



BOARD of CLALLAM COUNTY COMMISSIONERS MINUTES for the week of January 5-9, 2026

Hb
2026

WORK SESSION – 9 a.m.

The work session convened at 9 a.m., Monday, January 5, 2026. Present were Commissioners Ozias and French and Administrator Mielke. Commissioner Johnson was excused.

Items of discussion per the agenda published December 30 were:

- Calendar/Correspondence
- Discussion and next steps regarding election of Chair and Vice Chair for 2026
- Resolutions appointing members to the Heritage Advisory Board
- Discussion regarding items, legislative topics and projects to discuss with representatives
- Agreement with Forks Chamber of Commerce for 2026 Hotel/Motel Tax Funds
- Agreement with Neah Bay Chamber of Commerce for 2026 Hotel/Motel Tax Funds
- Discussion and next steps regarding recommendations forwarded by the 2025 Charter Review Commission

The meeting concluded at 9:26 a.m. and continued to an executive session to be held on January 5, 2026 at 12 p.m.

EXECUTIVE SESSION – January 5, 2026 at 12 p.m.

The Board convened in open session at 12 p.m., on January 5, 2026 to discuss real estate. Present were Commissioners Ozias and French, Administrator Mielke, Prosecuting Attorney's Office Reno and Boughton, and Public Works Garcelon and Capps. Commissioner Johnson was excused.

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.

ACTION TAKEN: CMOm to executive session for 13 minutes, CMFs, mc

The Board recessed into executive session at 12 p.m.

The Board convened in open session at 12:13 p.m.

ACTION TAKEN: CMOm to authorize the Prosecuting Attorney's Office to pursue a settlement offer with regard to the topic discussed with the note that if any settlement offer be established that would need to come back to the Board of Commissioners for review and approval, CMFs, mc

The meeting concluded at 12:14 p.m. and continued to an executive session be held on January 5, 2026 at 12:15 p.m.

EXECUTIVE SESSION – January 5, 2026 at 12:15 p.m.

The Board convened in open session at 12:15 p.m., on January 5, 2026 to discuss litigation. Present were Commissioners Ozias and French, Administrator Mielke, Prosecuting Attorney's Office Reno and Boughton, and Risk Management Sullenger. Commissioner Johnson was excused.

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.

ACTION TAKEN: CMOm to executive session for 15 minutes, CMFs, mc

The Board recessed into executive session at 12:15 p.m.

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The Board convened in open session at 12:30 p.m.

ACTION TAKEN: CMOm to authorize the Prosecuting Attorney's Office to communicate with outside Attorney Duncan Fobes to communicate with the plaintiff Anders Tron-Haukebo that the settlement offer is rejected, CMFs, mc

The meeting concluded at 12:31 p.m.

REGULAR MEETING OF THE BOARD OF CLALLAM COUNTY COMMISSIONERS

Chair French called the meeting to order at 10 a.m., Tuesday, January 6, 2026. Also present were Commissioner Ozias and Administrator Mielke. Commissioner Johnson was excused.

- Selection of Chair and Vice Chair for 2026
- Election of Chair for 2025

ACTION TAKEN: CMOm to nominate CMF as Chair, CMFs, mc

Selection of Vice Chair for 2026

ACTION TAKEN: CMOm to nominate CRJ as Vice Chair, CMFs, mc

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMOm to adopt the agenda as presented, CMFs, mc

PUBLIC COMMENT

- Eric Fehrmann, Sequim, commented on item 1e
- Ed Bowen, Clallam Bay, commented on item 1c, 1f
- John Worthington, Sequim, commented on flood control funding
- Kenneth Reandeau, Port Angeles, commented on item 1c
- Mark Curtis, Sequim, commented on item 1e
- Denise Lapio, Sequim, commented on item 1e
- Jeff Tozzer, Sequim, commented on item 1e, Jamestown S'Klallam Tribe, County Park
- Pepai Whipple, Sequim, commented on properties, taxes, NGO's
- Karin Cummins, Sequim, commented on item 1e
- Dr. Sarah Huling, District III, commented on item 2a
- Mitch Zenobi, Sequim, commented on Jamestown S'Klallam Tribe, County Park

HEARING(S)

2a Ordinance amending Chapter 5.100, Consolidated Fee Schedule – Department of Community Development Fees

- Bruce Emery, Department of Community Development, provided a staff report

ACTION TAKEN: CMOm to open the public hearing, CMFs, mc

- The following provided testimony:
 - John Worthington, Sequim
- The following sent in written testimony: Bruce Emery, DCD Director, Dr. Sarah Huling (see attached)

ACTION TAKEN: CMOm to close the hearing and adopt Ordinances - Consolidated Fee Schedule changes with additional amendments as described, CMFs, mc

