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THE CITY OF  
**PORT ANGELES**

DEPARTMENT OF  
COMMUNITY AND ECONOMIC DEVELOPMENT  
2009 YEAR END REPORT





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# EXECUTIVE SUMMARY

2009 was a productive year for the Department of Community and Economic Development (DCED). The Department saw many successes in our committed effort to serve the public interest, through a balanced approach to growth and development.

Despite a drop in the number of building permits processed in 2009, building permit revenue increased by over 60 percent from 2008. Some major projects which contributed to this increase in value included construction of Peninsula College's Maier Hall, the Lower Elwha Klallam Heritage Center, and the new Downtown Medical Clinic. The Building Division also saw successes on a number of code compliance issues. These included the condemnation of the Chinook Motel, a Notice of Infraction authority and new code compliance processes.

The Planning division reviewed an increased number of land use applications from 2008, processing 38 permits and over 30 environmental reviews. Beyond permitting, the division was awarded over \$1M in grants to facilitate implementation of multiple City projects. The Division also launched a Façade and Signage Program and awarded four grants to building owners to improve their commercial building facades.

The Economic Development Division this year partnered with various organizations and agencies to work on multiple economic development projects striving to put jobs on the ground in Port Angeles. In conjunction with PA Forward the Division worked on planning the "Together We Can" and "Marketing Your Business" forums. Focus was also directed at working closely with contract entities to assist local employers with expansion opportunities. The Division worked closely with local companies including Blackball Ferry, Kenmore Air, ACTI, and Peninsula Plywood in order to find out how the community can better meet their business needs.

As part of the vital role Cultural Resources plays in City planning and public works activities the City Archaeologist initiated and proceeded towards the award of two contract projects in 2009 for the draft Statistical Archaeological Probability Model. The City Archaeologist is also involved in coordination efforts for the future re-development of the Rayonier Mill Site.

DCED's work plan for 2010 will include the continuation of work on numerous projects in all Divisions to create a more dynamic city for its citizens. Please do not hesitate to contact staff if you have any questions or comments on our 2009 Year End Report, on future projects, or have general questions about Community and Economic Development in Port Angeles.



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Nathan A. West, AICP  
Director, Community and Economic Development



## INTRODUCTION

DCED is comprised of four divisions: Building, Planning, Cultural Resources, and Economic Development. The Building Division is responsible for reviewing building permit applications, permit coordination and issuance, building inspections, code compliance, nuisance abatement, and overseeing community service cases in the City. The Planning Division reviews and issues land use permits and serves the public interest through protecting individual property rights. The Cultural Resources Division reviews permits for archaeological compliance, conducts cultural resources consultation with local tribes, and advises and assists both the Planning Division and Public Works with projects that require State and Federal Cultural Resources compliance actions. The Economic Development Division works to promote and enhance business investments and employment opportunities within the City.

### DIRECTOR



**Nathan West**  
Director of Community &  
Economic Development

### THE BUILDING DIVISION



**Pat Bartholik**  
Code Compliance  
Officer



**Linda Pangrle**  
Permit Technician



**Jim Lierly**  
Building Inspector

### CULTURAL RESOURCES



**Derek Beery**  
Archaeologist

### THE PLANNING DIVISION



**Sue Roberds**  
Planning Manager



**Scott Johns**  
Associate Planner



**Roberta Korcz**  
Assistant Planner

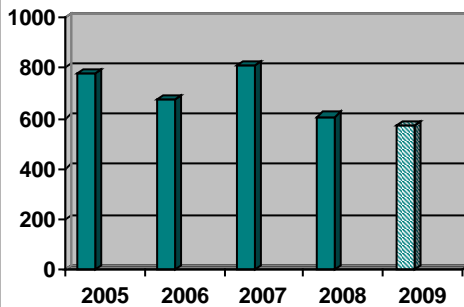
# BUILDING DIVISION HIGHLIGHTS

## Building Division Accomplishments

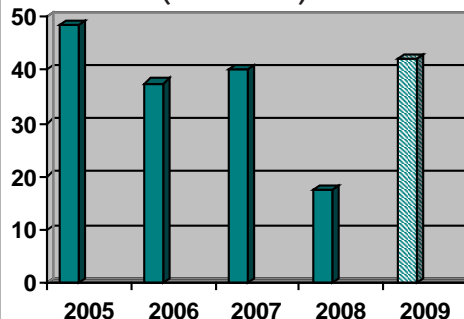
- Processed 569 building permits valued at over \$42 million including Peninsula College's Maier Hall building, the Lower Elwha Heritage Center, and Downtown Medical Center
- Facilitated completion of over 3,000 community service hours.
- Processed nearly 150 code compliance cases.
- Issued 78 Certificates of Occupancy for new or relocated businesses.
- Facilitated completion & issued a Certificate of Occupancy for the Gateway facility.
- Condemned the Chinook Motel in effort to maintain public health
- Coordinated inspections & code compliance for the new water treatment plant.
- Established a Notice of Infraction authority for the Code Compliance Officer.
- Incorporated a new code compliance process and filing system to more effectively ensure enforcement action.
- Laserfished thousands of pages of completed building permits and associated paperwork providing easy computer access to these records.
- Partnered with the Port Angeles Downtown Association (PADA) to provide easily accessible, needed information for business owners, entitled "Facts From The City of Port Angeles About Doing Business Downtown", which is posted on the PADA website.



