.20 of the Clallam County Code,
Carlsborg Urban Growth Area

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 33.20.050, Bulk and dimensional standards, is amended to read as follows:

(1) *Bulk and Dimensional Purpose.* In recognition of the varied topography and geographical relationships within the Carlsborg UGA, and for the safety and general welfare of the public, bulk, dimensional and general requirements for the zoning districts shall be required as a necessary part of the development review process. All permitted uses and conditional uses, except as otherwise established in an approved planned unit development, shall comply with the requirements of this section.

(2) *Bulk, Dimensional and General Requirements.* Bulk, dimensional, and general requirements are herewith established and shall be provided in accordance with the minimum standards set forth in Table (A) of this subsection. Additional criteria are provided in subsection (3) of this section. Bulk and dimensional standards measure the spatial, four-dimensional limitations of the site, including building height and size, if any, and minimum lot width, lot area, lot size and residential density is also subject to CCC [33.20.050\(3\)](#), Exceptions and CCC [33.20.060](#) Development Standards.

Table 33.20.050(2)(A). Bulk, Dimensional and General Requirements:

Carlsborg Residential, Commercial, and Mixed Zones

Zone	Minimums								Maximums	
	Lot Size	Lot Width	Required Setbacks ¹						Building Height	Residential Density
			Front			Side (each)	Rear	Minimum Residential Density		
			Access Road	Collector Road	Arterial					
CR-I	None	None	15 ft.	15 ft.	60 ft.	64 0 ft.	10 5 ft.	4 dwelling units per acre ³	36 ft.	6 dwelling units per acre
CR-II	None	None	15 ft.	15 ft.	60 ft.	64 0 ft.	10 5 ft.	4 dwelling units per acre ³	36 ft.	8 dwelling units per acre
CR-III	None	None	15 ft.	15 ft.	60 ft.	64 0 ft.	10 5 ft.	4 dwelling units per acre ³	36 ft.	10 dwelling units per are
CN	None	None	15 ft.	15 ft.	None	Zero ²	Zero ²	4 dwelling units per acre ³	36 ft.	10 dwelling units per acre
CGC	None	50 ft.	45 ft.	50 ft.	60 ft.	Zero ²	Zero ²	Not Applicable	36 ft.	Not Applicable

Zone	Minimums							Maximums		
	Lot Size	Lot Width	Required Setbacks ¹					Minimum Residential Density	Building Height	Residential Density
			Front			Side (each)	Rear			
			Access Road	Collector Road	Arterial					
CI	0.5 acre ²	50 ft.	Zero ²	Zero ²	Zero ²	Zero ²	Zero ²	Not Applicable	36 ft.	Not Applicable
CC	None	50 ft.	45 ft.	50 ft.	60 ft.	Zero ²	Zero ²	4 swelling units per acre ³	36 ft.	10 swelling units per acre

¹Where required setbacks under the International Building Code adopted by Clallam County differ from the minimum setbacks established in CCC [33.03](#), the more restrictive regulation shall apply.

²Subject to the International Building Code, side and rear yard setbacks shall be a minimum of 15 feet when abutting a residential zone.

³See Section 33.20.070, minimum density standards.

(3) *Exceptions.* The bulk, dimensional and general requirements set forth in subsection (2) of this section shall apply to specifically permitted and conditional uses tabulated in CCC [33.20.040](#), excepting the following:

(a) The maximum building height provided in subsection (2) of this section shall not apply to antennas; provided, that antennas are setback from all exterior property lines at a minimum ratio of one foot of setback for every three feet of vertical height measured from grade.

(b) Antennas, satellite dishes, or other communication devices shall not be located in the front setback area.

(c) No structures excepting signs, fences and berms shall be placed within the front setback area.

(d) Planned development projects approved consistent with this title and CCC Title [29](#), Land Division Code, may specially waive the setback, bulk, height or dimensional requirements which differ from the standards.

(4) *Corner Clearance.* In all zones, corner lots shall maintain a triangular safety zone consisting of an area in which no physical obstruction, such as a structure, fence, tree or shrub higher than 36 inches above grade shall be permitted. Such triangular area shall have one angle formed by the front lot line and the side lot line separating the lot from the side street, the length of which lot line sides of the triangle shall be 15 feet. The third side of the triangle shall be a line connecting the two lot lines at the 15-foot point of each.

(5) *Road Classification.* The purpose of establishing road classifications is to clarify the setbacks for development activities consistent with the requirements of this section. The following road designations shall apply to the following streets maintained by either Clallam County or Washington Department of Transportation that are within the Carlsborg UGA; all roads not specifically listed shall be classified as local access roads:

Arterials	Collectors
State Route 101	Atterberry Rd. Carlsborg Rd. E. Runnion Rd. Hooker Rd. Mill Rd. Taylor Cut-Off Rd.

ADOPTED this _____ day of _____ 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French,

ATTEST:

Andy Johnson

Loni Gores, MMC, Clerk of the Board

Marie Jones

DRAFT



Staff Report

Clallam County Department of Community Development

Date: May 8, 2024
To: Clallam County Planning Commission
From: DCD Planning Division
Re: Zoning Code Amendment Application 2023-00003 – Logan Hammon

REQUEST

Logan Hammond submitted an application to request a Comprehensive Plan Land Use Text amendment to change the setbacks within the CR-II, CR-III and CN zones within the Carlsborg Urban Growth Area. The applicant is requesting the front yard setbacks be reduced for residences from the current 15-feet to 10-feet (garages would require a 20-foot setback), reduction of the existing 10-foot side yard setbacks to 5-feet, and the current 15-feet in the rear to 10-feet.

APPLICATION SUMMARY

The full application submitted is provided in Appendix A. The application meets the process criteria for a Type B revision to the development standards only if it does not require a change to the comprehensive plan, including correcting errors, clarifying or revising development standards, or adopting new development standards that are consistent with the implementation of the comprehensive plan. A request for staggered setbacks will require additional conversations and changes to the comprehensive plan to accommodate. None of the current County policies or other zoning regulations support a staggered setback approach and will therefore not be considered for this application.

BACKGROUND

Carlsborg was designated an Urban Growth Area in the year 2000. The current setbacks in CCC 33.20.050 were updated in 2016 following a year's long review between DCD staff and the Carlsborg Community Advisory Committee and the Board of Commissioners that modified the standards in order to increase the density in Carlsborg to accommodate urban growth. Setbacks were altered as part of that review.

ZONING AMENDMENT CRITERIA OF APPROVAL CCC 33.35.090

The Planning Commission and Board of County Commissioners (BOCC) are required to evaluate the amendment with regard to six criteria contained under CCC 33.35.090 in the Zoning Code, and at CCC 31.08.370 in the Comprehensive Plan. These six criteria, or "Required Showing for an Amendment," provide the scope of consideration that the Planning Commission and BOCC must respond to in order to determine if the proposed amendment should be approved. The following summarizes staff's preliminary analysis with regard to the required showing for amendment.

Criterion 1. The proposed amendment is consistent with the spirit and intent of the Clallam County Comprehensive Plan.

The goals and policies adopted by the Board of County Commissioners in the Clallam County Comprehensive Plan, the various Regional Plans, and the Clallam County Zoning Code provide the framework for land use decisions in Clallam County. The Carlsborg Urban Growth Area is part of the Sequim-Dungeness Planning Region and is referenced in the Comprehensive Plan under Title 31.03.350 attached as Appendix B. For the full text of the County's Code, go to <https://clallam.county.codes>

The vision of Carlsborg is for a mix of commercial, industrial, and residential land uses along with the existing historic community. Public water is intended to be supplied by the PUD and sewage disposal by the Carlsborg Sewer. Residential zoning is the predominant land use. The residential zones are categorized by Low, Medium, and High with a density of 4 as the minimum and up to 10 dwelling units per acre in the high-density zone. The purpose of the Carlsborg Village Center (CN) zone is for high-density residential development and small-scale commercial uses intended to reinforce the established scale and ambiance of the historic neighborhood. Specific designation of setbacks is not discussed, but the intent is to provide urban standards and provisions to safeguard residential areas from commercial/industrial developments. Reduction of the setbacks would appear to align with the vision of Carlsborg in providing urban standards.

Conclusion: The modification of setbacks to a more urban scale meets the intent of the Comprehensive Plan. A change to the setbacks that would affect design standards, ie staggered setbacks for garage versus living space and other structure, will require a policy change that is not currently supported by the Comprehensive Plan. There is no other standard the County could draw from to support anything more than a standard setback. Staff recommends no change to the front yard setback as a reduction is not supported by any other urban jurisdiction.

Criterion 2. The proposed amendment is consistent with the spirit and intent of the Clallam County Zoning Code and with interlocal agreements, transportation, parks and recreation, capital facility, utility, watershed, and other applicable land use and environmental plans and policies adopted by the County.

The spirit and intent of the Clallam County Zoning Code is defined under the purpose statement of CCC 33.01.020. This section identifies a clear link between the Zoning Code and the Comprehensive Plan in that the Zoning Code is to "*direct the future growth and development of the County consistent with the Comprehensive Plan*"; and "*implement the goals and policies of the Comprehensive Plan in a manner which protects private property rights and in the least intrusive manner possible.*"

The current setbacks in the residential zones of Carlsborg appear to match the rural side-yard setbacks of the County's zoning code.

The purpose of the zones being proposed for changes are described in CCC 33.20.030:

(1) Carlsborg Urban Residential – Low (CR-I). The purpose of the Carlsborg Urban Residential Low designation is to provide a density of four to six dwelling units per acre for areas of single-

family residential development that are generally free from encroachment of commercial and industrial activities.

(2) Carlsborg Urban Residential – Medium (CR-II). The purpose of the Carlsborg Urban Residential Medium designation is to provide a density of four to eight dwelling units per acre for areas of single- and multifamily residential development that are generally free from encroachment of commercial and industrial activities.

(3) Carlsborg Urban Residential – High (CR-III). The purpose of the Carlsborg Urban Residential High designation is to provide a density of four to 10 dwelling units per acre for areas of single- and multifamily residential development that are generally free from encroachment of commercial and industrial activities.

(4) Carlsborg Village Center (CN) is intended to provide for high-density residential development and small-scale commercial uses that can be located within and serve residential neighborhoods within the historic village center of Carlsborg. The standards for the district are intended to reinforce the established scale and ambiance of neighborhood retail that is oriented toward the pedestrian while ensuring adequate transit and automobile access. The purpose of the Village Center is to promote local orientation and to limit adverse impacts on nearby residential areas.

Comparison of setbacks within Carlsborg with other UGAs and the cities of Port Angeles and Sequim shows that the side yards vary from 5-feet to 8-feet, whereas the side yard setbacks in Carlsborg is reflective of the Rural setbacks throughout the County. The Carlsborg Village Center currently maintains zero setbacks except when abutting residential zones, then a 15-foot setback is required. Because this zone allows both commercial and residential development, and is intended for high-density uses, an increase to 6-feet and 10-feet does not align with the policy goals of the zoning code. Development in the CN zone should be allowed to be closer together within the zone, but provide protection of residential zones through the required 15-foot setback.

Conclusion: A reduction in both side-yard setbacks and rear-yard setbacks in the CR-I, CR-II, and CR-III zones would be in keeping with the urban densities of the UGA and will provide opportunities for developers to meet more urban densities that are encouraged in the Urban Growth Area of Carlsborg. A change from standard zoning should require a policy discussion, and could have unintended consequences for the construction of other housing types.

An increase in setbacks from zero in the CN zone would apply to commercial development which does not align with the protections provided by requiring a 15-foot setback when adjacent to residential development and reduces the opportunity for a variety of high-density residential development opportunities that could utilize zero setbacks, such as townhouses. The protections provided and the opportunities of six-foot side yard and 10-foot rear yard setbacks already exist in the CN zone, as long as they are not adjacent to residential zones.

Criterion 3. The proposed amendment will not be detrimental to the public health, safety and welfare.

Development of the subject property, if granted the amendment, would be conditioned to meet all regulations of the subdivision code, environmental health regulations, stormwater requirements, and building regulations which would adequately protect public health, safety and welfare and may provide additional residential opportunities.

Criterion 4. The proposed amendment is necessary due to changed conditions or circumstances from the time the property was given its present designation which warrants consideration of a different land use [and zoning] designation.

The request for a reduction to setbacks will provide opportunities for higher densities within the Urban Growth Area of Carlsborg. It is unclear why the setbacks were not altered during review of the urban standards in 2016. Several of the zones were granted a zero side and rear setback in commercial zones in Carlsborg with the footnote that 15-feet should be maintained when adjacent to residential development in order to protect residential development from encroachment of commercial and very high-density residential development.

Criterion 5. The proposed amendment will not result in probable significant adverse impact to the adequacy of public facilities and services including, but not limited to transportation, sewer, water, storm water, utilities, and parks required to meet urban or rural needs, and will not place uncompensated burdens upon existing and planned services.