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CONSENT AGENDA – Any Commissioner may remove items for discussion

1a Approval of payroll for a period ending December 15

The following voucher/warrants/electronic payments are approved for payment:

Payroll	Total
Warrant Numbers	
182886 – 183202, 9948027 – 9948029	\$757,941.60
Electronic Payment Date	
12/24/2025 – 12/26/2025	\$643,052.60
Total Payroll:	\$1,400,994.20

1b Approval of minutes for the week of December 29

1c Resolution appointing Janice Wilson to the Planning Commission

1d Resolution appointing Kathryn Fenner to the Lodging Tax Advisory Committee

1e Resolution designating Commissioner involvement on advisory boards

1f Resolution appointing an authorized representative and alternate for disaster assistance funding and administration

1g Request for qualifications to be received no later than Tuesday, February 17, 2026 at 10 a.m. regarding 2026 Architecture/Courthouse Security/Pedestrian Bridge/Engineering Consulting Services

ACTION TAKEN: CMOm to approve the consent agenda as presented, CMFs, mc

REPORTS AND PRESENTATIONS

- CMO reported on Port Angeles Business Association meeting, North Olympic Legislative Alliance meeting
- CMF reported on workforce housing

PUBLIC COMMENT

- Unknown name, commented on Tribal trust lands
- Pepai Whipple, Sequim, commented on budget, board and committees
- Kenneth Reandeau, Port Angeles, commented on taxes, Charter Review Commission, military attacks
- Ed Bowen, Clallam Bay, commented on Charter Review Commission recommendations, Olympic Hot Springs Road, Board of Natural Resources Meeting, timber sales
- Eric Fehrmann, Sequim, commented on safety and road priorities, boards and committees
- John Worthington, Sequim, commented on CERN, Jimmy Come Lately, North Olympic Development Council, Jamestown S’Klallam Tribe
- Mark Curtis, Sequim, commented on advisory boards, public safety
- Karin Cummins, Sequim, commented on Homelessness Plan updated, septic fee, Jamestown S’Klallam Tribe, real citizens, Washington State Association of Counties, Charter Review Commission Recommendation
- Dr. Sarah Huling, District III, commented on good governance, item 2a
- Mitch Zenobi, Sequim, commented on Ron Allen – Jamestown S’Klallam Tribe, his tree service Business, donating money, paying taxes
- Denise Lapio, Sequim, commented on the Charter Review Commission recommendations, retrial of defendant in Clallam County, safety
- Jeff Tozzer, Sequim, commented on County park, Jamestown Tribe, County representative, Charter Review Commission recommendations

The meeting concluded at 11:29 a.m. and continued until Monday, January 12, 2026 at 9 a.m.

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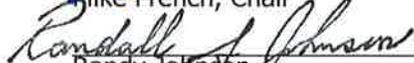
The Board of Commissioners attended a WSAC Virtual Update, Coffee with Colleen, KONP Radio Show and KSQM Radio Show during the week of January 5, 2026.

PASSED AND ADOPTED this 13th day of January 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS



Mike French, Chair



Randy Johnson



Mark Ozias

ATTEST: 

Loni Gores, MMC, Clerk of the Board

KEY TO ABBREVIATIONS:

ATM Administrator Todd Mielke
CMO Commissioner Mark Ozias
CRJ Commissioner Randy Johnson
CMF Commissioner Mike French

m moved
mc motion carried
s seconded



Public Hearing

January 6, 2026

DCD Fee Schedule Ordinance

Written Testimony



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

Date: December 12, 2025

To: Board of Clallam County Commissioners

From: Bruce Emery, Director of Community Development

RE: Update to DCD Fee Schedules, Consideration of Alternatives

The Board of County Commissioners considered proposed changes to the Fee Schedules for the Department of Community Development during their work session on December 8, 2025. During that discussion, concern was expressed that changes resulting in fee increases, coupled with annual CPU-I adjustments, could be viewed as excessive and burdensome to permittees. Staff considered potential changes in three primary areas that could result in a revenue-neutral proposal, excepting the changes to implement the CPI-U adjustment.

GIS Tech Fees. The GIS Department provided an analysis of the estimated amount of time required to update and maintain the GIS system following specific permit approvals impacting the mapped parcel, wetland, stream corridor, and landslide hazard area layers. A total of six permit types were identified. Based on estimated time spent on each, it was calculated that a charge of 20% of the permit fee should be included to recapture the staff time and resources used.

In discussing this issue with the department manager, it was suggested that the analysis was based on the best information available and could prove accurate or not. Based on this uncertainty, it was suggested that, as an alternative to the recommended fee schedule adjustment, only half (50%) of the fee change be implemented at this time to afford opportunity to measure and monitor its accuracy at recapturing staff time and resource costs.

