



SPECIAL MEETING AGENDA

CLALLAM COUNTY CONSERVATION FUTURES PROGRAM ADVISORY BOARD

**223 East 4th Street, Suite 5
Port Angeles, Washington
December 3, 2025 – 1:15 p.m.**

Conservation Futures Program Advisory Board meetings will be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 810 8170 9022 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/81081709022?pwd=dFpxSWRWblU0ajV5N2h6UER3L0h0UT09> and use meeting ID: 810 8170 9022 and passcode: 12345

Public comment and questions can be directed to the Clerk of the Board at 360-417-2271 or enrique.valenzuela@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- Minutes September 10, 2025

REPORTS AND PRESENTATIONS

- None

BUSINESS ITEMS

- Review and approve proposed 2026 timeline
- Review notice to call for applications, press release, and 2026 application

NEXT MEETING DATE – January 14, 2026

PUBLIC COMMENT – Please limit comments to three minutes

ADJOURNMENT



**CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM ADVISORY BOARD
223 EAST 4TH STREET, STE. 4, SUITE 5
PORT ANGELES, WASHINGTON**

**Conservation Futures Program Advisory Board
Timeline 2026- Option A**

1. Conservation Futures Program Advisory Board meets to review notice to call for applications and press release – January 14, 2026
2. Conservation Futures Program Advisory Board meets to approve the notice to call for applications and press release – February 11, 2026
3. Clerk posts application, notice and press release to website once approved – February 11, 2026
 - Homepage - latest news section
 - Conservation Futures website
4. Clerk emails press release to press/media – February 11, 2026
5. Clerk emails notice to call for applications to the legal department at Peninsula Daily News – February 11, 2026
6. Notice gets published in the Peninsula Daily News:
 - Monday, February 16
 - Friday, February 20
 - Monday, February 23
 - Friday, February 27

Notice gets published in the Forks Forum:
-Thursday, February 19
-Thursday, February 26

Notice gets published in the Sequim Gazette:
-Wednesday, February 18
-Wednesday, February 25
7. Applications due to Department of Community Development – Monday, March 9, 2026, at 12 pm
8. Department of Community Development Planning Review – Monday, March 9, 2026
9. Clerk forwards all applications to Prosecuting Attorney's Office for review – March 11, 2026
10. Clerk brings all applications to regular meeting for cursory review- March 11, 2026
11. Prosecuting Attorney Office legal review due back to Clerk – April 1, 2026
12. Conservation Futures Program Advisory Board agenda is issued out – April 1, 2026



**CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM ADVISORY BOARD
223 EAST 4TH STREET, STE. 4, SUITE 5
PORT ANGELES, WASHINGTON**

13. Conservation Futures Program Advisory Board site visits between April 2, 2026, and April 7, 2026
14. Conservation Futures Program Advisory Board Meeting to review applications and make final recommendations – April 8, 2026
15. Clerk forwards to the BOCC Clerk recommendations for the BOCC to review – April 8, 2026
16. BOCC holds meeting to discuss recommendations – April 13, 2026
17. BOCC holds meeting to approve recommendations – April 21, 2026



**CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM ADVISORY BOARD
223 EAST 4TH STREET, STE. 4, SUITE 5
PORT ANGELES, WASHINGTON**

**Conservation Futures Program Advisory Board
Timeline 2026- Option B**

1. Conservation Futures Program Advisory Board meets to review notice to call for applications and press release – December 10, 2026
2. Conservation Futures Program Advisory Board meets to approve the notice to call for applications and press release – January 14, 2026
3. Clerk posts application, notice and press release to website once approved – January 14, 2026
 - Homepage - latest news section
 - Conservation Futures website
4. Clerk emails press release to press/media – January 14, 2026
5. Clerk emails notice to call for applications to the legal department at Peninsula Daily News – January 14, 2026
6. Notice gets published in the Peninsula Daily News:
 - Monday, January 19
 - Friday, January 23
 - Monday, January 26
 - Friday, January 30

Notice gets published in the Forks Forum:
-Thursday, January 20
-Thursday, January 27

Notice gets published in the Sequim Gazette:
-Wednesday, January 21
-Wednesday, January 28
7. Applications due to Department of Community Development – Monday, February 9, 2026, at 12 pm
8. Department of Community Development Planning Review – Monday, February 9, 2026
9. Clerk forwards all applications to Prosecuting Attorney's Office for review – February 11, 2026
10. Clerk brings all applications to regular meeting for cursory review- February 11, 2026
11. Prosecuting Attorney Office legal review due back to Clerk – March 4, 2026
12. Conservation Futures Program Advisory Board agenda is issued out – March 4, 2026



**CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM ADVISORY BOARD
223 EAST 4TH STREET, STE. 4, SUITE 5
PORT ANGELES, WASHINGTON**

13. Conservation Futures Program Advisory Board site visits between March 5, 2026, and March 10, 2026
14. Conservation Futures Program Advisory Board Meeting to review applications and make final recommendations – March 11, 2026
15. Clerk forwards to the BOCC Clerk recommendations for the BOCC to review – March 12, 2026
16. BOCC holds meeting to discuss recommendations – March 23, 2026
17. BOCC holds meeting to approve recommendations – March 31, 2026



**CLALLAM COUNTY
CONSERVATION FUTURES PROGRAM
223 EAST 4TH STREET, SUITE 5
PORT ANGELES, WASHINGTON**

**Application for the purchase of development rights and conservation easement funded by the
Conservation Futures Property Tax, Ordinance No.958**

Instructions to the Applicant

- * Confirm your eligibility by contacting coordinator of Conservation Futures Program Advisory Board, Enrique Valenzuela at 360-417-2271 or Enrique.Valenzuela@ClallamCountyWA.gov
- * Please answer all questions as fully as possible.
- * You may attach additional sheets if necessary to fully answer a question.
- * Please attach copies of all deeds, surveys and lot certifications which describe the property
- * If any item is inapplicable, please mark it "N/A".
- * This is an application to sell rights and place a conservation easement on the property. The intention of the sale and approval of the conservation easement is to promote continued use of farmland.
- * Please submit questions and application to the Conservation Futures Coordinator who will forward them to Conservation Futures Advisory Committee.

A. APPLICANT INFORMATION

1. Name of Applicant: _____

2. Mailing Address: _____

3. Property Address, if different from mailing address:

4. Telephone: _____

5. Email Address: _____

6. Contact Person: _____

7. Type of legal entity:

- individual
- corporation incorporated in the State of _____
- general partnership created in the State of _____
- limited partnership created in the State of _____
- limited liability company created in the State of _____

8. LANDOWNER(S):

Legal Name: _____

Mailing address: _____

Telephone/Fax/Email: _____

9. Are there any material facts or circumstances (e.g. pending litigation, bankruptcy, etc.) relating to any of the parties to the proposed transaction which have not been described and may potentially affect the transaction? Yes No If Yes, please explain:

B. PROPERTY INFORMATION

1. Is the property within the Agricultural Retention Zone?

Yes No

What is the proximity to other conserved farmland?

2. Please attach a legal description of the land, recent title report, and copies of any survey maps of the property. (Size and shape)

3. Are there any water rights associated with the parcels? Yes No

Please describe:

4. Please indicate the percentage of "prime soil", as defined by the USDA Natural Resource Conservation Service, on the property:

0-49% 50-75% 76-100%

C. VIABILITY OF PROPOSAL

1. Are there any anticipated or pending threats to convert the land to a non-agricultural use?

Yes No If Yes, please describe.

2. Please describe your plan for stewardship of this farmland.

3. Are you applying to receive monies from other funding sources as well as the Conservation Futures Fund? Yes No If Yes, please describe.

4. Please share the economic viability of the farming business. Attach landowner business plan if available.

5. How long has the current farmer been farming this property and what are their plans to continue farming this property into the future? Please attach a farm plan for expected use of this property.

6. Project Funding: Please disclose all funding sources and expected amounts from each source necessary for the completion of the Conservation Project (see table below).

Project Name	Acquisition	O & M *	Totals	% Match (maximum)
Conservation Futures Commitment	\$	\$	\$	\$
Sponsor Contribution	\$	\$	\$	\$
Other Source(s) Contribution(s)	\$	\$	\$	\$
Estimated Total Cost	\$	\$	\$	\$

* Not covered for farm easements.

D. APPLICATION AGREEMENT

It is understood that the above information is submitted in good faith, based on present expectations of the Applicant, to aid the Conservation Futures Advisory Board of Clallam County in its consideration of this application for the sale of a conservation easement.

The information in this application and supporting documents are true and complete to the best of my/our knowledge and are submitted for the purpose of the sale of a conservation easement. I/We understand that this application is subject to review by the Conservation Futures Advisory Board and the Board of Clallam County Commissioners in order to properly evaluate and process this application.

Dated at _____, on the _____ day of _____, 20____
(City) (State)

Name and Signature of Applicant: _____

Name and Signature of Landowner: _____

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

APPLICATION DEADLINE:

Applications must be received at the Department of Community Development Office, 223 East 4th Street, Suite 5, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Suite 5) by **12 p.m., Monday March 9, 2026.**

The Clallam County Conservation Futures Program Advisory Board will review applications in a public meeting as determined at the Clallam County Courthouse, Commissioner's Boardroom 160. Applicants will be notified and attendance by the applicant's representative is required for presentation and questions. Following review, Clallam County Conservation Futures Program Advisory Board will forward its recommendation to the Board of County Commissioners.