Approval of reduction of setbacks would increase the potential for residential development within the UGA of Carlsborg, the intended purpose of this area. Approval of any subsequent land use application would be subject to review under applicable land use and environmental health regulations, including the availability and adequacy of public facilities and services. The Carlsborg UGA is provided sewer and public water in order to meet urban development needs.

Criterion 6. The cumulative effects of all proposed amendments have been assessed and determined to be consistent with the spirit and intent of the Clallam County Comprehensive Plan.

In taking action on the applicant's request for reduced setbacks the cumulative effects have been assessed and determined to be consistent with the spirit and intent of the Comprehensive Plan if no changes are made to the front yard setback, and a proposal of 6-feet for the side yard, and 10-feet for the rear are considered. Zoning designations control what uses are allowed or prohibited on a particular piece of property and the setbacks are in place to provide space between development on properties. Increasing the front yard setback for garages to 25-feet or even 20-feet may have unintended consequences for the design of other housing types other than single-family residences. A 25-foot setback for garages would create 10-feet of unusable space on the driveway, which is not enough to park an additional vehicle.

STAFF RECOMMENDATION

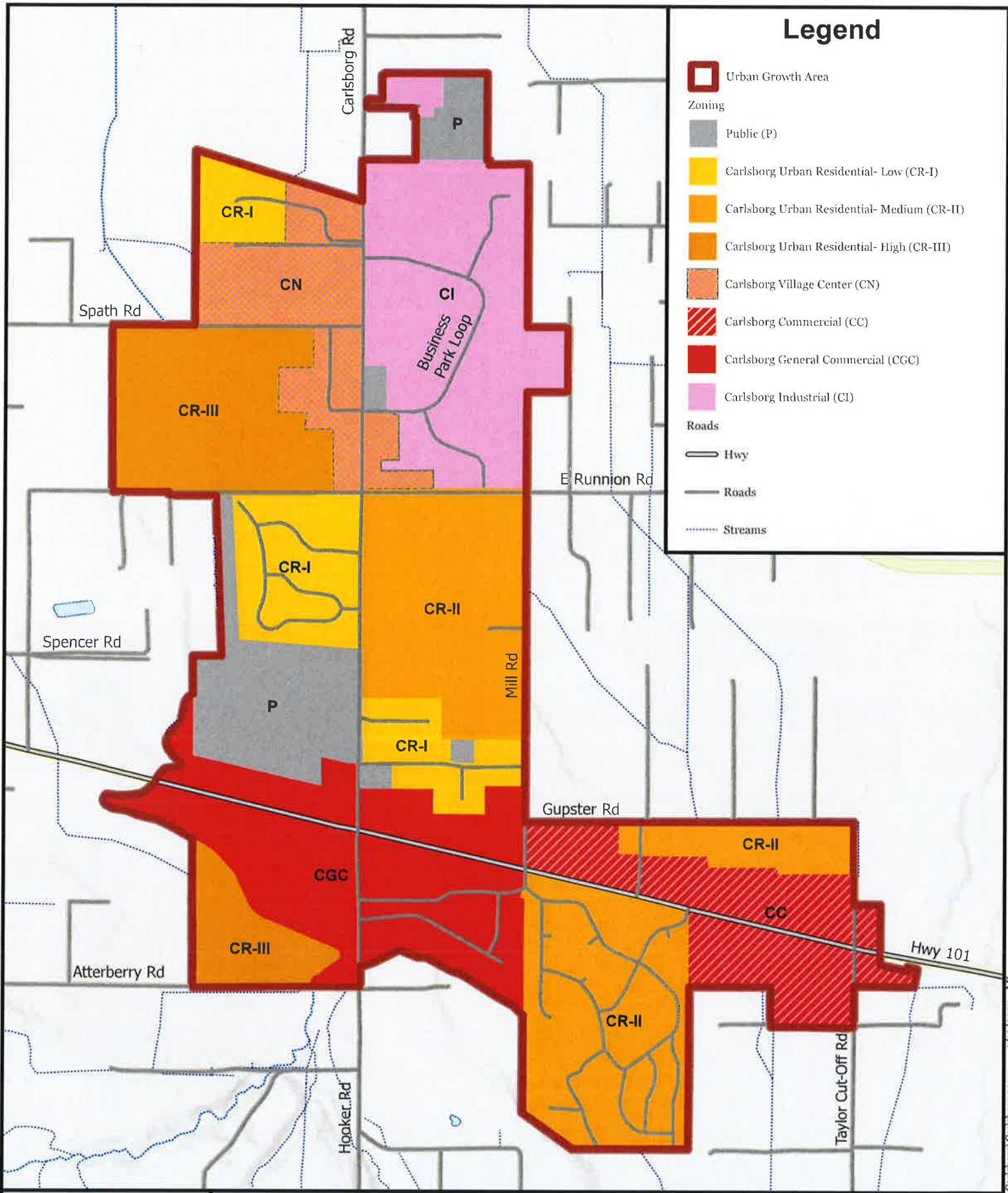
The Planning Commission must evaluate the amendment with regard to six criteria contained at CCC 33.35.090 in the Zoning Code, and at CCC 31.08.370 in the Comprehensive Plan. Based on the above analysis, Planning Division staff believes that amending the side yard setback to 6-feet and rear setback to 10-feet in the CR-I, CR-II, and CR-III zones is supported by existing policies and the spirit and intent of the Clallam County Comprehensive Plan.

Reference List:

Map 1 Carlsborg zoning map

Appendix A: Application and Justification

Appendix B: Carlsborg Comprehensive Plan and Zoning excerpts



Legend

- Urban Growth Area
- Zoning**
- Public (P)
- Carlsborg Urban Residential- Low (CR-I)
- Carlsborg Urban Residential- Medium (CR-II)
- Carlsborg Urban Residential- High (CR-III)
- Carlsborg Village Center (CN)
- Carlsborg Commercial (CC)
- Carlsborg General Commercial (CGC)
- Carlsborg Industrial (CI)
- Roads**
- Hwy
- Roads
- Streams



Carlsborg UGA Zoning



Appendix A



Clallam County
Department of Community Development
223 East 4th Street, Suite 5, Port Angeles, WA 98362
(v) 360-417-2420 ♦ (f) 360-417-2443
email: dcdplan@co.clallam.wa.us

APPLICANT INFORMATION

Name Logan Hammon

Mailing Address PO Box 2024

City Kingston St. WA Zip 98346

Phone Number 360-271-3052 Business

Phone _____

Email (Optional): Logan@LoganDevelopmentinc.com

AGENT INFORMATION (If applicable)

Name _____

Mailing Address _____

City _____ St. _____ Zip _____

Phone Number _____ Contact Person _____

Email (Optional): _____

CODE SECTION(S) SUBJECT TO PROPOSED AMENDMENT: _____

TABLE 33.20.050(2)(A). BULK, DIMENSIONAL AND GENERAL REQUIREMENTS FOR ZONES CR-II, CR-III AND CN.

TEXT CHANGE: (Show all proposed additions and/or deletions of text.)

See attached existing and proposed table



Clallam County
Department of Community Development
223 East 4th Street, Suite 5, Port Angeles, WA 98362
(v) 360-417-2420 ✧ (f) 360-417-2443
email: dcdplan@co.clallam.wa.us

EXPLANATION: (Explain how proposed change meets all the required showing for amendment for zoning (CCC 33.35.090) and comprehensive plan (CCC 31.08.370) amendments – see attached)

Section 33.35.090, Required showing for an amendment.

The Planning Commission and the Board of County Commissioners shall determine that a proposed amendment is consistent with all the following criteria before approval

(1) The proposed amendment is consistent with the County Comprehensive Plan.

The proposed amendment is consistent with the County Comprehensive Plan, as it promotes growth.

(2) The proposed amendment is consistent with interlocal agreements, transportation, parks and recreation, capital facility, utility, watershed, and other applicable land use and environmental plans adopted by the County.

The proposed amendment does not change any of the densities planned for the zones, only the setbacks within the lot. Therefore, it should not have any effect.

(3) The proposed amendment will not be detrimental to the public health, safety, and welfare.

The proposed amendment does not change any of the densities planned for the zones, only the setbacks within the lot. Therefore, it should not have any effect.

(4) The proposed amendment is necessary due to changed conditions or circumstances from the time the property was given its present designation which warrants consideration of a different land use designation. This criterion only applies to Comprehensive Plan and zoning map amendments.

The proposed amendment is not a Comprehensive Plan or zoning map amendment.

(5) The proposed amendment will not result in probable significant adverse impacts to the adequacy of public facilities and services including, but not limited to, transportation, sewer, water, storm water, utilities, and parks required to meet urban or rural needs, and will not place uncompensated burdens upon existing and planned services.

The proposed amendment does not change any of the densities planned for the zones, only the setbacks within the lot. Therefore, it should not have any effect.

Section 31.08.370 Required showing for an amendment.

The Planning Commission and the Board of County Commissioners shall determine that a proposed amendment is consistent with all the following criteria before approval:

1. The proposed amendment is consistent with the spirit and intent of this title.

The proposed amendment provides better utilization of urban densities, more flexibility for home types, and overall is consistent with typical urban development.

2. The proposed amendment is consistent with the spirit and intent of CCC Title **33**, Zoning, and with interlocal agreements, transportation, parks and recreation, capital facility, utility, watershed, and other applicable land use and environmental plans and policies adopted by the County.

The proposed amendment provides better utilization of urban densities, more flexibility for home types, and overall is consistent with typical urban development.



Clallam County

Department of Community Development

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3. The proposed amendment will not be detrimental to the public health, safety, and welfare.
The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.
4. The proposed amendment is necessary due to changed conditions or circumstances from the time the property was given its present designation which warrants consideration of a different land use designation. This criterion only applies to Comprehensive Plan and zoning map amendments.
The proposed amendment is not a Comprehensive Plan or zoning map amendment.
5. The proposed amendment will not result in probable significant adverse impacts to the adequacy of public facilities and services including but not limited to, transportation, sewer, water, storm water, utilities, and parks required to meet urban or rural needs, and will not place uncompensated burdens upon existing and planned services.
The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.
6. The cumulative effects of proposed amendments have been assessed and determined to be consistent with the spirit and intent of this title.
The proposed amendment provides better utilization of urban densities, more flexibility for home types, and overall is consistent with typical urban development.

You must provide a completed Environmental Checklist.
--

REZ____-____	DATE RECEIVED_____	RECEIPT #_____
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Criteria for Approval: In considering an application for comprehensive plan and zoning amendment, the Planning Commission and Board of County Commissioners are obligation to evaluate the amendment with regard to specific criteria contained in Section 33.35.090 of the Zoning Code, and Section 31.08.370 of the Comprehensive Plan. An amendment application should address these criteria. These criteria, or "Required Showing for an Amendment" provide the scope of consideration that the Planning Commission and Board must respond to in order to determine if a rezone is to be approved. The required showing includes the following:

Section 33.35.090, Required showing for an amendment.

The Planning Commission and the Board of County Commissioners shall determine that a



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proposed amendment is consistent with all the following criteria before approval:

- (1) The proposed amendment is consistent with the County Comprehensive Plan.
- (2) The proposed amendment is consistent with interlocal agreements, transportation, parks and recreation, capital facility, utility, watershed, and other applicable land use and environmental plans adopted by the County.
- (3) The proposed amendment will not be detrimental to the public health, safety, and welfare.
- (4) The proposed amendment is necessary due to changed conditions or circumstances from the time the property was given its present designation which warrants consideration of a different land use designation. This criterion only applies to Comprehensive Plan and zoning map amendments.
- (5) The proposed amendment will not result in probable significant adverse impacts to the adequacy of public facilities and services including, but not limited to, transportation, sewer, water, storm water, utilities, and parks required to meet urban or rural needs, and will not place uncompensated burdens upon existing and planned services.

Section 31.08.370 Required showing for an amendment.

The Planning Commission and the Board of County Commissioners shall determine that a proposed amendment is consistent with all the following criteria before approval:

- (1) The proposed amendment is consistent with the spirit and intent of this title. (2) The proposed amendment is consistent with the spirit and intent of CCC Title 33, Zoning, and with interlocal agreements, transportation, parks and recreation, capital facility, utility, watershed, and other applicable land use and environmental plans and policies adopted by the County.
- (3) The proposed amendment will not be detrimental to the public health, safety, and welfare.
- (4) The proposed amendment is necessary due to changed conditions or circumstances from the time the property was given its present designation which warrants consideration of a different land use designation. This criterion only applies to Comprehensive Plan and zoning map amendments.
- (5) The proposed amendment will not result in probable significant adverse impacts to the adequacy of public facilities and services including, but not limited to, transportation, sewer, water, storm water, utilities, and parks required to meet urban or rural needs, and will not place uncompensated burdens upon existing and planned services.
- (6) The cumulative effects of proposed amendments have been assessed and determined to be consistent with the spirit and intent of this title.