NUMBER OF PERMITS ISSUED



VALUE OF PERMITS ISSUED  
(in millions)



PERMIT TYPE	2008	2009
Single Family Residential	20	31
Multi-Family Residential	1	0
Commercial	3	6
Industrial	5	1
Hotel/Motel	0	0
Institutional/Recreational	1	5
Other	577	526
<b>TOTAL</b>	<b>607</b>	<b>569</b>

PERMIT VALUES	2008	2009
Single Family Residential	\$ 3,386,344	\$ 4,456,082
Multi-Family Residential	\$ 249,518	-
Commercial	\$ 988,680	\$ 686,146
Industrial	\$2,176,769	\$ 293,821
Hotel/Motel	-	-
Institutional/Recreational	\$ 1,800,000	\$ 26,089,776
Other	\$ 8,708,670	\$ 10,710,670
<b>TOTAL</b>	<b>\$ 17,311,981</b>	<b>\$ 42,236,495</b>



## CODE COMPLIANCE ACCOMPLISHMENTS

CODE COMPLIANCE PERFORMANCE MEASURES	2007	2008	2009
Number of Compliance Cases	151	165	148
Total CSW Cases	153	226	226
Total CSW Hours Monitored	658	575	568.5
Total CSW Hours Completed	2,317	4,077	3,092

### BEFORE



Buildings can be difficult to keep in compliance due to out of town owners

### AFTER



Sometimes the best remedy for compliance problems is re-development



Sign ordinance enforcement



Sign removal for businesses no longer in operation



Public nuisance abatement

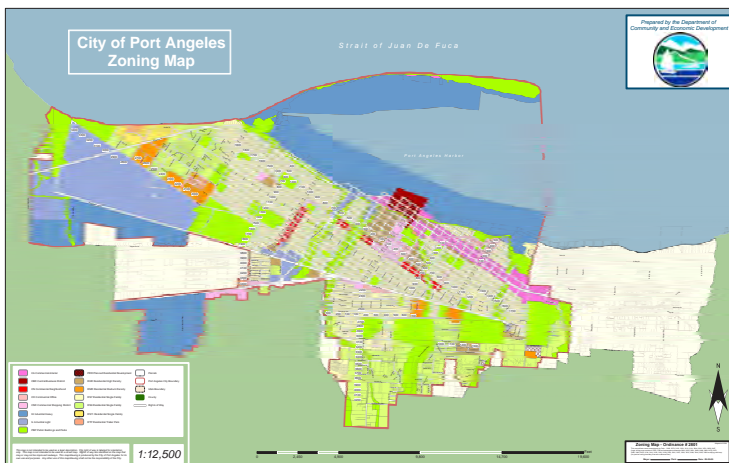


After gaining compliance, maintaining compliance can be difficult

# PLANNING DIVISION HIGHLIGHTS

## PLANNING DIVISION ACCOMPLISHMENTS

- Conducted an area plan for Downtown Port Angeles and the First and Front street corridors in conjunction with a grant from the American Institute of Architects (AIA).
- Negotiated a Phase II Interlocal Agreement for \$230,000 with the Department of Ecology to further Rayonier Mill site coordination and harbor planning.
- Initiated the Shoreline Master Program update with a \$200,000 grant from the Department of Ecology.
- Processed 70 land use permit applications.
- Worked with Clallam County staff and the Clallam County Planning Commission to ensure consistency in development standards in the Port Angeles Urban Growth Area.
- Participated with the Puget Sound Partnership to implement the Strait of Juan de Fuca Action Area Agenda.
- Awarded a \$450,000 Community Development Block Grant for the Maloney Heights Project.
- Actively participated on the William Fairchild International Technical Advisory Committee.
- Implemented code changes in support of the National Pollutant Discharge Elimination System (NPDES) Phase II Permit.
- Amended Comprehensive Plan with goals, policies and objectives in support of NPDES Phase II Requirements and AIA implementation items.
- Completed the Community Trade and Economic Development 08-09 Competitive Grant.
- Received a Salmon Recovery Funding Board competitive grant for \$121,996.
- Hosted a community meeting with the Department of Ecology to discuss community projects and future partnership opportunities.
- Instituted a Port Angeles Harbor Planning Committee to assist with the Harbor Resource Management Plan and Shoreline Master Program.
- Drafted amendments to improve existing zoning & parking codes that eliminated disincentives to developers.
- Completed close out of the Wildwood Terrace Community Development Block Grant.
- Drafted and incorporated multiple Capital Facility Plan items related to planning and economic development.



