



McCleary Regular City Council Meeting

Wednesday, May 08, 2024 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

Agenda

Join Zoom Meeting

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Meeting ID: **817 9207 7978**

Passcode: **144764**

(253) 215-8782

Call to Order/Flag Salute/Roll Call

Agenda Modifications/Acceptance

Public Hearing

- [1.](#) Signs Ordinance
2. Public Records Ordinance

Public Comment - Agenda Items Only

Consent Agenda

- [3.](#) Meeting Minutes - March 13, 2024
- [4.](#) Meeting Minutes - April 24, 2024
5. Accounts Payable April 16-30, 2024 Ck Numbers 53268-53299 including EFT's Totaling \$64,384.94

Updates

- [6.](#) Staff Reports - Light & Power, Water/Wastewater, Police, Public Works Director, Fire, Public Works, Finance
7. Committee Updates

New Business

Old Business

- [8.](#) Comprehensive Plan
9. Grays Harbor Transit Discussion

Ordinances and Resolutions

- [10.](#) Public Records Ordinance
- [11.](#) Comprehensive Plan Ordinance
- [12.](#) Camera Policy Resolution

Public Comment - City Business Only

Executive Session

Council Comments

Mayor Comments

Adjourn

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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MCCLEARY
REPEALING AND REPLACING MCCLEARY MUNICIPAL
CODE SECTION 17.28.090 “SIGNS”; ADOPTING NEW
RULES AND REGULATIONS GOVERNING SIGNS IN THE
CITY OF MCCLEARY.**

RECITALS:

WHEREAS, United States Supreme Court decisions, specifically *Reed v. Gilbert*, have changed the manner in which signs may be regulated; and

WHEREAS, City of McCleary staff is intent on keeping the Sign Code within the Municipal Code compliant with all Federal and State statutes and court decisions; and

WHEREAS, City of McCleary staff determined that the manner in which signs are regulated in the City of McCleary may be more easily and effectively accomplished by categorizing signs by their physical appearance rather than message; and

WHEREAS, the City Council held a public hearing on _____ to consider this Ordinance; and

WHEREAS, the City finds that repealing and replacing MMC Section 17.28.090 with the proposed sign verbiage will ensure the City’s Municipal Code is aligned with the Supreme Court decision and will make the administration of the Sign Code more simple and equitable for City staff, citizens, and business owners alike;

NOW, THEREFORE, the City Council of the City of McCleary, Washington do ordain as follows:

SECTION I: MMC Section 17.28.090 titled “Signs”, last amended by Ordinance 749 sec. I, 2008, is repealed in its entirety.

SECTION II: MMC Section 17.28.090 titled “Temporary and Special Signs” is hereby added to read as follows:

17.28.090 Temporary and Special Signs

A. Scope and Purpose: This chapter establishes regulations governing the installation, alteration, relocation, maintenance, use and removal of all signs in the City. It is recognized that the

businessperson's right to identify their business contributes to the economic well-being of the community; however, that right should be exercised in a way as to bring benefit to the businessperson without affecting the welfare of the public. In general, this City takes the view that signs should be scaled to the building and property frontage to which the sign is related. The purpose of these regulations is to accomplish the following:

1. Promote the free flow of traffic and protect pedestrians and motorists from injury and property damage caused by, or which may be fully or partially attributable to, cluttered, distracting, and/or illegible signage;
2. Prevent property damage, personal injury, and litter from signs which are improperly constructed, poorly maintained, or of flimsy materials;
3. Provide consistent sign design standards;
4. Prevent visual clutter and provide an improved visual environment for the citizens of and visitors to the City; and
5. Enable the fair and consistent enforcement of these sign regulations.

B. Sign Definitions:

1. "Abandoned sign" means a sign which no longer identifies or advertises a bona fide business, lessor, service, owner, product or activity, or for which no legal owner can be found.
2. "Commercial sign" means a sign erected for a business transaction or advertising the exchange of goods and services.
3. "Construction sign" means any sign used to identify the architects, engineers, contractors or other individuals or firms involved with the construction of a building, or to announce the character or type of building.
4. "Flashing sign" means a sign or a portion thereof which changes light intensity or switches on and off in a constant pattern, or contains motion or the optical illusion of motion by use of electrical energy.
5. "Freestanding sign" means a permanent pole, ground or monument sign attached to the ground and supported by uprights or braces attached to a foundation in the ground and not attached to any building.
6. "Permanent sign" means a sign constructed of weather-resistant material and intended for permanent use and that does not otherwise meet the definition of "temporary sign." Wallmounted sign holders designed for insertion of signs and posters shall be considered permanent signage and subject to all standards of Chapter 17.28.090 MMC.
7. "Portable sign" means any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported. Portable signs include, but are not limited to, signs designed to be transported by means of wheels, A-frame signs, menu and sandwich board signs, and advertising flags.