Existing: Table 33.20.050(2)(A)

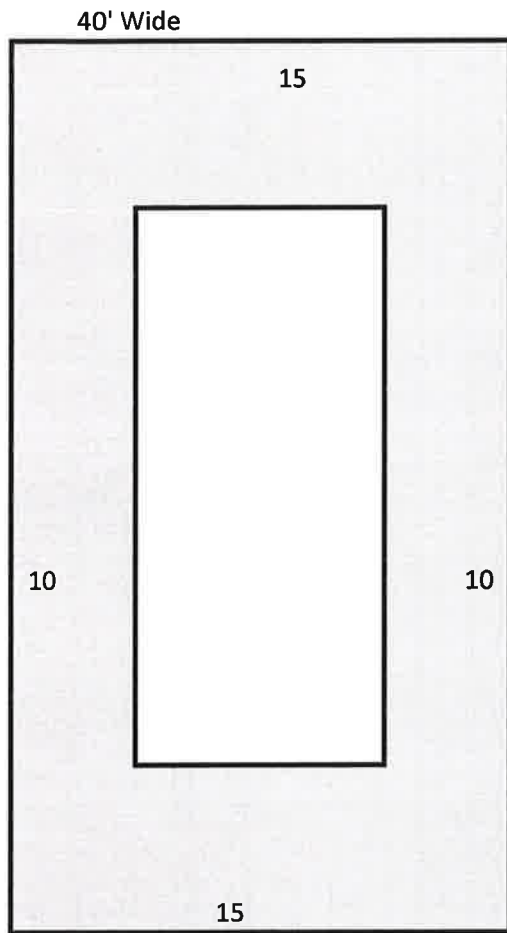
Zone	Minimums							Maximums		
	Lot Size	Lot Width	Required Setbacks ¹				Minimum Residential Density	Building Height	Residential Density	
			Front			Side (each)				Rear
			Access Road	Collector Road	Arterial					
CR-I	None	None	15 ft.	15 ft.	60 ft.	10 ft.	15 ft.	4 dwelling units per acre ³	36 ft.	6 dwelling units per acre
CR-II	None	None	15 ft.	15 ft.	60 ft.	10 ft.	15 ft.	4 dwelling units per acre ³	36 ft.	8 dwelling units per acre
CR-III	None	None	15 ft.	15 ft.	60 ft.	10 ft.	15 ft.	4 dwelling units per acre ³	36 ft.	10 dwelling units per acre
CN	None	None	15 ft.	15 ft.	None	Zero ²	Zero ²	4 dwelling units per acre ³	36 ft.	10 dwelling units per acre
CGC	None	50 ft.	45 ft.	50 ft.	60 ft.	Zero ²	Zero ²	Not Applicable	36 ft.	Not Applicable
CI	0.5 acre ²	50 ft.	Zero ²	Zero ²	Zero ²	Zero ²	Zero ²	Not Applicable	36 ft.	Not Applicable
CC	None	50 ft.	45 ft.	50 ft.	60 ft.	Zero ²	Zero ²	4 dwelling units per acre ³	36 ft.	10 dwelling units per acre

Proposed: Table 33.20.050(2)(A)

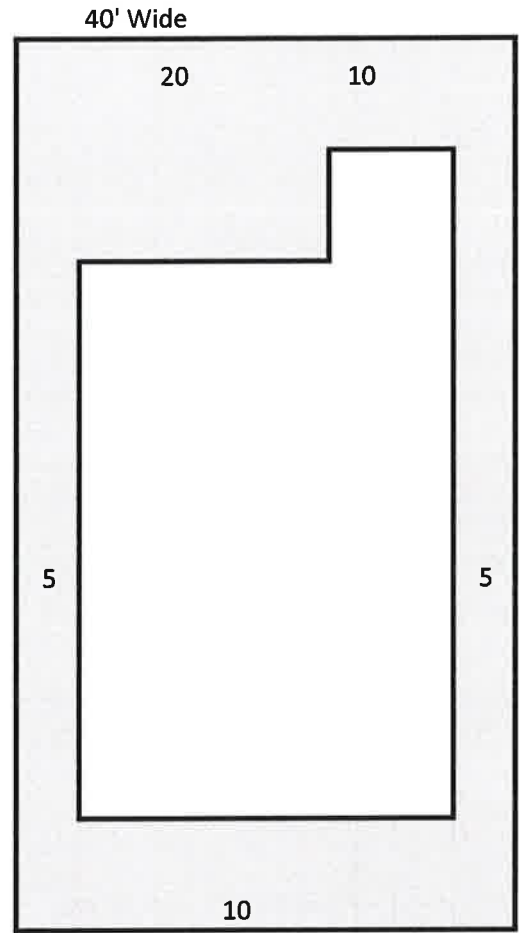
Zone	Minimums							Maximums		
	Lot Size	Lot Width	Required Setbacks ¹					Minimum Residential Density	Building Height	Residential Density
			Front			Side (each)	Rear			
			Access Road	Collector Road	Arterial					
CR-I	None	None	15 ft.	15 ft.	60 ft.	10 ft.	15 ft.	4 dwelling units per acre ³	36 ft.	6 dwelling units per acre
CR-II	None	None	15 ft. *	15 ft. *	60 ft.	10 ft. 5 ft	15 ft. 10 ft	4 dwelling units per acre ³	36 ft.	8 dwelling units per acre
CR-III	None	None	15 ft. *	15 ft. *	60 ft.	10 ft. 5 ft	15 ft. 10 ft	4 dwelling units per acre ³	36 ft.	10 dwelling units per acre
CN	None	None	15 ft. *	15 ft. *	None	Zero² 5 ft	Zero² 10 ft	4 dwelling units per acre ³	36 ft.	10 dwelling units per acre
CGC	None	50 ft.	45 ft.	50 ft.	60 ft.	Zero ²	Zero ²	Not Applicable	36 ft.	Not Applicable
CI	0.5 acre ²	50 ft.	Zero ²	Zero ²	Zero ²	Zero ²	Zero ²	Not Applicable	36 ft.	Not Applicable
CC	None	50 ft.	45 ft.	50 ft.	60 ft.	Zero ²	Zero ²	4 dwelling units per acre ³	36 ft.	10 dwelling units per acre

* 10 ft to front of the house, 20 ft to the garage.

Existing



Proposed



- * Under Existing, you can't park cars in the driveway. Under Proposed you can.
- * Much more attractive front.
- * Much more efficient use of space.

Style of home

Existing Code



Proposed Code



Home Spacing with Existing Code



Home Spacing with Proposed Code



Appendix B

31.03.350 Carlsborg urban growth area.

The purpose of this section is to establish land use designations and policies for the unincorporated Carlsborg UGA.

(1) *Community Vision.*

(a) *Policy 1.* In setting forth the 560-acre Carlsborg UGA, the Board of County Commissioners recognizes the Carlsborg community's historic mix of commercial, industrial and residential land uses, allows for continued development and economic growth, and seeks consistency with various state and local land use laws, while continuing to respect the character of the community.

(b) *Policy 2.* The 20-year vision for the Carlsborg UGA is for continued commercial, industrial and residential growth consistent with established land use policies and regulations.

(i) Residential growth will continue the historic housing pattern (i.e., single- and multiple-family dwellings). New residential housing will provide for the needs of a wide range of residents to maintain a dynamic community.

(ii) General commercial activities will continue to be developed along portions of the Highway 101 Corridor, and less intense commercial activities along Carlsborg Road. These activities will provide a range of retail and wholesale services and products for local and regional residents, tourists, and others.

(iii) Industrial activities will continue to be developed within the Carlsborg Industrial Park and Idea Development (north of the Industrial Park). These activities will provide industrial, commercial and manufacturing services fundamental to the economic vitality of the community and Clallam County.

(iv) The area immediately southwest of the intersection of Spath and Carlsborg roads (commonly referred to as the Carlsborg historic village), contains a unique mixture of older commercial and residential properties located on small parcels. The County will continue to work with the community to maintain the historic and cultural value of this area. Development and redevelopment will reflect a human-scale, pedestrian-friendly character enhanced by amenities such as restaurants, shops, sidewalks, lighting, trail connections, and public restrooms.

(c) *Policy 3.* The commercial and industrial activities within the Carlsborg UGA will generate revenue through the creation of family wage jobs. These activities will be conducted in a manner which promotes community viability blending well with the local character while maintaining environmental stewardship for the benefit of residents, workers, customers, and the entire community. These activities will also be planned for and conducted in a manner consistent with the guidance provided by the Growth Management Act.

(d) *Policy 4.* Environmental quality will be maintained and enhanced through groundwater, well and stream protection measures.

(i) Public water systems operated by Clallam County PUD No. 1 will be extended throughout the UGA as expeditiously as possible. New development will connect to public water. However, existing individual wells and systems that are maintained and operated in accordance with local and State health regulations shall be allowed to continue indefinitely.

(ii) New development will connect to the Carlsborg Sewer System consistent with the 2014 Carlsborg Wastewater Treatment Plan, as amended, and the adopted sewer connection standards found in Chapter [13.12](#) CCC, Carlsborg Sewer System.

(iii) Development served by existing on-site septic systems should be encouraged to connect to the Carlsborg Sewer System through incentives and other programs.

(iv) The public-private development of green belts and open spaces and the enhancement of Matriotti Creek as a wildlife corridor will be encouraged.

(e) *Policy 5.* The UGA is part of a regional transportation network, including Highway 101, whereby coordination between local planning and regional transportation planning should be done in order to continue to provide a safe and efficient transportation network.

(f) *Policy 6.* To enhance multi-modal opportunities, linkages and improvements shall be encouraged with a service extension along Carlsborg Road to the Village Center. The multi-modal transit opportunities should include a transit stop and a park and ride lot.

(g) *Policy 7.* Non-motorized transportation and pedestrian usage will be enhanced by installing sidewalks and paths throughout the UGA within walking distance of Greywolf School, along Highway 101, and major arterials and collectors including along Carlsborg/Hooker, Atterbury, Taylor Cutoff, Mill, Heath, East Runnion, and Spath Roads. In addition, non-motorized opportunities should be established adjacent to Matriotti Creek with connections to the Olympic Discovery Trail, residential areas, and the Village Center.

(h) *Policy 8.* Residential zoning is the predominant land use within the UGA and residential areas abut or surround commercial and industrial zones. Carlsborg residents are drawn by the natural beauty of the area; the accessibility of area amenities; and the low to moderate cost of living. New commercial and industrial development should respect the needs and views of adjacent residential areas. Consideration should be given to design elements such as buffers and screening between residential, commercial and industrial zones to protect residents from inordinate noise, light, glare and obstruction of views.

(2) *Urban Growth Area Boundaries.* Policy 9. The Carlsborg UGA is composed of three areas: Highway Commercial, Carlsborg Village Center, and Urban Residential. These areas are depicted on the official land use map and are more generally described as follows:

(a) Highway Commercial – generally defined as that area adjacent to the Highway 101 corridor between Matriotti Creek on the west and Gilbert/Taylor Cutoff Road on the east, excluding that portion on the south side of Highway 101 beginning at Parkwood Manufactured Housing Community, LLC. East of Parkwood Manufactured Housing Community, LLC, to Taylor Cutoff

Road is commercial. This also includes those existing businesses on the east side of the intersections of Gilbert/Taylor Cutoff Road and Highway 101, as well as the commercial areas along Hooker Road between Highway 101 and Atterberry Road.

(b) Carlsborg Village Center – generally defined as that area adjacent to Carlsborg Road between Runnion Road and the Olympic Discovery Trail (including the industrial parks), and property abutting Streit Road between Spath and W. Runnion, and no further east than the boundary of the Carlsborg Industrial Park. This area also includes those properties on the north side of Runnion Road, east of the Carlsborg/Runnion Road intersection.

(c) Urban Residential – generally defined as those lands not described above and east of or including Matriotti Creek, west of Taylor Cutoff Road, south of Spath Road and north of Atterberry Road.

(3) *Background Data.* Policy 10. Considerable information was obtained in the course of developing the Carlsborg neighborhood plan. The information includes existing and forecast population and 20-year built-out potential.

(a) The population in the Carlsborg neighborhood was 856 in 2013, and is forecast to be about 1,288 in 2030, and 1,971 in 2050 based on a 2.15 percent annual rate of growth as identified in the 2014 Sewer Facility Plan.

(b) *Land Supply Needs.* Based on expected population growth, the community should expect a total of approximately 225 new dwelling units within the 20-year planning period.

(c) *Water.* The PUD provides water service to portions of the Carlsborg UGA. Additionally, private wells and group water systems provide service within the UGA.