City of Port Angeles Zoning Map

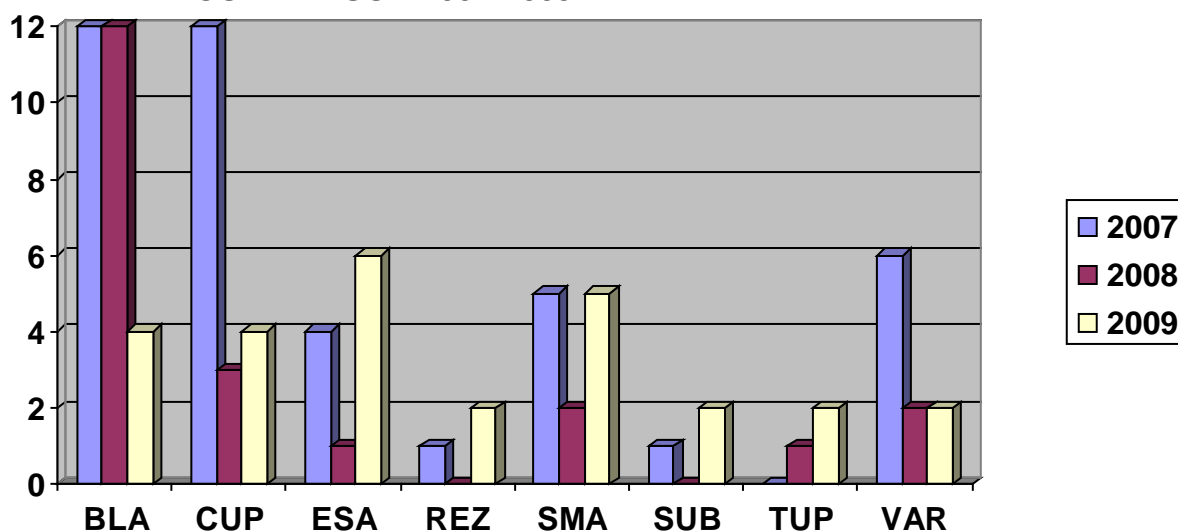


## PLANNING PERMITS PROCESSED

PERMIT TYPE	2008	2009	* DAYS TO PROCESS
BLA- BOUNDARY LINE ADJUSTMENT	12	4	35
CUP- COUNDITIONAL USE PERMIT	3	7	36
ESA- ENVIRONMENTALLY SENSITIVE AREA	1	6	20
HOP- HOME OCCUPATION PERMIT	2	1	6
IOZ- INFILL OVERLAY ZONE	0	1	40
MCA- MUNICIPAL CODE AMENDMENT	2	1	29
PKV- PARKING LOT VARIANCE	0	1	40
REZ- REZONE	0	2	62
RTS- RETAIL STAND PERMIT	0	1	40
SEPA- STATE ENVIRONMENTAL POLICY ACT	17	32	49
SMA- SHORELINE SUBSTANTIAL DEVELOPMENT	2	5	58
SP- SHORT PLAT	5	1	46
STV- STREET VACATION	2	1	77
SUB- SUBDIVISION	0	2	52
TUP- TEMPORARY USE PERMIT	1	2	12
VAR- VARIANCE	2	2	27
WET- WETLAND PERMIT	0	1	121
<b>TOTAL</b>	<b>49</b>	<b>70</b>	<b>44</b>

\* average

PERMIT COMPARISON 2007-2009



# PLANNING DIVISION HIGHLIGHTS



*"You hit the ground running the day after we left Port Angeles and we have been extremely impressed by your progress"*

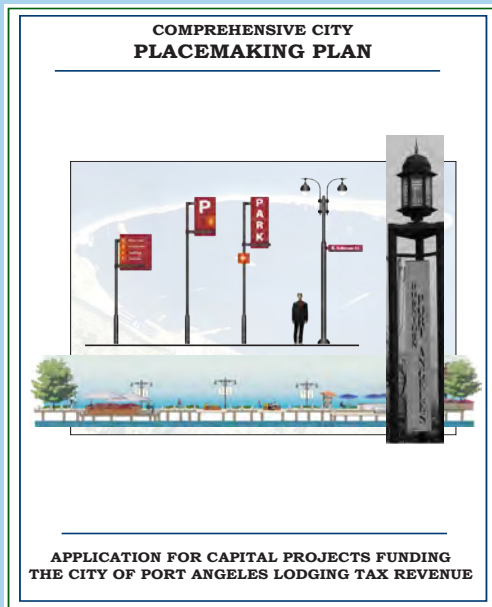
- Erin Simmons, AIA National Staff member.