Deferred Submittal Fees. The Building Division allows for the submittal of required information after a building permit is in process. This typically allows for engineered truss information, final design, and other construction elements to be provided at a later date—allowing the applicant to proceed with the project. Under the current Code, deferred submittals require a one-hour minimum fee at the standard hourly plans examiner fee of \$75 (residential or commercial), once the required information is

submitted. Generally speaking, deferred submittals usually take more than an initial review of the material, but if they do prove to be complicated, staff time is accounted for through the applied hourly rate. That said, most applications are only subject to the minimum one-hour charge.

Under the proposed changes, residential plans review fees would increase to \$100 per hour, and commercial would increase to \$125 per hour. If the deferred submittal fees were reestablished on a minimum 1/2 hour basis rather than one hour, the change in projected revenue would include:

Deferred Submittals Fee Adjustments and Revenue				
Deferred permit type	Projected 2026 Permit Activity	Revenue under Current fees (one hour min)	Revenue under Revised (1/2 hour min)	Difference in Revenue
Residential	191	\$ 14,310	\$ 9,540	\$ (4,770)
Commercial	9	\$ 675	\$ 563	\$ (113)
				\$ (4,883)

Administrative Fee. The revisions discussed during the work session included a \$40 per permit administrative fee. This fee was proposed, in part, on the fact that four of five comparable county jurisdictions reviewed included an administrative fee, and although the County has transitioned to an online permit submittal portal, significant staff time is required to assist many customers in working through the permit submittal process. However, in reviewing the overall revenue from proposed changes and concerns expressed regarding multiple increases, the fee could be adjusted to \$10 per permit. This would create a near revenue-neutral result in the bottom line of the Building Division’s changes (negative \$391, total), except for the CPI-U adjustment.

Based on this discussion, we urge the Board of Clallam County Commissioners to proceed with the proposed fee schedule changes, with the following recommended amendments:

- Amend proposed Planning Division Fee Schedule 300-A, to reduce by 1/2 the proposed Tech Assistance Fee.
- Amend proposed Building Division Fee Schedule 310-A, to reduce the minimum time period from one hour to one-half (1/2) hour for deferred submittals.
- Also amend proposed Building Division Fee Schedule 310-A, to reduce the Administrative Fee from \$40 to \$10 for each permit application or revision.

Enclosed is a table showing the fiscal impacts of the items discussed herein, and the other changes proposed in the Fee Schedules, as discussed during the 12/8/25 work session. Revised Draft Ordinances will be provided upon your instruction.

Thank you for your consideration on this matter. If you have any questions, please contact me at 360-417-2323 or at bruce.emery@clallamcountywa.gov.

Sincerely,

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

Bruce Emery, Director
Clallam County DCD

Clallam County DCD, Proposed Changes to Fee Schedules

Projected Revenue Changes for 2026

Division Schedule Changes	Projected Total Revenue with Adjustment	Minus Projected Revenue Under Current Fees	Projected Change in Revenue for 2026 Adjusted (-10%)	Notes
Planning Division Adjustments				
2.7 % CPI-U Adj.	\$ 178,154	\$ 173,470	\$ 4,215	Adjusted Change in Revenue per CPI-U
GIS Tech Fee	\$ 13,208	\$ -	\$ 11,887	Pass-through fees to cover GIS Cost of operations. Includes 50% of original.
Hearing Examiner Fees	\$ 800	\$ -	\$ 720	Pass-through fees to cover Hearing Examiner costs
Total Revenue Adj.			\$ 16,823	
Building Division Adjustments				
2.7 % CPI-U Adj.	\$ 1,288,608	\$ 1,254,730	\$ 30,490	Adjusted Change in Revenue per CPI-U
\$10 Admin fee	\$ 11,530	\$ -	\$ 10,377	New fee similar to comp jurisdictions. Includes 25% of original proposal.
Def. Submittal Residential	\$ 10,600	\$ 15,900	\$ (4,770)	Increased hourly rate with change from one to 1/2 hour minimum.
Def. Submittal Commercial	\$ 625	\$ 750	\$ (113)	Increased hourly rate with change from one to 1/2 hour minimum.
Single-wide MH	\$ 8,125	\$ 9,880	\$ (1,580)	Adusted to align with valuation of projects.
Double-wide MH	\$ 63,080	\$ 63,080	\$ -	Adusted to align with valuation of projects.
Triple-wide MH	\$ 3,900	\$ 3,040	\$ 774	Adusted to align with valuation of projects.
Park model	\$ 3,125	\$ 3,800	\$ (608)	Adusted to align with valuation of projects.
Misc. inspections	\$ 2,300	\$ 1,725	\$ 518	Increase current \$75 fee to \$100 to reflect actual costs.
Fireworks Stands	\$ 1,000	\$ 750	\$ 225	Increase current \$75 fee to \$100 to reflect actual costs.
Fire, life, safety permit	\$ 3,700	\$ 2,775	\$ 833	Increase current \$75 fee to \$100 to reflect actual costs.
Ductless heat pump	\$ 15,100	\$ 18,422	\$ (2,990)	\$100 flat fee rather than valuation. Current revenue assumed average \$122/unit.
Heat pump	\$ 29,400	\$ 33,320	\$ (3,528)	\$150 flat fee rather than valuation. Current revenue assumed average \$170/unit.
Wood burning FP	\$ 2,800	\$ 3,192	\$ (353)	\$100 flat rate vs. current \$114.
Plumbing repair	\$ 600	\$ 684	\$ (76)	Establish simplicity, does not conflict with costs/revenue.
Propane tank/appliance	\$ 7,200	\$ 6,992	\$ 187	Establish simplicity, does not conflict with costs/revenue.
Commercial Plan Review	\$ 750	\$ 450	\$ 270	Increase rate from \$75/hr to \$125/hr. per comp jurisdictions
Residential Plan Review	\$ 10,440	\$ 7,830	\$ 2,349	Increase rate from \$75/hr to \$100/hr. per comp jurisdictions
Demolition permit	\$ 2,800	\$ 3,192	\$ (353)	Establish simplicity, does not conflict with costs/revenue.
Solar panel array	\$ 6,480	\$ 8,208	\$ (1,555)	Establish simplicity, does not conflict with costs/revenue.
Total Revenue Adj.			\$ 30,098	
Non-CPI-U revenue from changes:			\$ (391)	
CPI-U revenue adjustment, only:			\$ 30,490	

