

## **COUNTY PARK ACQUISITION AND NEW PARK AND RECREATION FACILITY DEVELOPMENT (for Projects in the "Parks Master Plan")**

### **Policy 462**

#### **.1 PURPOSE**

The purpose of this policy is to establish a clear procedure for park acquisition or new park and recreation facility development, as is included in the "Parks Master Plan."

#### **.2 DEFINITIONS**

"BOCC" means the Board of Clallam County Commissioners.

"New Park and Recreation Facility" means a new park and recreation facility that provides the space necessary to accommodate a new recreational activity built and open for public use at a County Park. This does not include infrastructure to accommodate existing or future uses to handle parking, access, restrooms, safety, and security including park housing and park host services, maintenance facilities, and facility utilities.

"Park Board" means the Clallam County Park and Recreation Advisory Board as established and appointed by the BOCC and granted certain authority by them to advise the BOCC on matters related to the County Parks System.

"Parks Master Plan" means the Clallam County Parks Master Plan as adopted by the Park Board and Board of County Commissioners.

#### **.3 ACQUISITIONS**

##### **3.1 Procedures**

Once a park acquisition is approved in the "Parks Master Plan," it can be moved forward by direction of the BOCC as a priority or the BOCC can ask the Park Board to provide a recommendation as to what their priority would be and direct staff accordingly.

The Park Board or County Staff can include the acquisition in the department's annual budget request to the BOCC as determined by the County each fiscal year.

If the Park Board or County Staff decides to move forward with an acquisition that is not included in the annual budget, it will bring it to the BOCC for discussion and direction.

For acquisitions not listed on the "Parks Master Plan," refer to Policy 463.

Once an acquisition is approved by the BOCC as a priority, staff will follow the appropriate processes, which may be different depending on the funding source used such as state or federal grant funds or County funds.

Appropriate laws and acquisition procedures as established for Counties will guide the acquisition process until the BOCC completes the final purchase and sales offer and signs the closing documents.

#### .4 NEW FACILITY DEVELOPMENT

##### 4.1 Procedures

Once a new park and recreation facility is approved in the "Parks Master Plan," it can be moved forward by direction of the BOCC as a priority or the BOCC can ask the Park Board to provide a recommendation as to what their priority would be and direct staff accordingly.

The Park Board or County Staff can include it in the department's annual budget request to the BOCC as determined by the County each fiscal year.

If the Park Board or County staff feels it is necessary to act on a new facility that is not included or approved in the annual budget it will bring the issue to the BOCC for discussion and direction.

Once the new facility is determined to be a priority of the BOCC for staff to pursue, or it is approved and included in the annual budget, County Staff will follow the appropriate laws, regulations, permit processes, bidding and other regulations to carrying out the planning and construction of the new facility.

#### .5 DISCLAIMER

Nothing in this policy pertains to facility repairs, maintenance projects or other development or improvement projects listed in the annual budget, or those that do not meet the definition of New Park and Recreation Facility.