The Planning Division hosted the American Institute of Architect (AIA) Sustainable Design Assessment Team (SDAT) twice in 2009. During the visit, the Team met with community stakeholders and held a public meeting to gather information. The assessment focused on beautification and revitalization in terms of economic, environmental, and social sustainability. The project was funded in part by a grant awarded to the City by the AIA. The Planning Division has already implemented many of the SDAT recommendations and has laid the groundwork to complete more in the near future.



The Department Instituted a Port Angeles Harbor Planning Committee to assist with the Harbor Resource Management Plan and Shoreline Master Program. The master program is essentially a shoreline comprehensive plan with a distinct environmental orientation applicable to shoreline areas and customized to local circumstances.



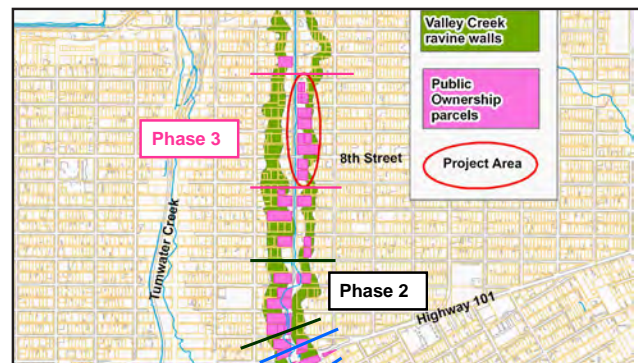


The City of Port Angeles was awarded a Lodging Tax Revenue grant of \$157,000 to help fund phase one of a three year comprehensive placemaking plan to better develop the City of Port Angeles for its residents and as a tourism destination. Three components are included in the plan's initial phase as follows:

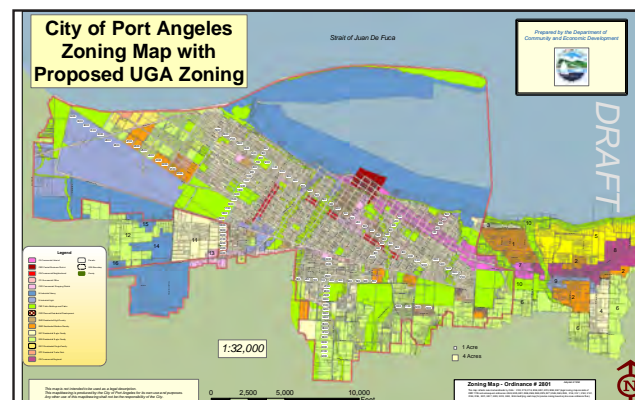
Development of the downtown waterfront to revise, renovate, and create new public access areas along the City's northern waterfront between Hollywood Beach and the Valley Creek Estuary.

Implementation of a comprehensive wayfinding & signage system to eliminate existing signage "clutter" and effectively guide people to and highlight key attractions in and around Port Angeles.

Design of two entry monuments at the east and west city gateways. These will serve as visual markers for travelers upon entrance to Port Angeles and a reminder of the vitality and history of our City.



The City received a Salmon Recovery Grant that will enable 1,600 feet of currently channelized Valley Creek to meander, providing off-channel rearing habitat, attenuate local flooding, and reduce bank erosion, while eliminating one-block length of culverted creek (500 feet) and the installation of in-culvert passage structures in a section of the creek remaining in a culvert. The project design will address 3.3 acres of riparian restoration, stabilization and protection of the Valley Street roadway, and eventually provide accessible open space.



Worked with Clallam County to ensure:

- Consistent development standards between the existing county standards and city standards.
- Predictability in future land use potential for existing or future property owners.
- Appropriate and efficient stormwater management as properties develop.
- Defined areas for a variety of urban development types allowing planning for infrastructure needs.
- Logical application of zones based on location, history, current land use, existing county zoning.