Existing revenue assumes projected 2025 year-end totals.

Note: Projected Revenue Adjustment includes an anticipated 10% reduction in over-all permit volume for 2026.

Gores, Loni

From: Dr. Sarah Huling, EdD, MBA <triplesconsultants2025@gmail.com>
Sent: Tuesday, January 6, 2026 9:06 AM
To: Gores, Loni
Subject: 1.6.2026 Public Hearing: Chapter 5.100 Ordinance & Strengthening the Public Record

Dear Commissioners,

Thank you for the opportunity to provide public comment during the January 6, 2026 hearing on the proposed ordinance amending Chapter 5.100, the Consolidated Fee Schedule for Community Development.

I want to clarify a governance issue that became apparent to me while reviewing the board packet. Staff provided an extensive verbal explanation describing the proposed fee updates as cost-based, equitable, and “budget neutral.” While that context may be accurate and well-intended, it also highlighted a gap between what is said versus what is preserved in the ordinance language that the Commission is ultimately asked to adopt.

From a governance perspective, explanation—no matter how thorough—does not substitute for documentation in the public record. Future commissioners, staff, and constituents will rely on the ordinance, not recollections of meetings, to understand how decisions were made and whether best practices were followed.

Specifically, as presented, the board packet and draft ordinance do not clearly document:

- The cost-of-service methodology used to calculate the updated fees;
- What “budget neutral” means in measurable terms (e.g., neutral to which fund, over what time horizon, and based on what assumptions);
- Whether and how equity impacts—particularly for rural residents, fixed-income applicants, or small-scale development—were evaluated; and
- What mitigation options (such as phased implementation, waivers, or hardship provisions) were considered and why they were accepted or rejected.

To be clear, my concern is not about staff intent or competence. It is about ensuring that the Board’s actions are supported by tangible, reviewable metrics that strengthen transparency, accountability, and institutional memory.

Suggested Governance Improvement

I respectfully encourage the Commission to consider requiring, either through ordinance language, Board direction, or policy, that items involving fees, rates, or material public impact include a brief Good Governance Metrics Summary in the board packet. For example:

Proposed Governance Checklist for Board Items

1. Authority: Legal basis for the action (code, ordinance, or policy reference).

2. Methodology: Summary of how figures were calculated (e.g., cost-of-service, benchmarks).
3. Fiscal Impact: What “budget neutral” or “cost recovery” means in quantifiable terms.
4. Equity & Impact: Identification of affected populations and any disproportionate impacts.
5. Alternatives Considered: Options evaluated and rationale for selection or rejection.
6. Mitigation Tools: Phasing, waivers, or adjustments considered, if applicable.
7. Review & Sunset: Whether and when the policy or fee will be reviewed.

Even a concise version of this framework would materially improve Board decision-making and public confidence, while reducing reliance on verbal explanation alone.

I offer this feedback as a constructive example that could be piloted with the Chapter 5.100 ordinance and then standardized for future items, or incorporated into County policy governing board packet requirements.

Thank you for your service and for considering how small procedural improvements can meaningfully strengthen good governance over time.

Respectfully,
Dr. Sarah Huling