APPLICATION SUBMITTAL INFORMATION:

Submit the **original application and one copy to:**

Conservation Futures Program Advisory Board
Department of Community Development
223 East 4th Street, Suite 5
Port Angeles WA 98362-3015

All copies need to be single sided and not stapled and no folders. All documents and brochures must be printed on 8.5 x 11 letter size paper to be accepted. Documents delivered to other offices and received late by the Department of Community Development will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

CONTACT INFORMATION:

Questions can be directed to the Conservation Futures Coordinator by email at Enrique.valenzuela@clallamcountywa.gov or phone 360-417-2271

Clallam County Conservation Futures Program Advisory Board website can be found at this link: [Conservation Futures Program Advisory Board \(CFPAB\) | Clallam County, WA \(clallamcountywa.gov\)](http://ConservationFuturesProgramAdvisoryBoard(CFPAB)|ClallamCounty,WA(clallamcountywa.gov))



REQUEST FOR 2026 CONSERVATION FUTURES FUNDING APPLICATIONS (1st call)

CLALLAM COUNTY CONSERVATION FUTURES PROGRAM ADVISORY BOARD

The Conservation Futures Program Advisory Board announces a 1st call opportunity for Conservation Futures Applications. Consonant to Ordinance No. 958, and funded by the Conservation Futures Property Tax, Clallam County will provide funding to preserve farmland through the purchase of farmland or conservation easements on farmland. All Information pertaining to the program is available at: <https://www.clallamcountywa.gov/724/Conservation-Futures-Program-Advisory-Bo>

Applications will be received at 223 East 4th-Street, Suite 5 , Port Angeles, Washington until 12 p.m., Monday, March 9, 2026.

The sealed applications must be clearly marked on the outside of the envelope, "**2026 Conservation Futures Applications (1st call)**" Address applications to: Clallam County Conservation Futures Program Advisory Board- Department of Community Development, 223 East 4th Street, Suite 5, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Suite 5, Port Angeles, Washington. Submit applications no later than 12 p.m., Monday, March 9, 2025. Applications delivered to other offices and received late by the Department of Community Development will not be considered nor will ones received by facsimile or email. Submittals made in an incorrect format will not be considered.

A current application may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from:

Enrique Valenzuela, Planner, Coordinator of Conservation Futures Board
Clallam County Department of Community Development
223 East Fourth Street, Suite 5
Port Angeles, WA 98362
Emailing: enrique.valenzuela@clallamcountywa.gov or calling: 360.417.2271

Clallam County website at:

<https://www.clallamcountywa.gov/724/Conservation-Futures-Program-Advisory-Bo>

Questions or clarifications regarding the application may be forwarded via email to enrique.valenzuela@clallamcountywa.gov up to 1 week prior to the application deadline.

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

PASSED THIS 11th day of February 2026

Attest:

Conservation Futures Program Advisory Board

Enrique Valenzuela, Planner,
CFPAB Coordinator

Barbara Pappas, CFPAB Chair

Publish in: PDN February 16th, February 20th, February 23rd, February 27th 2026 | Sequim Gazette: February 18th, 25th, 2026 | Forks Forum: February 18th, February 25th, 2026

Bill: Board of Commissioners - Conservation Futures Program Advisory Board

J:\Conservation Futures\Notices\2026\Notice for application Conservation Futures 2026.docx



PRESS RELEASE

CLALLAM COUNTY

CONSERVATION FUTURES PROGRAM ADVISORY BOARD

The Clallam County Conservation Futures (CCCF) Program Advisory Board announces a 1st call opportunity for Conservation Futures Applications. Consonant to Ordinance No.958, and funded by the Conservation Futures Property Tax, Clallam County will provide funding for the purchase of conservation easements in farmland. All information pertaining to the program is available at:

<https://www.clallamcountywa.gov/724/Conservation-Futures-Program-Advisory-Bo>

Application deadline is 12 p.m., Monday, March 9, 2026. The Applicant and Landowner will be asked to give a site visit between April 2nd, 2026 and April 7th, 2026.

The Conservation Futures Program Advisory Board will be meeting on Wednesday, March 11th, 2026 at 1:15 p.m. to review applications.

This meeting can be viewed on a live stream at this link:

<https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 810 8170 9022 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/81081709022?pwd=dFpxSWRWblU0ajV5N2h6UER3L0h0UT09> and use meeting ID: 810 8170 9022 and passcode: 12345

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