# ECONOMIC DEVELOPMENT DIVISION HIGHLIGHTS

## ECONOMIC DEVELOPMENT DIVISION ACCOMPLISHMENTS

- Participated in negotiations with the Port Authority and Economic Development Council to enable Penply to reopen, providing an expected 175 new jobs in the City.
- Worked in partnership with the Port Angeles Downtown Association, Port Angeles Business Association, Chamber of Commerce, Clallam Business Incubator, Economic Development Council, Port of Port Angeles, and others to assist, support and grow local businesses.
- In conjunction with the Port Angeles Forward Committee, planned a “Together We Can” forum for local businesses to become familiar with local resources available to them.
- Sponsored the “Making It Last – Help For Local Economy” event to provide support for local businesses.
- Sponsored a third forum on “Marketing your Business” in support of local businesses.
- Implemented a Façade Improvement Program utilizing Community Development Block Grant Income.
- Awarded four Façade Improvement Program Grants.
- Provided support to the Port Angeles Harbor Works Development Authority to undertake redevelopment of the former Rayonier mill site.
- Assisted in the negotiation with Rayonier Inc. to obtain a License Agreement for use of the site.
- In partnership with the Port, established Port Angeles as a finalist for the NOAA Marine Operations Center.
- Successfully negotiated a restructuring agreement and funding agreement with the Port Angeles Downtown Association.
- Negotiated a new lease with First Street Plaza L.L.C. for the management of a City owned parking lot between Oak and Cherry streets.
- Worked with local businesses to follow and comment on the Department of Ecology’s Dioxin Sampling plan and potential new legislation.
- Actively supported rezoning of the Port Angeles Urban Growth Area to provide for future industrial land availability.
- Ratified the policy on expenditure associated with the Economic Development Fund.
- Met with the Port Angeles Farmers Market to promote the use of the Gateway Plaza.
- Submitted two City projects to the Peninsula Development District for Economic Development Administration Funding.
- Participated in community stakeholder meetings to ensure the future success of passenger air service for Port Angeles.
- Provided staff support and contract management on behalf of the Lodging Tax Advisory Committee.





In a continued effort to assist and ensure the success of local businesses, the Division co-hosted several business forums including the “Together We Can- Business Resources Support Forum” focusing on General and Internet Marketing strategies. The event provided free business information, solutions, assistance, and resources to all area businesses both big and small. The forum involved many partner organizations including representatives from the Port Angeles Downtown Association, Economic Development Council, Port Angeles Regional Chamber of Commerce, Entrepreneur Institute, and Port Angeles Business Association.



The Division worked with the Port of Port Angeles and community stakeholders to ensure the future success of passenger air service to Port Angeles. The Lodging Tax Advisory Committee made a recommendation to award \$10,000 in Lodging Tax funds to Kenmore Air Harbor Inc to ensure:

- The promotion to people outside Clallam County travel via air to Port Angeles.
- Advertising, publicizing, or otherwise distributing information about airline service for the purpose of attracting tourists to Port Angeles.
- Kenmore will continue to provide air service to Port Angeles.
- Kenmore will work with the Port Angeles Regional Chamber of Commerce to promote air travel to Port Angeles.
- Kenmore will market Port Angeles as a tourism destination.



\$25,179 was awarded to the first four recipients of the City’s new Façade and Signage Competitive Grant Program. The Program provides a matching grant award up to \$10,000 per project for façade improvements, and up to \$1,000 per project for sign improvements. Projects are evaluated on the degree in which they promote improvement to the physical appearance, accessibility, and overall value of properties located within commercial areas. The Program will continue in 2010.