8. “Projecting sign” means any sign, other than a flat wall sign, which is attached to and projects more than twelve inches from a building wall or other structure not specifically designed to support the sign.
9. “Roof sign” means any sign erected over or on the roof of a building or attached to the wall of a building and extending above the roofline.
10. “Sign” means any device, structure, fixture, placard, painted surface, awning, banner or balloon using graphics, lights, symbols and/or written copy designed, used or displayed for the purpose of advertising, informing, identifying, attracting attention to, or promoting the interest of any person, institution, business, event, product, goods or services; provided, that the same is visible from a street, way, sidewalk, or parking area open to the public.
11. “Sign area” means the entire area of a sign on which copy is to be placed. Sign structure, architectural embellishments, framework and decorative features which contain no written or advertising copy shall not be included. Sign area shall be calculated by measuring the perimeter enclosing the extreme limits of the module or background containing the advertising or identifying message; provided, that individual letters using a wall as the background, without added decoration or change in wall color, shall have a sign area calculated by measuring the smallest rectangle enclosing each letter and totaling the square footage thereof. For double-faced signs, total sign area shall be calculated by measuring only one face.
12. “Sign height” means the vertical distance from grade to the highest point of a freestanding sign or any vertical projection thereof, including its supporting columns. Grade shall be determined by taking the average elevation at finished grade for the midpoints of the four sides of the smallest rectangle that will enclose all area which is within a five-foot horizontal radius of the sign and its supporting structure.
13. “Temporary sign” means any sign that is intended and designed to be displayed for a limited period of time, including, without limitation, a sign that is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than twenty-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of Chapter 17.28.090 MMC.

C. General Requirements:

1. The construction and placement of all signs shall conform to the International Building Code and be pre-approved by the city council and/or staff.
2. No sign shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant, bench or any type of street furniture, or otherwise create a hazard.

3. For signs that meet the definition of more than one sign type, the public works director shall determine which standards apply based on the sign's function, location and orientation.
4. Prohibited Signs. The following signs are prohibited:
 - a. Signs or sign structures which by coloring, shape, design or location resemble or conflict with traffic control signs or devices;
 - b. Signs that create a safety hazard for pedestrian or vehicular traffic, as determined by the Director of Public Works or the city building official;
 - c. Signs attached to public property without permission of the government agency owning the same, including, without limitation, trees, utility poles, street lights;
5. Maintenance. All signs and components thereof must be maintained in good repair and in a safe, neat, clean and attractive condition.
6. Abandoned Signs—Hazardous Signs. Abandoned signs shall be removed by the owner or lessee of the premises upon which the sign is located within six months of abandonment. Signs which constitute a safety hazard to the public shall be removed or made safe immediately.
7. Sign Enforcement—Violations—Penalties.
 - a. Enforcement. The public works director, or the public works director's designee, shall have authority to administer, implement, and enforce this chapter. The public works director or public works director's designee may promulgate regulations consistent with this chapter. The authority of the public works director is not exclusive and is concurrent to another's lawful authority to enforce the provisions of this chapter, including, without limitation, the jurisdiction of the McCleary police department to enforce provisions of this code.
 - b. Violations. It is a violation of this chapter to fail to comply with or to be in conflict with any provision of this chapter. It shall be a separate offense for each and every day during which any violation of any of the provisions of this chapter is committed, continued, or permitted.
 - c. Penalties.
 - A. Any person, firm, corporation, or association or any agent thereof who violates any of the provisions of this chapter shall be subject to the provisions of Chapter 1.20 MMC.
 - B. Any violation of any provision of this chapter constitutes a public nuisance which the City can abate by an action in county superior court. The costs of such action shall be taxed against the violator.
 - C. Penalty and enforcement provisions provided in this chapter are not exclusive, and the City may pursue any remedy or relief it deems appropriate.

d. Removal. Signs not meeting the requirements of this chapter are subject to removal by the City. This includes the following:

