

**COUNTY PARK ACQUISITION AND
NEW PARK AND RECREATION FACILITY DEVELOPMENT
(for Projects not in the "Parks Master Plan")**

Policy 463

.1 PURPOSE

The purpose of this policy is to establish clear procedures to approach, consider, and respond to requests for County Park Acquisitions and New County Park and Recreational Facilities to be added to the County Parks System not already approved by the Park Board and BOCC in the "Parks Master Plan."

This policy is intended to:

- Provide a systematic approach to assure requests for County Park Acquisitions and New Park and Recreation facilities proposed to be added to the County Park System receive an opportunity for public input and BOCC consideration.
- Assure that citizens, organizations, Commissioners, Park Board, and County Staff have an opportunity to propose new park and recreational facilities and land acquisitions for Public Park and Recreational Use.
- Assure that the County provides opportunities for public comment on proposals through a variety of methods.
- Provide guidance to the Park Board, County Staff, and BOCC concerning the process to follow when receiving a request for a park acquisition or additional new park and recreation facilities not already approved in the "Parks Master Plan."

.2 DEFINITIONS

"BOCC" means the Board of Clallam County Commissioners.

"County Park System" means the Clallam County Parks as owned and managed by the County as County Parks

"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 REQUESTING CONSIDERATION OF A NEW COUNTY PARK AND RECREATION FACILITY OR PARK LAND ACQUISITION NOT IN THE “PARKS MASTER PLAN”

3.1 Citizen Request

A member(s) of the public, group, or organization may request the County consider a specific park land acquisition or new park and recreation facility be added to the County Park System.

A written request to be placed on the Park Board’s agenda shall be submitted to the County Parks and Facilities office not less than 20 days prior to the next regularly scheduled Park Board meeting. County Staff may ask for additional information prior to placing the request on the Park Board’s agenda.

The County staff will place the request on the Park Board’s agenda to include any written information provided by the proponents.

The proponent(s) will be given an opportunity to present the request to the Park Board once it is scheduled on the agenda so that it becomes advertised.

3.2 Park Board Member or County Staff Request

The Park Board Member or County Staff shall prepare a report and request the item be placed on the Park Board’s agenda for consideration.

The request may include recommendations made during the “Parks Master Plan” process and updates or the overall County Comprehensive Plan process as appropriate. This will normally include Park Board involvement, additional public input, and eventual BOCC consideration and action.

3.3 County Administrator Request on behalf of the BOCC

The Administrator shall submit a written request to staff for consideration. He may present it at a meeting of the Park Board or defer to staff.

.4 CONSIDERATION OF REQUEST FOR A PARK LAND ACQUISITION OR NEW PARK AND RECREATION FACILITY NOT APPROVED BY THE BOCC IN THE "PARKS MASTER PLAN"

4.1 Procedure

Once a request has been placed on the Park Board agenda and presented, the Park Board will ask staff to prepare a report and recommendation. Additional information may be requested by the Park Board prior to further consideration of the request.

Once the additional information and report are received, Staff will place the issue back on the Park Board's agenda for further consideration. Public input will be taken by the Park Board on the proposed request.

Following public input, the Park Board may discuss and recommend additional public input meetings and/or work shops.

Once the Park Board feels they have sufficient information and public input to make a decision, they will take action on the proposal in the form of a recommendation to the BOCC. This recommendation will include a request to add the item to the "Parks Master Plan."

Staff will prepare the recommendation and present the request to the BOCC at an advertised and scheduled work session or other regular BOCC meeting.

The BOCC will consider the request and direct staff as to what action or additional process to use in order to gather additional input prior to action on the proposal. If they approve the proposal, the amended "Parks Master Plan" will be adopted by Resolution following a public process.

The BOCC may hold public input meetings, work group meetings, or a formal public hearing on the request prior to making their decision.

The BOCC will direct staff with regard to timing of the project, budgetary issues/funding they want pursued, or if it is to be added as a future project and not as a priority for the present fiscal year.