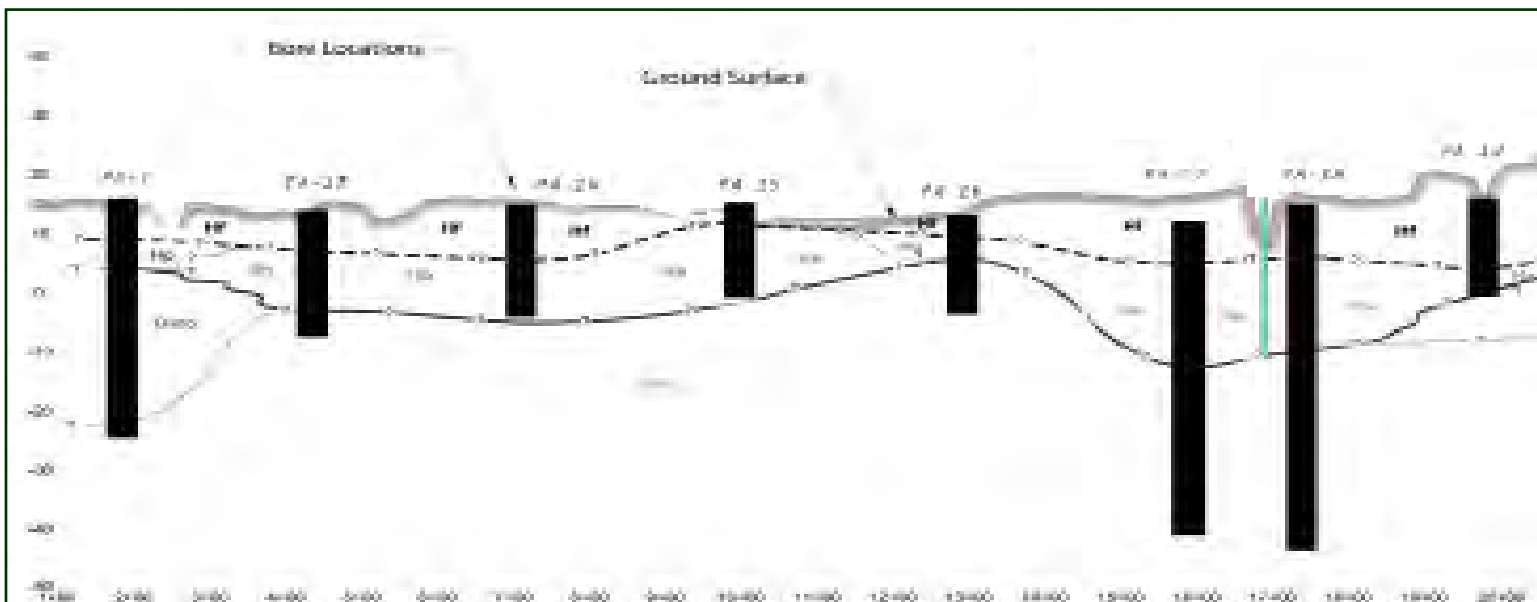


The Division partnered with many organizations in 2009 to support future economic successes throughout the City. Partnership efforts involved support to the HarborWorks’ redevelopment of the Rayonier Site, negotiations with the Port Authority to reopen Penply, and successful negotiations with the Port Angeles Downtown Association in their restructuring and funding agreements.

# CULTURAL RESOURCES HIGHLIGHTS

## CULTURAL RESOURCES DIVISION ACCOMPLISHMENTS

- The City Archaeologist awarded two projects: a Geomorphological study and Forensic Canine Survey for the Waterfront Study Area. The Institute for Canine Forensics completed fieldwork in December 2009. The Geomorphological Fieldwork will be conducted in Late Spring and Early Summer 2009 by SRI and North Carolina State University. After these studies are complete they will be used to create a second draft of the Predictive Model with additional datasets.
- The City reviewed nine permit applications with archaeological components during the year including larger ground disturbing projects at Sunset Wire Rope/Do It Best Hardware and the Port of Port Angeles' West Boathaven. Others included 219 N. Oak, Pettit Oil, K-ply/Pen-Ply, the Marine Trades Area, Tse-whit-zen, and Family Medicine/Cherry Hill Associates. The City Archaeologist is also serving as an advisor on the Harbor-Works Permit Coordination Group and has filled in for the Harbor-Works archaeological consultants on occasion.
- The City Archaeologist gave PowerPoint presentations to numerous City, County, and Civic groups regarding the application of archaeological predictive models and the more general process of conducting compliance archaeology in Clallam County and Washington State.
- The City Archaeologist consulted with Public Works on a number of City projects this year. Among these is the Combined Sewer Overflow (CSO), Storm repairs to City infrastructure, FEMA funding to reconstruct portions of the Waterfront Trail, and the Dry Creek Olympic Discovery Trail Dry Creek Segment. Exploratory work on the CSO was conducted during August 2009 and an archaeological report is underway. Work is progressing on production of memorandum of agreement (MOA) with the LEKT regarding the CSO project and a Work Plan for the Archaeological components of the CSO construction is a part of the MOA.

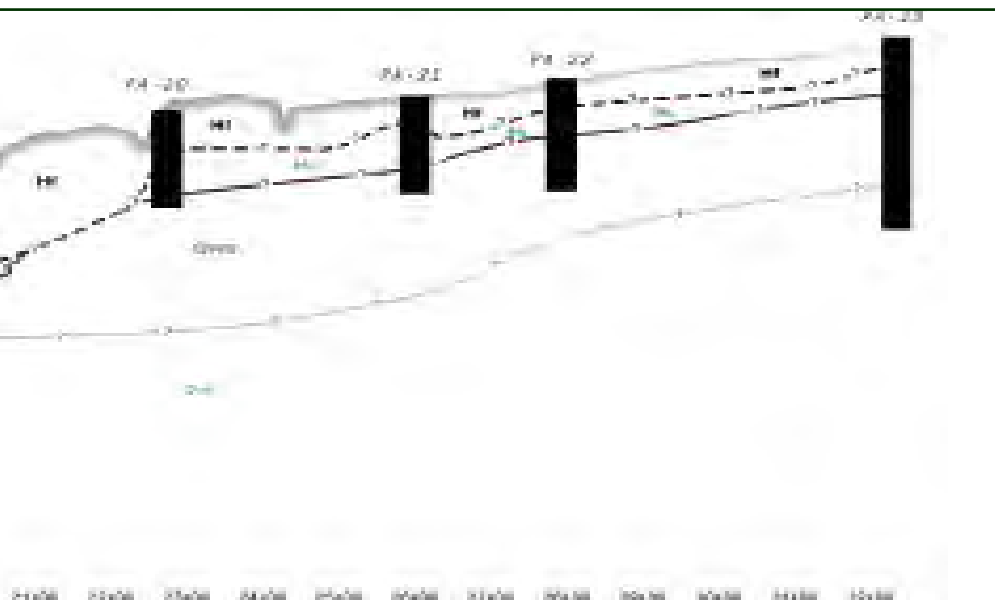
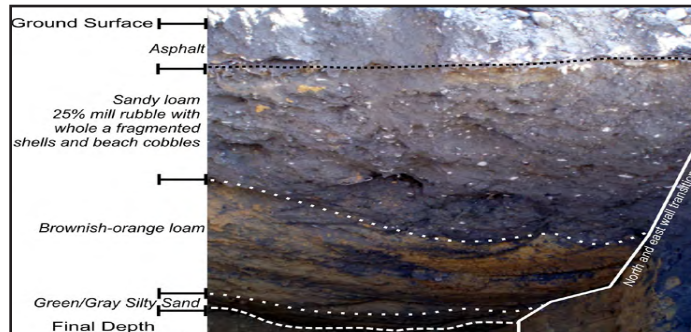