(d) Sanitary sewer service is anticipated by the fall of 2017. This system will require gravity sewer mains connecting to a pump station in Carlsborg and force mains (pressure sewer lines) to the City of Sequim via Highway 101 bridge to a point of connection with the City of Sequim collection system at Grant Road. From there, Carlsborg wastewater will be conveyed in a common sewer to the City of Sequim Water Reclamation Facility.

(4) *Public Services and Facilities.*

(a) *Water.* Policy 11. The following policies guide water service delivery to this neighborhood:

(i) The PUD shall be the public water purveyor within the Carlsborg UGA.

(ii) New land divisions shall require connection to the PUD water system, or another approved water system which meets the level of service standards set by the Carlsborg Capital Facilities Plan.

(iii) Existing lots or buildings are not required to hook up to the PUD water system.

(b) *Sewage Disposal*. Policy 12. The following policies shall guide sewage disposal within the area:

(i) Clallam County shall utilize the 2014 Carlsborg Wastewater Facilities Plan, as amended, to assist in guiding development and expansion of the Carlsborg Sewer System.

(ii) All new on-site septic systems and repairs of failed systems shall utilize enhanced treatment technologies in order to achieve a minimum 50 percent reduction in nitrate discharge. In identifying appropriate treatment methods, consideration shall be given to the latest technology available that has demonstrated reliable treatment and removal of biological and chemical contaminants.

(iii) Clallam County shall adopt and periodically update policies and requirements for connections to the Carlsborg Sewer System found in Chapter [13.12](#) CCC.

(5) *Critical Areas*.

(a) *Policy 13*. The Dungeness River and various wetlands within and near the UGA shall be protected from encroachment of urban development consistent with the Clallam County Critical Areas Ordinance.

(b) *Policy 14*. The County shall continue efforts to work with the Carlsborg community to protect and enhance Matriotti Creek for fish and wildlife habitat, and promote environmental education.

(c) *Policy 15*. A large portion of the Carlsborg UGA is within an area having a critical recharging effect on aquifers used for potable water.

(i) With the development and construction of a sanitary sewer system, properties with on-site septic systems will be encouraged to connect to sewer. The decrease in on-site septic use will reduce groundwater contamination from this source.

(ii) All new development and redevelopment shall adhere to stormwater run-off best management practices that include the use of low impact development techniques, best management agricultural practices, and homeowner maintenance practices (e.g., lawn fertilizer, disposal of pet wastes) to ensure aquifer contamination is minimized.

(iii) Any commercial and industrial land uses with hazardous substances, such as gas and oil, shall require spill containment and other measures to assure continued water quality protection.

(6) *Open Space and Greenbelts*. Policy 16. Matriotti Creek shall be considered as an open space corridor and greenbelt within the UGA. Consideration should be given to public access (e.g., trails) along the creek only with the mutual agreement of property owners.

(7) *Transportation*.

(a) *Non-motorized Transportation.* Policy 17. Non-motorized trails, paths and sidewalks are required within walking distance of Greywolf School, and in the vicinity of Highway 101, Carlsborg Road, Olympic Discovery Trail, and Matriotti Creek, in order to enhance foot and bicycle transportation between residential, commercial, recreation areas and public schools. A sidewalk and trail plan, as specified in the Carlsborg Capital Facilities Plan, shall be implemented as a condition of new developments and/or through an improvement district or grant project approved by the Board of Clallam County Commissioners.

(b) *Policy 18.* Traffic circulation shall be improved through and within the Carlsborg UGA. This should include maintaining a level of service of “C” throughout the UGA.

(c) The County shall consider the 2008 Carlsborg Area Transportation Study as it relates to overall traffic improvements within the Carlsborg UGA.

(d) The County shall continue efforts in identifying road and traffic enhancements through the Six-Year Transportation Improvement Program.

(e) *Highway 101.* Policy 19. New development along the highway corridor shall address congestion and conflict along with the need for regional mobility of traffic along Highway 101 by considering alternate and safe access to the development, including but not limited to: constructing a frontage road along Highway 101 or combining access with existing, adjacent access locations where feasible.

(f) *Policy 20.* Highway 101 is the primary highway that provides the main through-corridor for all vehicle traffic between Sequim and Port Angeles, and all points to the east and west of those communities. The County recognizes that the maintenance, operation and/or modifications to SR 101 are under the jurisdiction of the Washington State Department of Transportation (WSDOT). However, the County also has an inherently vested interest in the safe and efficient traffic flow on SR 101 for commercial, private and emergency vehicular traffic throughout its length, including the section that passes through the Carlsborg UGA. The County shall work with the WSDOT to develop a plan for the Carlsborg/Highway 101 Corridor that:

(i) Identifies intersection improvements and access restrictions/frontage road improvements that are needed to improve safety and enhance regional mobility;

(ii) Ensures that installation of additional traffic signals along Highway 101 shall only be considered by WSDOT after all other reasonable alternatives have been determined to be infeasible;

(iii) Ensures that all other highway improvements within the corridor are developed consistent with all other County land use goals and policies as specified in the Comprehensive Plan, Zoning Code and Capital Facilities Plan, as now or hereafter amended.

(g) *Policy 21.* The County and WSDOT shall jointly review access permits to insure that new access is minimized to the greatest degree feasible. New access is to be directed to existing intersections with preference to those that are signalized.

(h) *Policy 22.* To accommodate new development, frontage roads may need to be developed by property owners with assistance of Clallam County through the Road Improvement District program in the following locations: (i) between Greywolf School and Highway 101 west of Carlsborg Road, and (ii) between Parkwood Manufactured Housing Community, LLC, and Hooker Road via Valley Center Place and Harrison Road (private roads).

(i) *Regional County Roads.* Policy 23. Carlsborg Road is considered to have regional significance to the County. The County shall work to ensure that this road continues to function as a regionally significant component of the transportation system.

(j) *Other County Roads.* Policy 24. Improvements to County roads identified in this area are specified in the Carlsborg Capital Facilities Plan and include: Mill Road, E. Runnion Road and Spath Road. These improvements (road widening) are for safety purposes only.

(8) *Development Standards.*

(a) *Policy 25.* It is the general goal to improve the appearance of Highway 101 commercially zoned properties and the Carlsborg Village area through improvements to building appearance, landscaping, parks and trails. The following guidelines should be followed:

(i) The County should investigate obtaining an improvement district and/or grant funding to assist with these efforts. Landscaping of new commercial and industrial developments shall include street trees and landscape plantings along the roadside edge of the developments.

(ii) New development will be designed so that buildings and parking areas are situated on parcels in ways that improve access and safety for pedestrians and transit.

(iii) In conjunction with area property owners, the County should investigate the need for special zoning standards and financial incentives (tax credits, grants, etc.) that will assist in the preservation and redevelopment of the historic village of Carlsborg.

(iv) All new development shall incorporate adequate internal pedestrian circulation features (sidewalks, trails, pathways) that emphasize safety and connections to community features (historic village, Greywolf School, Highway 101, commercial areas, industrial parks, parks, Olympic Discovery Trail, etc.).

(v) The County shall work with the Carlsborg community to seek additional recreation opportunities, including trails and potential neighborhood parks should be explored. These facilities shall be connected through the development and implementation of a sidewalk/trail plan with mutual agreement from affected property owners.

(vi) Additional zoning standards shall be developed for the UGA to include minimum lot size and width and height, off-street parking, signage, and buffer provisions to safeguard residential areas from commercial/industrial developments.

(b) *Policy 26.* Water supply shall be provided consistent with the following:

(i) All new land divisions shall connect to an approved public water supply. Approved public water supply shall consist of either of the following:

(A) Clallam County PUD Carlsborg water system;

(B) Existing Group A public water systems (i.e., private systems with more than 15 service connections) provided that such system shall:

1. Comply with design and water quality standards established by State law (Chapters [246-290](#) and [246-291](#) WAC), as now or hereafter amended, and

2. Provide level of service (LOS) equal to or greater than that specified in the 2000 Carlsborg Capital Facilities Plan, as amended.

(ii) Existing individual wells and community water systems shall be allowed to continue indefinitely; provided, they comply with State and County health code requirements for potable water. When existing systems fail to meet these standards, and when the landowner is unable to rectify the deficiency, the land owner shall be required to connect to the PUD system or other approved community water system. To rectify a deficiency, the landowner may make structural or facility repairs, or deepen or replace an existing well, which must be drilled at a minimum into the middle aquifer.

(iii) Existing individual wells or community systems shall not be expanded or altered in any way that would result in the expansion of the system or service area without full compliance with all criteria of this section.

(iv) New community water systems in the Carlsborg UGA shall be permitted only if they meet or exceed the criteria for Group A water systems (15 or more connections), and demonstrate consistency with the level of service established in the Carlsborg CFP.

(c) *Land Use Designations/Boundaries.* Policy 27. Land use designations for the Carlsborg UGA shall only be amended consistent with the following:

(i) In order to help provide consistency and certainty for landowners, the Carlsborg UGA shall not be comprehensively reevaluated for changes in land use designations for a period of 10 years from the date of adoption of this policy.

(ii) Amendments to land use designations involving individual parcels or groups of parcels shall be reviewed consistent with CCC [31.08.370](#) (Required Showing for an Amendment).

(iii) The boundaries of the Carlsborg UGA may be reviewed and considered for expansion only after it can be demonstrated that population growth rates and land supply projections did not provide sufficient urban lands within the Carlsborg UGA to accommodate needed future growth.

(9) *Land Uses.*

(a) *Policy 28.* The Carlsborg Land Use Map shall serve as the official zoning map for the unincorporated Carlsborg UGA. Land use zones established are shown in Table 1 below:

Table 1. Conversion Table of Comprehensive Plan and Zoning Designations

Comprehensive Plan Designation	Zoning Designation	Zoning Symbol
Carlsborg Urban Residential – Low	Carlsborg Urban Residential – Low	CR-I
Carlsborg Urban Residential – Medium	Carlsborg Urban Residential – Medium	CR-II
Carlsborg Urban Residential – High	Carlsborg Urban Residential – High	CR-III
Carlsborg Village Center	Carlsborg Village Center	CN
Carlsborg General Commercial	Carlsborg General Commercial	CGC
Carlsborg Commercial	Carlsborg Commercial	CC
Carlsborg Industrial	Carlsborg Industrial	CI

(b) *Policy 29.* The purpose of land use zones established under this section is as follows:

(i) *Carlsborg Urban Residential – Low (CR-I).* The purpose of the Carlsborg Urban Residential Low designation is to provide a density of four to six dwelling units per acre for single-family residential development that is generally free from encroachment of commercial and industrial activities.

(ii) *Carlsborg Residential – Medium (CR-II).* The purpose of the Carlsborg Urban Residential Medium designation is to provide a density of four to eight dwelling units per acre for areas of single- and multifamily residential development that is generally free from encroachment of commercial and industrial activities.

(iii) *Carlsborg Residential – High (CR-III).* The purpose of the Carlsborg Urban Residential High designation is to provide a density of four to 10 dwelling units per acre for areas of single- and multifamily residential development that is generally free from encroachment of commercial and industrial activities.

(iv) *Carlsborg Village Center (CN).* The purpose of the Carlsborg Village Center designation is to provide for high-density residential development and small scale commercial uses that can be located and serve residential neighborhoods within the historic village center of Carlsborg. The standards for the district are intended to reinforce the established scale and ambiance of neighborhood retail oriented toward the pedestrian while ensuring adequate transit and automobile access. The Village Center designation is intended to promote local orientation and to limit adverse impacts on nearby residential areas.

(v) *Carlsborg General Commercial (CGC).* The purpose of the Carlsborg General Commercial designation is to provide for a wide range of moderate-scale commercial activities that provide for neighborhood, regional, and tourist-related goods and services for both residents and the traveling public.

(vi) *Carlsborg Industrial (CI)*. The purpose of the Carlsborg Industrial designation is to allow for low nuisance, low intensity industrial uses.

(vii) *Carlsborg Commercial (CC)*. The purpose of the Carlsborg Commercial designation is to provide for a limited area of high-density residential development and low impact neighborhood commercial activities.

Chapter 33.20

CARLSBORG URBAN GROWTH AREA

Sections:

- 33.20.010
- Carlsborg urban growth area zoning – Purpose.
- 33.20.020
- Establishment of land use zones.
- 33.20.030
- Purpose of districts.
- 33.20.040
- Use tables.
- 33.20.040
- Bulk and dimensional standards.
- 33.20.050
- Development standards – Purpose and intent.
- 33.20.060
- Minimum residential density standards.

SOURCE:	ADOPTED:
Ord. <u>701</u>	12/05/00
AMENDED SOURCE:	ADOPTED:
Ord. <u>766</u>	12/21/04
Ord. <u>919</u>	11/29/16

33.20.010

Carlsborg urban growth area zoning – Purpose.

The purpose of this chapter is to establish zoning controls for the unincorporated Carlsborg UGA consistent with the adopted Sequim-Dungeness Regional Comprehensive Plan.

33.20.020

Establishment of land use zones.