- The City Archaeologist continues to consult with the Lower Elwha Klallam Tribe regarding archaeological projects and Public Works Project ground disturbances around the City; especially the waterfront where the August 14<sup>th</sup>, 2006 Settlement Agreement stipulations are followed by the City.
- The City Archaeologist conducted archaeological monitoring on a total of 50 days for various projects under the City's jurisdiction. These included numerous power pole replacements, resurfacing projects, storm-water system repairs, and repair of surface armor.
- The City Archaeologist helped Clallam County by conducting a cultural resources inventory project for the Eastern UGA Sewer Extension on 3<sup>rd</sup> between Baker and Gales Streets. He also advised Clallam County officials and staff on monitoring issues for the July construction of the project.



**Rightt: Profile of Soil Observed During Archaeological Monitoring of CSO Test Pit #4 Belowt: Fence Diagram of Soil Depths from Geo-Technical Bore Holes**



*From top: Historic Human Detection Dog at Work on Ediz Hook, Glass Bottles from Construction Project on 8th Street, Isolated Prehistoric Stone Tool from Clallam County City Archaeologist Monitoring Utility Locates on Rayonier Property*

# 2010 GOALS AND OBJECTIVES

## **Goal: Community Development Objectives:**

- Update the Comprehensive Plan through a community visioning process
- Update the Shoreline Master Program incorporating a harborwide planning approach developed from the public vision
- Provide support to the Port Angeles Forward Committee
- Implement the Port Angeles international corridor area plan
- Identify ineffective sections of the Port Angeles Municipal Code and update as necessary
- Eliminate regulatory barriers that prevent long term investment in the community
- Develop incentives to encourage desirable development projects
- Ensure compliance with City NPDES Phase II Stormwater Permit
- Facilitate training and education of the Planning Commission
- Implement updates to the Urban Services Standards and Guidelines and supporting regulations

## **Goal: Economic Development Objectives:**

- Establish partnerships with local governments, agencies, and private businesses to promote and grow the Port Angeles economy
- Facilitate design of the Waterfront Promenade project in conjunction with other public and private partners
- Provide a resource base for local businesses to prepare them for good and bad economic times
- Ensure the future success of the Clallam Business Incubator is secured and derive a sustainable funding mechanism in conjunction with County-wide partners
- Implement capital projects to improve upon Port Angeles' tourism product.
- Facilitate Rayonier site redevelopment and harbor planning
- Promote sustainable industry that complements our location and natural features
- Capitalize on opportunities to attract new employers with living wage jobs
- Ensure predictability for developers in relation to archaeologically and culturally sensitive finds

## **Goal: Community Livability Objectives:**

- Facilitate the development of a sufficient supply of attainable housing
- Review the Port Angeles Municipal Code to ensure that Multi-Family and Mixed use developments are viable options for developers
- Incorporate a new chapter of the Urban Services Standards and Guidelines that addresses landscapes and public places
- Support the utilization of the Community Development Block Grant Housing Rehabilitation Fund



### Goal: Quality Municipal Services Objectives:

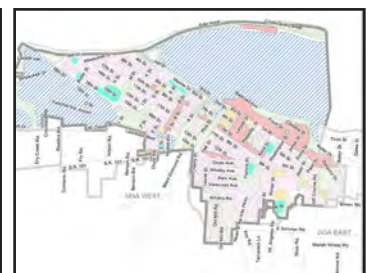
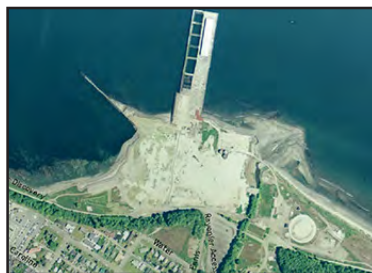
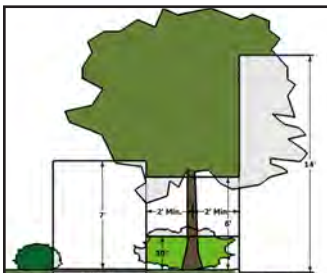
- Maintain optimum performance in carrying out all building permit functions
- Continue to provide a high standard of customer service at the front desk
- Track processes and staff time in an accurate and reliable manner
- Consistently pursue code compliance and nuisance abatement issues
- Insure that record keeping and record retrieval continue to be streamlined for efficient access