The Carlsborg Land Use Map, as amended, shall serve as the official zoning map for the unincorporated Carlsborg UGA. Land use zones established to implement the comprehensive plan land use designations on the Carlsborg Land Use Map, as amended, are shown in Table 33.20.020(A):

Table 33.20.020(A). Conversion Table of Comprehensive Plan and Zoning Designations

Comprehensive Plan Designation	Zoning Designation	Zoning Symbol
Carlsborg Urban Residential – Low	Carlsborg Urban Residential – Low	CR-I
Carlsborg Urban Residential – Medium	Carlsborg Urban Residential – Medium	CR-II
Carlsborg Urban Residential – High	Carlsborg Urban Residential – High	CR-III
Carlsborg Village Center	Carlsborg Village Center	CN
Carlsborg General Commercial	Carlsborg General Commercial	CGC
Carlsborg Commercial	Carlsborg Commercial	CC
Carlsborg Industrial	Carlsborg Industrial	CI

33.20.030 Purpose of districts.

The purposes of land use zones established under CCC 33.20.020 are as follows:

- (1) *Carlsborg Urban Residential – Low (CR-I)*. The purpose of the Carlsborg Urban Residential Low designation is to provide a density of four to six dwelling units per acre for areas of single-family residential development that are generally free from encroachment of commercial and industrial activities.
- (2) *Carlsborg Urban Residential – Medium (CR-II)*. The purpose of the Carlsborg Urban Residential Medium designation is to provide a density of four to eight dwelling units per acre for areas of single- and multifamily residential development that are generally free from encroachment of commercial and industrial activities.
- (3) *Carlsborg Urban Residential – High (CR-III)*. The purpose of the Carlsborg Urban Residential High designation is to provide a density of four to 10 dwelling units per acre for areas of single- and multifamily residential development that are generally free from encroachment of commercial and industrial activities.
- (4) *Carlsborg Village Center (CN)* is intended to provide for high-density residential development and small scale commercial uses that can be located within and serve residential neighborhoods within the historic village center of Carlsborg. The standards for the district are intended to reinforce the established scale and ambiance of neighborhood retail that is oriented toward the pedestrian while ensuring adequate transit and automobile access. The purpose of the Village Center is to promote local orientation and to limit adverse impacts on nearby residential areas.
- (5) *Carlsborg General Commercial (CGC)*. The purpose of the Carlsborg General Commercial designation is to provide for a wide range of moderate-scale commercial activities that provide for neighborhood, regional, and tourist-related goods and services for both residents and the traveling public.

(6) *Carlsborg Industrial (CI)*. The purpose of the Carlsborg Industrial designation is to allow for low nuisance uses.

(7) *Carlsborg Commercial (CC)*. The purpose of the Carlsborg Commercial designation is to provide for a limited area of high-density residential development and low impact, neighborhood commercial activities.

33.20.040 Use tables.

This section establishes whether a specific use is an allowed, conditional, or prohibited land use under the various land use zones established under CCC 33.20.020 and 33.20.030. Allowed, conditional, and prohibited land uses are represented as “A,” “C,” and “X,” respectively, as shown in Table 33.20.040(A).

(1) With the exception of conditional land uses, as regulated in Chapter 33.27 CCC, only those allowed land uses appearing in the use table of this section are deemed to be consistent with the comprehensive plan and in the interests of public health, safety, and general welfare of residents of the unincorporated Carlsborg UGA.

(2) No land, building, or structure shall be used and no building or structure shall be erected which is intended or designed to be used, in whole or in part, for any of the uses listed as “conditional land uses” without the specific approval of Clallam County pursuant to Chapter 33.27 CCC.

(3) Any person may request that an unclassified use be authorized as similar to an allowed or conditional land use pursuant to CCC 33.40.050, General Requirements. Unclassified uses may be allowed through the issuance of a conditional land use pursuant to CCC 33.05.010, Land Use Zones.

(4) Pursuant to the procedures and criteria set forth in CCC 26.10.555, the Administrator may determine that a proposed unclassified use is prohibited based on a written finding that such use is similar to a prohibited land use and does not meet the purpose of the land use zone under CCC 33.20.030, Purpose of Districts.

Table 33.20.040(A).

Zoning District Use	CR-I	CR-II	CR-III	CN	CC	CGC	CI
Accessory use	A	A	A	A	A	A	A
Agriculture	A	A	A	A	A	A	A
Asphalt plant	X	X	X	X	X	X	C
Bed and breakfast	C	C	C	A	A	X	X
Business park	X	X	X	A	A	A	A
Cemetery	X	X	X	X	C	X	X
Child daycare center	X	X	X	A	A	A	X
Church	C	C	C	A	A	A	X
Commercial greenhouse	X	X	X	A(*)	A(*)	A(*)	A(*)

Commercial horse facility	X	X	X	A	A	A	C
Commercial storage	X	X	X	C	A(*)	A(*)	X
Duplex	X	A	A	A	A	X	X
Family daycare provider	A	A	A	A	A	X	X
Financial institution	X	X	X	A(*)	A	A	X
Gas station	X	X	X	A(*)	A(*)	A(*)	A(*)
Grocery store	X	X	X	A(*)	A(*)	A(*)	X
Group homes (16 or fewer persons)	C	C	C	A	A	X	X
Group homes (17 or more persons)	C	C	C	A	A	X	X
Home-based industry	C	C	C	A	A	X	X
Home enterprise	A	A	A	A	A	X	X
Indoor shooting range	X	X	X	X	X	C	X
Industrial use	X	X	X	X	X	C	A(*)
Kennels/boarding	X	X	X	C	C	C	X
Lodge	X	X	X	A	A	A	X
Mini-storage/self-storage	X	X	X	X	A	A	X
Marijuana producer/processor	X	X	X	X	X	X	A
Marijuana retail	X	X	X	A	X	A	X
Medical service facility	X	X	X	A	A	A	X
Mobile home park	X	A	A	C	C	X	X
Motel/hotel	X	X	X	A	A	A	X
Multiple-family dwelling	X	A	A	C	C	X	X
Outdoor-oriented recreation facility	X	X	X	A(*)	A(*)	A(*)	X
Planned unit development	A	A	A	A	A	X	X
Professional office	X	X	X	A	A	A	X
Research facility	X	X	X	C	C	A(*)	A(*)
Restaurant	X	X	X	A(*)	A(*)	A(*)	X
Retail use (not listed)	X	X	X	A	A	A	X
RV park	X	X	X	A(*)	A(*)	A(*)	X
School	X	X	X	A	A	A	X
Single-family dwelling	A	A	A	A	A	X	X
Tavern	X	X	X	A(*)	A(*)	A(*)	X
Tourist shop	X	X	X	A	A	A	X
Vehicular repair	X	X	X	A(*)	A(*)	A(*)	X
Veterinarian clinic/kennels	X	X	X	A(*)	A(*)	A(*)	X
Wholesale commercial use	X	X	X	X	C	C	A
Wood manufacturing	X	X	X	A(*)	A(*)	A(*)	A(*)
Wood manufacturing, small-scale	X	X	X	A(*)	A(*)	A(*)	A(*)
Wrecking yard	X	X	X	X	X	X	A(*)

(*) – Note: A conditional use permit is required for applicable uses when any portion of the subject parcel abuts residentially zoned property. In addition to the criteria for review and approval specified under CCC 33.27.040 (Conditional Use Permit), project review shall also include particular attention to the following to ensure adequate buffering and protection for residential uses: (1) sound levels and time of day of anticipated sound impacts; (2) objectionable odors; (3) light and glare; and (4) aesthetic impacts from buildings, parking, loading docks, storage areas, trash bins, and other operational or structural aspects of the development that could result in impacts to neighboring residences. The expansion of pre-existing uses subject to this requirement shall be exempt from the conditional use permit process; provided, the subject structure(s) in which the use occurs is not expanded by more than 10 percent within any three-year period, as measured by the exterior dimensions of the foundation of the enclosed structure(s).

A – Allowed Land Use C – Conditional Land Use X – Prohibited Land Use

33.20.050 Bulk and dimensional standards.

(1) *Bulk and Dimensional Purpose.* In recognition of the varied topography and geographical relationships within the Carlsborg UGA, and for the safety and general welfare of the public, bulk, dimensional and general requirements for the zoning districts shall be required as a necessary part of the development review process. All permitted uses and conditional uses, except as otherwise established in an approved planned unit development, shall comply with the requirements of this section.

(2) *Bulk, Dimensional and General Requirements.* Bulk, dimensional, and general requirements are herewith established and shall be provided in accordance with the minimum standards set forth in Table (A) of this subsection. Additional criteria are provided in subsection (3) of this section. Bulk and dimensional standards measure the spatial, four-dimensional limitations of the site, including building height and size, if any, and minimum lot width, if any. Lot size and residential density is also subject to CCC 33.20.050(3), Exceptions, and CCC 33.20.060, Development Standards.

Table 33.20.050(2)(A). Bulk, Dimensional and General Requirements:

Carlsborg Residential, Commercial, and Mixed Zones

Zone	Minimums								
	Lot Size	Lot Width	Required Setbacks ¹					Minimum Residential Density	Bui He
			Front			Side (each)	Rear		
			Access Road	Collector Road	Arterial				
CR-I	None	None	15 ft.	15 ft.	60 ft.	10 ft.	15 ft.	4 dwelling units per acre ³	36 ft.
CR-II	None	None	15 ft.	15 ft.	60 ft.	10 ft.	15 ft.	4 dwelling units per acre ³	36 ft.
CR-III	None	None	15 ft.	15 ft.	60 ft.	10 ft.	15 ft.	4 dwelling units per	36 ft.

1 Where required setbacks under the International Building Code adopted by Clallam County differ from the minimum setbacks established in Chapter 33.03 CCC the more restrictive regulation shall apply.

2 Subject to the International Building Code, side and rear yard setbacks shall be a minimum of 15 feet when abutting a residential zone.

3 See CCC 33.20.070, minimum density standards.

(3) *Exceptions.* The bulk, dimensional and general requirements set forth in subsection (2) of this section shall apply to specifically permitted and conditional uses tabulated in CCC 33.20.040, excepting the following:

- (a) The maximum building height provided in subsection (2) of this section shall not apply to antennas; provided, that antennas are set back from all exterior property lines at a minimum ratio of one foot of setback for every three feet of vertical height as measured from grade.
- (b) Antennas, satellite dishes, or other communication devices shall not be located in the front setback area.
- (c) No structures excepting signs, fences and berms shall be placed within the front setback area.
- (d) Planned unit developments approved consistent with this title and CCC Title 29, Land Division Code, may specifically delineate setback, bulk, height or dimensional requirements which differ from these standards.

(4) *Sight Clearance.* In all zones, corner lots shall maintain a triangular safety zone consisting of an area in which no physical obstruction, such as a structure, fence, tree or shrub higher than 36 inches above grade shall be permitted. Such triangular area shall have one angle formed by the front lot line and the side lot line separating the lot from the side street, the length of which lot line sides of the triangle shall be 15 feet. The third side of the triangle shall be a line connecting the two lot lines at the 15-foot point on each.

(5) *Road Classifications.* The purpose of establishing road classifications is to clarify the setbacks for development activities consistent with the requirements of this section. The following road designations shall apply to the following streets maintained by either Clallam County or Washington Department of Transportation that are within the Carlsborg UGA; all roads not specifically listed shall be classified as local access roads:

Arterials	Collectors
State Route 101	Atterberry Rd. Carlsborg Rd. E. Runnion Rd. Hooker Rd. Mill Rd. Taylor Cutoff Rd.

33.20.060 Development standards – Purpose and intent.

Development standards are established to ensure the compatibility of uses permitted within the Carlsborg UGA and to ensure the protection of the public health, safety and general welfare. All uses located within the Carlsborg UGA shall be subject to the development standards, as applicable, set forth in this section.

- (1) Sewage disposal shall be provided consistent with the following:
 - (a) New land divisions and development shall connect to the Carlsborg sewer system consistent with Chapter 13.12 CCC, Carlsborg Sewer System.
 - (b) Pursuant to Chapter 13.12 CCC, all new, and repair or replacement of failed, on-site or community septic systems shall require that the developer install enhanced treatment technologies that demonstrate greater than 50 percent reduction of nitrate discharge as compared to conventional treatment systems. Additionally, all new or replacement of existing on-site or community septic systems shall, at a minimum, meet Treatment Standard II per the Washington Department of Health standards for on-site sewage treatment, as now or hereafter amended. In identifying appropriate treatment methods, consideration shall be given to the latest technology available that has demonstrated reliable treatment of biological and chemical contaminants.
- (2) Water supply shall be provided and consistent with the following:
 - (a) All new land divisions shall connect to an approved public water supply. Approved public water supply shall consist of either of the following:
 - (i) Clallam County PUD Carlsborg water system;
 - (ii) Existing Group A public water systems (i.e., private systems with more than 15 service connections); provided, that such system shall:
 - (A) Comply with design and water quality standards established by state law (Chapters 246-290 and 246-291 WAC), as now or hereafter amended, and
 - (B) Provide level of service (LOS) equal to or greater than that specified in the 2000 Carlsborg CFP (Chapter 4).
 - (b) Existing individual wells and community water systems shall be allowed to continue indefinitely; provided, that they are consistent with State and County health code requirements for potable water. Existing systems that fail to meet these standards and are unable to rectify the deficiency within a reasonable time period shall be required to obtain connection from the PUD system or other approved community water system. To rectify a deficiency, the landowner may make structural or facility repairs, or deepen or replace an existing well, which must be drilled at a minimum into the middle aquifer.
 - (c) Existing individual wells or community systems shall not be expanded or altered in any way that would result in the expansion of the system or service area without full compliance with all criteria of this section.
 - (d) New community water systems in the Carlsborg UGA shall be permitted only if they meet or exceed the criteria for Group A water systems (15 or more connections), and demonstrate consistency with the LOS established in the Carlsborg Capital Facilities Plan. Vacant parcels

which were lawfully established prior to the effective date of this chapter shall be allowed the use of private, individual wells.

(3) *Landscaping.* Landscaping for commercial, industrial, mixed use, duplex, and multifamily developments shall comply with Chapter 33.53 CCC, Landscaping Requirements. The use of existing native and/or drought-tolerant landscape materials shall be utilized whenever possible, and may be used in lieu or in combination with existing plantings to demonstrate substantial consistency with the plant and screening standards of Chapter 33.53 CCC. The landscaping plan shall also demonstrate compliance with the following performance standards:

- (a) Landscaped areas between public roads and parking shall be provided;
- (b) Outside storage, garbage, recycling and maintenance facilities, and loading dock areas shall be screened from view from public roads and neighboring properties;
- (c) Commercial/industrial development abutting residential areas shall include a landscape plan that describes tree/shrub species, size of plant materials, and the use of fencing, berms, or solid walls so that noise, light, and aesthetic impacts to residential properties are adequately minimized and/or mitigated.

(4) *Off-Street Parking.* Parking for commercial, industrial, mixed use, duplex, and multifamily developments shall comply with Chapter 33.55 CCC, Parking Standards. The parking plan shall also demonstrate compliance with the following performance standards:

- (a) Duplexes and multifamily residences shall provide no less than 1.5 parking spaces per unit. Parking areas shall be located behind or under buildings where practicable; except that, attached garages shall be allowed for duplexes.
- (b) The number of access points from parking areas to public streets shall be minimized or shall be shared (where possible) within a development.
- (c) Parking areas shall include landscaping, fencing and/or berming substantially equivalent to the standards in Chapter 33.55 CCC when abutting existing single-family residences or residential zoning districts.
- (d) Where practicable, parking for commercial developments should be located to the rear of the development site.
- (e) Parking lighting shall not create off-site glare, and shall utilize “cut-off” type fixtures that ensure glare will be downward facing and/or shielded and directed away from neighboring properties.

(5) *Sidewalks.* Developers of new commercial, industrial, mixed use, residential subdivisions, duplex, and multifamily developments proposed adjacent to or within the vicinity of proposed pedestrian facilities as depicted in the Carlsborg UGA Sidewalk and Trail Plan, shall be required to construct or contribute to the construction of pedestrian facilities, consistent with the requirements of the Clallam County Sidewalk and Trail Plan for Carlsborg, when adopted. Sidewalk and other pedestrian facilities shall be a required element for all application site plans processed by the Department of Community Development. For developments occurring prior to the adoption of the Sidewalk and Trail Plan, all such proposals shall be required to construct or contribute to the construction of pedestrian facilities, as determined by the County Engineer and the Department of Community Development, in accordance with the following standards:

- (a) *Highway 101 Corridor or within 500 Feet of Highway 101 – Minimum Sidewalk Development Standards.* Sidewalks shall be constructed consistent with the City and County Design Standards, 1995 Edition, as amended. Where sidewalk depths of adjacent properties are inconsistent, a

transition area shall be provided to avoid hazardous conditions, as approved by the County Engineer (or his/her designee).

- (b) *Other Roads – Minimum Sidewalk Development Standards.* For development more than 500 feet from the right-of-way of SR 101 and abutting roads indicated in Figure 10-2 of the CFP as requiring sidewalks, the owner of the subject property shall dedicate to the County right-of-way, all area abutting the County roadway to a width sufficient to accommodate road improvement and maintenance needs as determined by the County Road Engineer, and a minimum six feet to accommodate sidewalk/pedestrian facilities.
- (c) *Trails – Minimum Trail Development.* For development abutting or containing land indicated in Figure 10-2 of the CFP as requiring trails, the owner of the subject property shall dedicate to the County right-of-way all area along the designated trail to a width of 10 feet to the County right-of-way for pedestrian facilities.
- (d) In review of site plans for sidewalk and trail facilities, the County Road Department and Department of Community Development shall consider the location of existing pedestrian facilities, the topographic and geographic setting of the subject parcel in relation to adjacent parcels, available space sufficient to accommodate pedestrian facilities, and the character of the vicinity of the subject property. The purpose of this review shall be to ensure pedestrian facilities are designed and developed consistently, safely, and provide for logical connectivity to other pedestrian facilities and community features.
- (6) *Signage.* Signs shall comply with the standards set forth in Chapter 33.57 CCC, Sign Requirements.
- (7) *Site Planning.* Commercial, industrial, mixed use, duplex, and multifamily developments shall provide:
 - (a) Compliance with CCC 31.03.350, Carlsborg UGA, and the Carlsborg CFP;
 - (b) Safe ingress and egress, and pedestrian and vehicular circulation;
 - (c) Adequate stacking or vehicle queuing room at driveways and street intersections, which shall be based on engineered traffic studies and calculations as required by the County Engineer (or his/her designee);
 - (d) Shared access and circulation to minimize road approaches, where practicable;
 - (e) Off-site traffic controls, devices, or improvements, including traffic signals, intersection improvements, and/or turning lanes as required by the County Engineer, consistent with the Comprehensive Plan;
 - (f) Separation of service vehicle access and parking from customer circulation and parking;
 - (g) Limited use of on-site circulation and parking areas as “cut-throughs”;
 - (h) Design of residential subdivisions, duplex and multifamily developments to orient to public or private streets and to provide pedestrian and vehicular connections to existing nearby neighborhoods and community features. The following standards are required:
 - (i) For developments proposing multiple structures of phased development, all buildings shall face an internal street or other access shall be developed,
 - (ii) Each building shall be provided with direct pedestrian access from a street fronting the building and from established parking areas.

- (8) *Services.* Commercial, industrial, mixed use, duplex, and multifamily developments shall at a minimum include mailboxes, garbage and recycling pickup, pedestrian walkways and parking area lighting. In addition, the following performance standards shall be met:
- (a) Adequate safe pedestrian walkways shall be established within the project, which shall be designed to be in conformance with ADA (Americans with Disabilities Act) regulations.
 - (b) Street lighting shall be provided along walkways adjacent to and within the development. Lighting shall not create glare, and shall be downward facing and/or shielded and directed away from neighboring properties.
 - (c) Security lighting shall be provided in parking and designated outdoor recreation areas. Security lighting shall minimize glare, shall be downward facing and/or shielded, and shall be directed away from neighboring properties.
 - (d) Garbage, maintenance and recycling facilities shall be screened.
 - (e) Pedestrian connections to adjacent development shall be provided, where practicable, in public rights-of-way, or along designated trail corridors.

33.20.070 Minimum residential density standards.

- (1) *Purpose.* The purpose and intent of this section is to establish a process to transition or phase development at urban densities where a full range of urban services is not yet available. It serves to establish an urban residential development pattern over time by protecting land that is needed for urban development when an urban level of service is made available. This process allows low-density development to occur below the desired level in a manner that will not impede the redevelopment of the area when urban services become available.
- (2) *Minimum Residential Density Required.* Proposed residential land divisions must meet the minimum required density standards for the zone classification referenced in Table 33.20.050(2)(A) in which the property is located. The Administrator may approve residential land divisions and development less than the minimum residential density, subject to approval of a phased development, pursuant to Chapter 29.19 CCC, or the shadow plat requirements listed below.
- (3) *Shadow Platting Requirements.* Shadow platting must be used to satisfy the minimum density requirements. The applicant must demonstrate that the proposed development plan would not preclude the provision of adequate access and infrastructure to future development that would allow for the eventual compliance with the density requirement through future redevelopment of the property.
- (a) The shadow plat is drawn to the same specifications of a preliminary plat or short plat showing the lots, blocks, utility corridors, and streets necessary to serve the lots that will be developed at the time of development approval as well as delineating the future lots and the major transportation routes and utility corridors that will be necessary to serve the remainder of the lots that will be developed once urban services are available and re-division is proposed to retain the required urban density.
 - (b) A shadow plat must be submitted and approved prior to any development of the parcel.

- (c) The shadow plat must consider the extension of utilities and future transportation corridors and/or extensions of the existing street network that may be necessary to serve adjacent properties.
- (d) The property may not be further divided until such time as the property is served with water and sewer services.

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

Proposal: Amendments to residential zoning within UGA of Carlsborg (CR-I, CR-II, and CR-III), CCC 33.20

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

NOTICE IS HEREBY GIVEN, pursuant to RCW 36.70.580, that the Clallam County Planning Commission (PC) has scheduled a public hearing for Wednesday, May 1, 2024 at 6:00 p.m. in Room 160 of the Clallam County Courthouse, 223 East Fourth Street, Port Angeles, WA 98362. To appear by Zoom please visit <https://zoom.us/join> or call (888) 475-4499 or (253) 215-8782, then enter Meeting ID: 857 7304 5582 and Passcode: 12345.

The purpose of the hearing is to receive public testimony on the adoption of the following proposed amendment of the Clallam County Development Regulations pertaining to setbacks within the residential zones in the Carlsborg UGA, CR-I, CR-II, and CR-III, reducing the side-yard setback to 6-feet and the rear-yard setback to 10-feet.

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

Description of Proposal: The proposed standards will be a revision to the side- and rear-yard setbacks within the CR-I, CR-II, and CR-III zones within the Carlsborg Urban Growth Area.

Location of Proposal: This proposal would apply to properties within these three zones within Carlsborg.

SEPA: The updates to the Comprehensive Plan and development regulations are a non-project action (per WAC 197-11-704(2)(b)). Phased review is a component of a non-project action. The lead agency determines the appropriate scope and level of detail of environmental review to coincide with meaningful points in the planning and decision-making processes. Environmental review may be phased if it assists agencies and the public to focus on issues that are ready for decision and exclude from consideration issues not yet ready. Broader environmental documents may be followed by narrower documents such as site specific analysis (project specific) per WAC 197-11-060(5) of SEPA Rules. When project actions to implement these regulations are proposed, these project actions will be subject to further environmental review.

Clallam County is the lead agency for this proposal. Clallam County has determined that the proposed amendments to the Comprehensive Plan and Development Regulations would not have a probable significant adverse impact on the environment based on a review of a

completed environmental checklist, proposed amendments Comprehensive Plan and Development Regulations pertaining to the Carlsborg Urban Growth area and Zoning, and other information on file with Clallam County.

This Determination of Non-Significance (DNS) for this non-project action is issued March 28, 2024 under WAC 197-11-340(2).

Comments on this DNS must be submitted by **April 15, 2024**.

Signature:



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

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

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist

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

Instructions for applicants

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

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

Instructions for lead agencies

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

Use of checklist for nonproject proposals

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



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

1. Name of proposed project, if applicable:

Does not apply

2. Name of applicant:

Logan Hammon

3. Address and phone number of applicant and contact person:

31483 Commercial Ave NE, Kingston, WA 98346 (360)271-3052

4. Date checklist prepared:

10/24/2023

5. Agency requesting checklist:

Clallam County DCD

6. Proposed timing or schedule (including phasing, if applicable):

Does not apply

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Does not apply

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Does not apply

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

Does not apply

10. List any government approvals or permits that will be needed for your proposal, if known.

Does not apply

11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

Does not apply

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

Does not apply

B. Environmental Elements

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

a. General description of the site:

Does not apply

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

Does not apply

b. What is the steepest slope on the site (approximate percent slope)?

Does not apply

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Does not apply

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Does not apply

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Does not apply

f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

Does not apply

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Does not apply

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

Does not apply

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

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Does not apply

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Does not apply

c. Proposed measures to reduce or control emissions or other impacts to air, if any.