### Goal: Intergovernmental Relations Objectives:

- Monitor agreement with Clallam County for development standards in the Urban Growth Areas
- Develop a regional approach with Clallam County on the City's Shoreline Master Program
- Work with Clallam County to develop a consistent approach to stormwater regulation, monitoring, and education
- In participation with the Port of Port Angeles and Clallam County Economic Development Council work to create and support job growth
- Develop projects and working agreements with the Lower Elwha Klallam Tribe
- Collaborate with Clallam County towards a seamless annexation process for the City's urban growth areas
- Coordinate with the Department of Ecology on issues related to the State Environmental Policy Act, Shoreline Master Program, NPDES, and Toxics Control Program

### Goal: Cultural Resources Objectives:

- Continue to provide archaeological oversight on all City permits along the waterfront
- Provide support to City Public Works to ensure that all ground disturbances conducted by the City on the waterfront are done so with the presence of an archaeological monitor
- Ensure that the City is compliant with State and Federal archaeological regulations
- Establish new effective patterns of information sharing and community building regarding archaeological issues with private landowners and public agencies
- Facilitate Cultural Resources relationship with the Lower Elwha Klallam Tribe



# 2010 PROJECTS AND PROGRAMS

## **Economic Development**

- Actively pursue sustainable industries
- Attract new employers with living wage jobs
- Promote activities at the multi-modal gateway project in Downtown
- Support the Port Angeles Harbor Works Development Authority in the redevelopment of the former Rayonier Mill site
- Work to promote the viability of the William Fairchild International Airport
- Foster public/private partnerships that provide for success of local businesses
- Manage local economic development contracts
- Administer the City's Community Development Block Grant Program
- Assist ACTI with building expansion, composite training, and job growth.
- Support the opening of the Peninsula Plywood mill to facilitate additional job creation
- Develop concepts and architectural designs for the waterfront promenade
- Establish a comprehensive signage and wayfinding program for the City of Port Angeles
- Design and construct entryway monuments
- Continuation of the Citywide Façade Improvement Program
- Create a revitalization district overlay for the Central Business District

## **Long Range Plans**

- Implement area plan of the Port Angeles international corridor resulting from the 2009 American Institute of Architects grant
- Inventory public and private signage throughout the City
- Continue efforts towards the 2011 Shoreline Master Program Update
- Review and update of the Harbor Resource Management Plan
- Begin the 2011 Comprehensive Plan Update
- Develop a predictive model for the location of High, Medium and Low probability areas of cultural resources
- Complete the Community Trade and Economic Development 08-09 Competitive Grant
- Prepare a viewshed analysis in conjunction with the Shoreline Master Program
- Enable residential parking in the downtown
- Modify downtown parking code to eliminate barriers to future investment

## **Permitting and Code Enforcement**

- Continue to maintain a high standard for building permit review and inspection
- Consistently enforce land use infractions
- Pursue infractions until compliance is attained
- Laserfiche files and maintain organized department wide filing system



## Environmental Issues

- Foster a working relationship with Department of Ecology and the Puget Sound Partnership on major projects including: Rayonier redevelopment, combined sewer overflow, harbor planning, shoreline master program, and NPDES Phase II permit
- Participate in improving upon the Built Green Checklist
- Implement and monitor Low Impact Development Standards
- Finalize the Department of Ecology Low Impact Development Grant
- Facilitate implementation of new policies in support of NPDES Phase II Permit
- Manage the Shoreline Master Program Grant
- Execute restoration of Valley Creek Restoration with Salmon Recovery Board Funding
- Develop and implement landscaping plans to buffer industrial development along the waterfront

## Cultural and Archaeological Resources

- Facilitate the completion of the Forensic Canine Study and incorporate the results into a scientific paper and into the City Archaeological Management Plan.
- Orchestrate a geomorphological and geophysical study of the waterfront for inclusion in the City Archaeological Management Plan
- Complete a second draft of the Waterfront Archaeological Predictive Model using new software and additional information collected since the previous draft version
- Complete a Memorandum of Agreement and Archaeological Work Plan with the LEKT for the CSO project
- Coordinate plan updates and agreements for the City regarding the preservation of archaeological and other cultural resources