Does not apply

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

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

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Does not apply

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Does not apply

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Does not apply

- 4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

Does not apply

- 5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

Does not apply

- 6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

Does not apply

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

- 1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.**

Does not apply

- 2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.**

Does not apply

c. Water Runoff (including stormwater):

- 1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

Does not apply

- 2. Could waste materials enter ground or surface waters? If so, generally describe.**

Does not apply

- 3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

Does not apply

- 4. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.**

Does not apply

4. Plants [Find help answering plants questions](#) Does not apply

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

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

b. What kind and amount of vegetation will be removed or altered?

Does not apply

c. List threatened and endangered species known to be on or near the site.

Does not apply

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

Does not apply

e. List all noxious weeds and invasive species known to be on or near the site.

Does not apply

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

List any birds and other animals that have been observed on or near the site or are known to be on or near the site. Does not apply

Examples include:

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

- a. List any threatened and endangered species known to be on or near the site.

Does not apply

- b. Is the site part of a migration route? If so, explain.

Does not apply

- c. Proposed measures to preserve or enhance wildlife, if any.

Does not apply

- d. List any invasive animal species known to be on or near the site.

Does not apply

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

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Does not apply

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

Does not apply

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

Does not apply

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

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

Does not apply

1. Describe any known or possible contamination at the site from present or past uses.

Does not apply

- a. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.**

Does not apply

- b. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.**

Does not apply

- c. Describe special emergency services that might be required.**

Does not apply

- d. Proposed measures to reduce or control environmental health hazards, if any.**

Does not apply

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Does not apply

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?

Does not apply

3. Proposed measures to reduce or control noise impacts, if any.

Does not apply

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

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Does not apply

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Does not apply

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?

Does not apply

- c. Describe any structures on the site.

Does not apply

d. Will any structures be demolished? If so, what?

Does not apply

e. What is the current zoning classification of the site?

Does not apply

f. What is the current comprehensive plan designation of the site?

Does not apply

g. If applicable, what is the current shoreline master program designation of the site?

Does not apply

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Does not apply

i. Approximately how many people would reside or work in the completed project?

Does not apply

j. Approximately how many people would the completed project displace?

Does not apply

k. Proposed measures to avoid or reduce displacement impacts, if any.

Does not apply

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

Does not apply

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.**

Does not apply

9. Housing [Find help answering housing questions](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.**

The code amendment will allow for more efficient use of the land, which is consistent with urban densities. It will also allow for varying types of housing.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.**

Does not apply

- c. Proposed measures to reduce or control housing impacts, if any.**

Does not apply

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

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Does not apply

- b. What views in the immediate vicinity would be altered or obstructed?

Does not apply

- c. Proposed measures to reduce or control aesthetic impacts, if any.

Does not apply

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

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Does not apply

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Does not apply

- c. What existing off-site sources of light or glare may affect your proposal?

Does not apply

- d. Proposed measures to reduce or control light and glare impacts, if any.

Does not apply

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

- a. What designated and informal recreational opportunities are in the immediate vicinity?

Does not apply

- b. Would the proposed project displace any existing recreational uses? If so, describe.

Does not apply

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

Does not apply

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

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

Does not apply

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

Does not apply

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Does not apply

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Does not apply

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

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

Does not apply

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Does not apply

- c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

Does not apply

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

Does not apply

- e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?**

The proposal may allow for more units; however, it will still be consistent with the allowed densities per the zone.

- f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

Does not apply

- g. Proposed measures to reduce or control transportation impacts, if any.

Does not apply

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

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

Does not apply

- b. Proposed measures to reduce or control direct impacts on public services, if any.

Does not apply

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

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

Does not apply

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Does not apply

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

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

X 

Type name of signee: Logan Hammon

Position and agency/organization: Private Proponent

Date submitted: 10/24/2023

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

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

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

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.

- **Proposed measures to avoid or reduce such increases are:**

N/A

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.

- **Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

N/A

3. How would the proposal be likely to deplete energy or natural resources?

The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.

- **Proposed measures to protect or conserve energy and natural resources are:**

N/A

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.

- **Proposed measures to protect such resources or to avoid or reduce impacts are:**

N/A

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:**

N/A

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.

- **Proposed measures to reduce or respond to such demand(s) are:**

N/A

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The project may allow more units per acre; however, they will not exceed the densities already in the code. Therefore, no new impacts will be created.



11

AGENDA ITEM SUMMARY

JUN 10 2024

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: DCD

WORK SESSION ☒ **Meeting Date: June 10, 2024**

REGULAR AGENDA ☐ **Meeting Date:**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other – Performance Report |

Documents exempt from public disclosure attached: ☐

Executive summary: On April 18, 2023, a Memorandum of Understanding (MOU) was executed between the Board of County Commissioners, the Department of Community Development, the Sheriff's Office, The Environmental Health Division of DHS, and the Prosecuting Attorney's Office for the orderly and cooperative support of the Code Enforcement program. Section III.e of the MOU requires DCD to provide quarterly status reports to the BOCC, including information on key metrics related to the program. The attached report provides information on the activities of the Code Enforcement program through the first Quarter (January—March) of 2024.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☒ No budgetary impact.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) No action requested.
This report is for informational purposes and discussion with the BOCC.

County Official signature & print name: Bruce Emery 

Name of Employee/Stakeholder attending meeting: Bruce Emery

Relevant Departments: Department of Community Development,

Date submitted: June 5, 2024

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



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

June 5, 2024

Board of Clallam County Commissioners

RE: Code Enforcement Report for Q1 2024

Dear Honorable Board of Clallam County Commissioners,

The beginning few months of 2024 have seen continuing challenges for Code Enforcement. The CE Division has seen significant turnover and we have taken this opportunity to revise the internal CE processes to better streamline our enforcement activities. The result of this has been a temporary, but necessary, slowdown in overall case activity to realign and move forward. Code Enforcement, pending the addition of an Administrative Specialist, will be at full force in the coming month with two full-time and one part-time Enforcement Officer. When we again have access to a Hearing Examiner, we anticipate being able to close several long-standing cases.

Case Load.

General Stats:

- Total open cases at start of Q1, 2024: **345**
- Total new cases in Q1 of 2024: **41**
- Total cases resolved in Q1 of 2024: **63**
- Total open cases at end of Q1 of 2024: **323**

Priority Rating of Current Cases.

Priority Rating:	1	2	3	4	5
Number of Cases:	2	11	44	228	62

Summary of current Case Categories.

Category	Total	Closed since 2023	Active
Building/FLS	307	91	216
Land Use	217	71	146
CA/Shorelines	86	39	47
Env. Health *	127	33	94
Junk Vehicles – Voluntary	90	65	25
Junk Vehicles – Enforcement	78	11	67

(* Only joint DCD/EH cases tracked.)

Other Case Data in Q1, 2024:

- Total site visits completed: **40**
- Total new cases confirmed: **41**
- Total VCAs entered into: **1**
- Total cases scheduled with Hearing Examiner: **2**
- Total cases taken to Hearing Examiner: **2**
- Total cases taken to Superior Court: **0**
- Fines and Penalties:
 - Assessed: **\$ 115,500**
 - Collected: **\$ 0**
 - In collection proceedings or other legal process: **\$ 242,250**

Processing and Efficiency since 2023:

- Average days cases are open: **433**
- Total cases resolved:
 - By Year:
 - 2023: **193**
 - 2024 (Q1): **63**
 - By month:

Cases Closed by Month		
	Q1 2024	Q1 2023
January	13	11
February	16	6
March	34	1

- Cases resolved in Q1, 2024 by:
 - Administration: **8**
 - Enforcement: **55**
 - Hearing Examiner: **0**
 - Court order: **0**

So far in Q1 of 2024, Code Enforcement has processed and facilitated the removal of **37 junk vehicles** from **22 properties**. Code Enforcement also issued **18 dump vouchers** with **12 vouchers** used, resulting in the removal of **6.37 tons of solid waste** (non-junk vehicles) from **7 properties**. The cost of this effort was **\$1593.87**.

Priority Cases. The following table details the top 10 cases currently targeted by the Code Enforcement Division:

Top 10 Current Priority Case Summary			
Clallam County DCD - Code Enforcement Division			
Case #	Address	Priority Rating	Nature of Infraction
CMP2019-00252	866 Youngquist Rd	3	Multiple occupied RVs and JVs
CMP2024-00012	44 Dunmire Rd	1	RVs & Park Models, Septic, Critical Areas
CMP2024-00064	596 Glacier Ln.	1	Critical Areas, No building permit
CMP2018-00274	1305 W Pollow Rd	2	Dangerous structure
CMP2021-00136	540 Diamond Pt Rd	3	Solid waste, Dangerous structure
CMP2020-00003	171 Agate Beach Rd	3	Multiple occupied RVs and JVs
CMP2017-00014	266 Deer Park Rd	3	No building permit, Critical Areas, Septic
CMP2020-00188	6992 Old Olympic Hwy	3	Vehicle repair, JVs, Solid Waste
CMP2018-00121	2872 Kitchen-Dick Rd	4	No building permit, RVs

In accordance with CCC 20.08.050, Code Enforcement should prioritize cases according to the following criteria:

- (1) Violations that present an imminent threat to public health or safety.
- (2) Violations that present a high risk of damage to public resources and/or facilities.
- (3) Violations involving critical areas, floodplains or shorelines.
- (4) Violations that may result in damage to real or personal property.
- (5) Violations that do not fit within any of the previous categories.

Although confirmed violations are assigned a priority rating per the above criteria, depending on the nature of the circumstances, the person(s) involved, the scope of the problem, and priorities established by other departments, the individual case may be worthy of attention beyond the priority rating. Further, all cases require processing, which means that at any given point, the cases being focused on include an array of high, medium, and low priority cases.

As noted in the Code Enforcement MOU, extreme poverty and mental illness often creates challenges to efficient enforcement of the County Code. Of the Top Ten cases cited above, five are known to involve either extreme poverty, mental illness, or both. In cases of poverty, resources (e.g. dump vouchers) can be made available. However, in cases of mental illness, the challenges can be more nuanced and usually require more patience for a humane solution to be realized.

Thank you for your attention to this matter and your ongoing support for the program. If you have any questions or other metrics you would prefer to see in future reports, please let me know. I can be reached at 360-417-2323 or at bruce.emery@clallamcountywa.gov.

Sincerely,



Bruce Emery, Director
Clallam County DCD



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 6-10-24**

REGULAR AGENDA ☒ **Meeting Date: 6-18-24**

Item Summary:

- | | | |
|--|---|--------------------------------------|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU** | Contract # |
| ☒ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Executive Summary:

The County collects a surcharge for preservation of historical documents pursuant to RCW 36.22.170.

Pursuant to Resolution No. 2-2020 the Clallam County Board of Commissioners established a Clallam County Heritage Grant Fund that will be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. According to the legislation, these funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Resolution No. 2-2020 assigns responsibility to the Clallam County Heritage Advisory to provide guidance and support for the administration of the Clallam County Heritage Grant fund.

Request to approve and sign resolution authorizing expenditure from the Heritage Advisory Grant fund for the approved request.

Contracts for each of the applicants will be prepared and executed at a later date.

Budgetary Impact:(Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget Action is required, has it been submitted and a copy attached?** ☐
Quileute Tribal School - \$2,500

Recommended Action:(Does the Board need to act? If so, what is the department's recommendation?)
Approve and sign resolution authorizing expenditure from the Heritage Advisory Grant Fund.

County Official Signature: Loni Gores Loni Gores, Clerk

Date Submitted: June 4, 2024

* Submit original and 5 copies
** Submit 3 originals and 5 copies



RESOLUTION _____, 2024

AUTHORIZING AN EXPENDITURE FROM THE CLALLAM COUNTY
HERITAGE ADVISORY BOARD GRANT FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County collects a surcharge for preservation of historical documents pursuant to RCW 36.22.170.
2. Pursuant to Resolution No. 2-2020 the Clallam County Board of Commissioners established a Clallam County Heritage Grant Fund that will be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. According to the legislation, these funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."
3. Resolution No. 2-2020 assigns responsibility to the Clallam County Heritage Advisory to provide guidance and support for the administration of the Clallam County Heritage Grant fund.
4. The Heritage Advisory Board issued a notice calling for applications to be submitted for grant funding for historic preservation purposes through the Heritage Advisory Grant fund on January 10, 2024.
5. The Heritage Advisory Board met during the months of April, May and June to review application for funding from the Heritage Advisory Board Grant Program and made a recommendation to the Board of Commissioners.
6. The Heritage Advisory Board recommends a one-time expenditure to the Quileute Tribal School.

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

1. Concurs in the recommendation of the Heritage Advisory Board.
2. Authorizes a one-time expenditure from the Heritage Advisory Grant Fund to be allocated as follows:

Quileute Tribal School - \$2,500
3. A contract for the applicant will be prepared and executed in order to memorialize the decision to spend Heritage Advisory Board grant funds for historic preservation purposes.

PASSED AND ADOPTED this 18th day of June 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

Randy Johnson

Mike French, Chair

ATTEST:

Loni Gores, MMC, Clerk of the Board

Cc: File A22.161
Finance Department – Lane & Hill
Treasurer's Office
Auditor's Office



13

AGENDA ITEM SUMMARY

JUN 10 2024

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: June 10, 2024**

REGULAR AGENDA ☒ **Meeting Date: June 11, 2024**

Required originals approved and attached? ☐

Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 245.24.015 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Clallam County as Lead Applicant on behalf of North Olympic Peninsula Recompete Coalition (NOPRC) has received grant funding from the Washington State Department of Commerce to assist in the application process for EDA's Phase 2 Distressed Areas Recompete Pilot Program. The Secure Federal Funding Initiative (SFFI) grant from Commerce can fund the following activities:

- Research – Prime Age Employment Gap information.
- Economic Impact Reports – ADU
- Barge Economic Feasibility Analysis
- Purchase of IMPLAN Software Subscription
- Professional Grant Writing & Technical Services
- Technical Services for Capacity Building for Underserved Areas

The Interagency Agreement with Lower Elwha Klallam Tribe to increase the Tribes capacity to participate in the Recompete project. The Tribe will use this funding to develop their scope of work under the Tribal and Underserved Areas Project under the Recompete Plan. The total amount of this ILA is a flat \$10,000 fee to begin processing upon the execution of this agreement and preliminary reporting of scope direction by the end of June and full scopes of work development by September 30th in anticipation of Recompete awarding.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

The has already been budgeted with the SFFI grant.

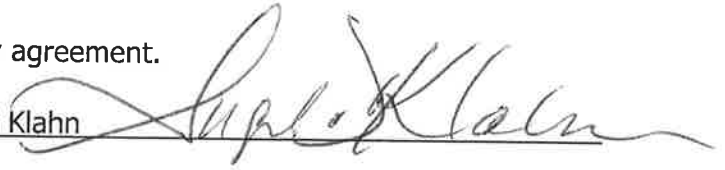
* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Staff recommends the approval of the Interagency agreement.

County Official signature & print name: Angi Klahn



Names of Relevant Departments/Employees/Stakeholders attending meeting:

Angi Klahn, _____

Date submitted: 5/31/2024

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

**INTERAGENCY AGREEMENT BETWEEN
CLALLAM COUNTY
AND
LOWER ELWHA KLALLAM TRIBE**

THIS AGREEMENT, is entered into by and between Clallam County ("County") and Lower Elwha Klallam Tribe ("Tribe"). The County and the Tribe may each be referred to individually as a "Party" or collectively as the "Parties."

I. PURPOSE

The purpose of this Agreement is to support the efforts of the North Olympic Peninsula Recompete Coalition ("NOPRC") to successfully apply for federal funding under the EDA's Distressed Area Recompete Pilot Program ("Recompete"). Clallam, as lead applicant for NOPRC's Recompete application, has applied and been awarded the Secure Federal Funding Initiative ("SFFI") from Washington State Department of Commerce ("DOC") to fund necessary technical grant writing support, associated research projects, and capacity building need to put forth the strongest application possible for the highly competitive Recompete grant application due April 25, 2024.

NOPRC's Recompete application designated a Tribal and Underserved Areas Project to under the North Olympic Resource and Conservation Development Council ("NODC") to provided Tribal directed funding through subawards to address the Prime Age Employment Gap ("PAEG") and economic development within each Tribe.

II. SCOPE OF WORK

The Tribe will develop a scope of work for the Tribal and Underserved Areas Project should funding be awarded. The scope of work should fall within the parameters of the Recompete NOFO to assist their tribal members within the PAEG to achieve Good Jobs through workforce development and barrier removal/wrap around services and other economic development.

III. REPORTING/DELIVERABLES

The Tribe will provide the County a preliminary report on the work being done June 30, 2024.

The Tribe will provide a final report/scope of work for the Recompete Subaward by September 30, 2024, to County and NODC. The report will be used to create the subaward NOPRC is awarded the Recompete Grant.

IV. PERIOD OF PERFORMANCE

The beginning date of performance under the Agreement is March 18, 2024, regardless of the date of execution and which shall end on September 30, 2024.

V. COMPENSATION

The County will issue the Tribe a \$10,000 payment in full upon the execution of this agreement. The Tribe agrees to use these funds to complete the project in the scope of work.

VI. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

VII. RECORDS, DOCUMENTS, AND REPORTS

The Tribe shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of the Agreement. These records shall be subject to all reasonable times in inspections, review, or audit by personnel duly authorized by the County, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Agreement. The Tribe will retain all books, records, documents, and other material relevant to this Agreement for six years after settlement and make them available for inspection by persons authorized under this provision.

VIII. DISPUTES

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from the County, one representative from the Tribe, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of noncompliance or waiver of this section.

IX. TERMINATION

Either party may terminate the Agreement upon thirty (30) days written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

X. GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. This Agreement; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

XI. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under the Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

XII. SEVERABILITY

If any provision of this Agreement, or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

XIII. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be considered to exist or to bind any of the parties to the agreement unless otherwise stated in the Agreement.

AGREED:

Lower Elwha Klallam

Clallam County

Frances S. Charles

Signature

Frances G. Charles, Chairwoman

Date _____

5/30/24

Signature

Mike French, Chair
Clallam County Commissioners

Date _____

Approved as to Form:

5-30-24

Title Sam Hough, Tribal Attorney
Office of Tribal Attorney


Dee Boughton, Chief Civil Deputy
Clallam County Prosecutor's Office



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

14
JUN 10 2024

Department: BOCC

WORK SESSION ☒ **Meeting Date: June 10, 2024**

REGULAR AGENDA ☒ **Meeting Date: June 11, 2024**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 245.24.016 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Clallam County as Lead Applicant on behalf of North Olympic Peninsula Recompete Coalition (NOPRC) has received grant funding from the Washington State Department of Commerce to assist in the application process for EDA's Phase 2 Distressed Areas Recompete Pilot Program. The Secure Federal Funding Initiative (SFFI) grant from Commerce can fund the following activities:

- Research – Prime Age Employment Gap information.
- Economic Impact Reports – ADU
- Barge Economic Feasibility Analysis
- Purchase of IMPLAN Software Subscription
- Professional Grant Writing & Technical Services
- Technical Services for Capacity Building for Underserved Areas

The Interagency Agreement with Jamestown S'Klallam Tribe to increase the Tribes capacity to participate in the Recompete project. The Tribe will use this funding to develop their scope of work under the Tribal and Underserved Areas Project under the Recompete Plan. The total amount of this ILA is a flat \$10,000 fee to begin processing upon the execution of this agreement and preliminary reporting of scope direction by the end of June and full scopes of work development by September 30th in anticipation of Recompete awarding.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

The has already been budgeted with the SFFI grant.

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary- Jamestown S'Klallam Tribe ILA 6-3-2024
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Staff recommends the approval of the Interagency agreement.

County Official signature & print name: Angi Klahn



Names of Relevant Departments/Employees/Stakeholders attending meeting:

Angi Klahn, _____

Date submitted: 6/5/2024

INTERAGENCY AGREEMENT BETWEEN
CLALLAM COUNTY
AND
JAMESTOWN S'KLALLAM TRIBE

245.24.016

THIS AGREEMENT, is entered into by and between Clallam County ("County") and Jamestown S'Klallam Tribe ("Tribe"). The County and the Tribe may each be referred to individually as a "Party" or collectively as the "Parties."

I. PURPOSE

The purpose of this Agreement is to support the efforts of the North Olympic Peninsula Recompete Coalition ("NOPRC") to successfully apply for federal funding under the EDA's Distressed Area Recompete Pilot Program ("Recompete"). Clallam, as lead applicant for NOPRC's Recompete application, has applied and been awarded the Secure Federal Funding Initiative ("SFFI") from Washington State Department of Commerce ("DOC") to fund necessary technical grant writing support, associated research projects, and capacity building needed to put forth the strongest application possible for the highly competitive Recompete grant application due April 25, 2024. NOPRC's Recompete application designated a Tribal and Underserved Areas Project to be administered under the North Olympic Resource and Conservation Development Council ("NODC") to provide Tribal-directed funding through sub-awards to address the Prime Age Employment Gap ("PAEG") and economic development within each Tribe.

The Jamestown S'Klallam Tribe is committed to undertaking a planning process to develop a Recompete project to remove transportation barriers that hinder access to job training and well-paying job opportunities. This Recompete initiative will directly support tribal members by providing vouchers for gas, car insurance, and auto repairs, ensuring they can reach job training programs or new employment, thereby enhancing their economic stability and growth.

II. SCOPE OF WORK

The Tribe will develop a scope of work for the Tribal and Underserved Areas Project should funding be awarded. The scope of work should fall within the parameters of the Recompete NOFO to assist their tribal members within the PAEG to achieve Good Jobs through workforce development and barrier removal/wrap-around services and other economic development initiatives. Specifically, the grant money will be used to develop plans for a Recompete project to provide vouchers for gas, car insurance, and auto repairs for individuals needing transportation to job training or to start a well-paying job.

III. REPORTING/DELIVERABLES

The Tribe will provide the County a preliminary report on the work being done.

The Tribe will provide a final report/scope of work for the Recompete Subaward by September 30, 2024, to County and NODC. The report will be used to create the subaward NOPRC is awarded the Recompete Grant.

IV. PERIOD OF PERFORMANCE

The beginning date of performance under the Agreement is March 18, 2024, regardless of the date of execution and which shall end on September 30, 2024.

V. COMPENSATION

The County will issue the Tribe a \$10,000 payment in full upon the execution of this agreement. The Tribe agrees to use these funds to complete the project in the scope of work.

VI. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

VII. RECORDS, DOCUMENTS, AND REPORTS

The Tribe shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of the Agreement. These records shall be subject to all reasonable times in inspections, review, or audit by personnel duly authorized by the County, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Agreement. The Tribe will retain all books, records, documents, and other material relevant to this Agreement for six years after settlement and make them available for inspection by persons authorized under this provision.

VIII. DISPUTES

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from the County, one representative from the Tribe, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of noncompliance or waiver of this section.

IX. TERMINATION

Either party may terminate the Agreement upon thirty (30) days written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

X. NON-DISCRIMINATION

The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.

XI. GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. This Agreement; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

XII. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under the Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

XIII. SEVERABILITY

If any provision of this Agreement, or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

XIV. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be considered to exist or to bind any of the parties to the agreement unless otherwise stated in the Agreement.

AGREED:

Jamestown S’Klallam Tribe

Clallam County

Signature

Date

Signature

Date

Mike French, Chair
Clallam County Commissioners

Name

Approved as to Form:

Title


Dee Boughton, Chief Civil Deputy
Clallam County Prosecutor's Office



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AGENDA ITEM SUMMARY

JUN 10 2024

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 6/10/24

REGULAR AGENDA ☒ **Meeting Date:** 6/11/24

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on June 25, 2024.

Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of supplemental appropriations.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will consider by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on June 25, 2024 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Sheriff – Operations – Additional funding from Washington State Department of Commerce for programs supporting STOP (Services, Training, Officers, and Prosecutors) Violence Against Women to be used for deputies to participate in approve classes in support of the grant mission/\$4,000

Auditor – Additional funding for Security Services from Norpoint Protective Services for the Elections Division from July – December 2024/\$43,780

Copies of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: June 11, 2024

Publish: June 15 and 22, 2024

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

Mike French, Chair

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/31/24 ✓

Budget Hearing/Meeting Date: 6/25/24 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.811 ✓	Budget Name	Sheriff – Operations ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff – Operations ✓	33316.58.2020 ✓	STOP Grant ✓	4,000 ✓
Total				4,000

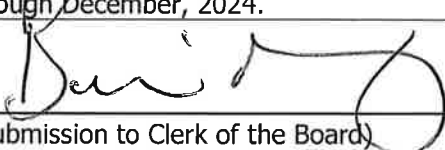
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff – Operations ✓	52122.43.0023	Travel/Training <i>PATROL</i>	4,000 ✓
Total				4,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

As an amendment to our current STOP Violence Against Women grant from WA State Commerce, the Sheriff's Office has received an additional \$4,000 of training funds for deputies to participate in approved classes in support of the grant mission. The salary costs of those deputies while at training is reported as match to the grant. The program period is unchanged and remains as January through December, 2024.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

EM


CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: May 31, 2024 ✓

Budget Hearing/Meeting Date: June 25, 2024 ✓

- X **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.221 ✓	Budget Name	Auditor ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.221 ✓	AUDITOR	33400.30.0021	SOS Information Security ✓	43,780
Total				43,780 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.221 ✓	Auditor ✓	51440.41.1030 ✓	Personnel Services ✓	43,780
Total				43,780 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding for Auditor's Office – Elections Division for Security Services from Norpoint Protective Services, July – December 2024. Funding will be fully reimbursed from the Office of the Secretary of State's Office through their Information Security Funds for Elections.

County Official Approval: SP
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

Ellie