- A. Signs located on public property that create an immediate threat to the safety of the public.
 - B. Signs that create an imminent danger to persons or property.
 - C. Signs placed in the public right-of-way that do not meet the requirements of this chapter.
 - D. Unauthorized signs placed on any utility pole, public property, public building or public structure, or on any traffic sign.
 - E. Temporary signs placed within the public right-of-way that may otherwise be allowed by this chapter, but which are in a degraded or dilapidated state due to age, exposure to the elements, or damage may be removed by the City. This includes signs that are illegible.
 - F. The public works director or his/her designee will attempt to contact the owner after removal of signs. The owner may contact the public works director or his/her designee to retrieve any signs removed. Failure to retrieve within fourteen days from date of removal will result in disposal by the City. The City shall not be responsible for damages or loss incurred during the removal or storage of any sign.
7. Sign Owner Responsibility. By installing any sign in the City of McCleary, the owner of the sign acknowledges responsibility for compliance with this chapter, for the safety of the sign, and for any and all damage to property or injury to persons resulting from the sign.
8. Compliance. All existing signs within the City which are not in compliance with the requirements of this chapter upon the effective date of the ordinance codified in this title are considered to be nonconforming signs. Nonconforming signs shall be made to conform with the requirements of this section under the following circumstances:
- a. Signs which do not conform with the requirements of this section shall be removed within sixty days of the effective date of this title or, if located within an area being annexed to the City, within sixty days of the effective date of annexation, whichever is later.
 - b. Whenever any modification is to be made to the structure, frame or support of any nonconforming sign, such nonconforming sign shall be removed or brought into conformance with this title. Adding a new sign face to a nonconforming sign which does not modify the shape, size or any structural element of a nonconforming sign shall be permitted.
 - c. Whenever the facade of a building upon which is located a nonconforming wall sign or nonconforming projecting sign is remodeled or renovated, all nonconforming wall signs located on the portion of the facade being renovated shall be brought into conformance with this chapter.

D. Sign Type Standards:

1. Freestanding Signs. The following regulations shall apply to all freestanding signs:
 - a. Location. Freestanding signs shall not be located within the public right-of-way.
 - b. Identification Signs for Residential Development. Each entrance to a subdivision development or manufactured home park may have a freestanding or fence-mounted identification sign up to thirty-two square feet in area. The height of such signs shall not exceed four feet.
 - c. Freestanding signs must have a substantial base that is at least half as wide and thick (measured horizontally) as the sign itself.
2. Portable Signs. The following regulations shall apply to all portable signs:
 - a. Portable signs shall not exceed nine square feet per side.
 - b. No more than one portable sign may be displayed per entity.
 - c. Signs shall be located directly in front of the sponsoring entity during business hours only.
 - d. Signs shall be located so as not to create a traffic safety hazard by obstructing the vision of motorists on private property or public right-of-way.
 - e. Owners of such signs shall assume liability for damage or injury resulting from their use and shall provide the City with an appropriate legal document satisfactory to the City attorney holding the City harmless and indemnifying the City for such resulting loss and/or injury.
 - f. Portable signs shall be nonilluminated.
3. Projecting Signs. The following regulations shall apply to all projecting signs:
 - a. Projecting signs shall not extend more than five feet above the highest exterior wall of the building it serves or, if mounted on the roof ridge line more than two feet above that ridge line.
 - b. Projecting signs shall not be located directly over windows or in conflict with other signs or architectural features of the building as determined by the City.
 - c. Projecting signs in the C-1 and C-2 districts and authorized by the City shall extend no closer than two feet to the edge of the roadway and provide a minimum clearance of ten feet from the highest existing grade.
4. Temporary signs. The following regulations shall apply to all temporary signs:
 - a. All temporary signs shall be removed within thirty days following the event or activity being promoted.
 - b. Temporary Signs in Public Right-of-Way.
 - A. Temporary signs may be located in the right-of-way when they conform with the requirements of this chapter. Temporary signs shall not be located in right-of-way adjacent to public property owned or under the control of a unit of federal, state or local government, or special purpose district such as a school, park, public utility,

port or library district, unless otherwise approved by the unit of government or special purpose district.

- B. All temporary signs shall be placed in a manner that is safe for all users of public right-of-way. Temporary signs shall not block access to structures or parked cars, and shall not block vehicular sight distance at corners or intersections.
- C. Temporary signs shall only be placed in the right-of-way if the sign owner has permission from the owner of the abutting property.
- D. Temporary signs located in City maintained rights-of-way are subject to temporary removal by the City upon the need to conduct work.

SECTION III: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrase had been declared invalid or unconstitutional.

SECTION IV: This Ordinance shall take effect upon the fifth day following the date of publication.

PASSED THIS ____ DAY OF _____, 2024, by the City Council of the City of McCleary, and signed in approval therewith this ____, day of _____, 2024.

CITY OF McCLEARY:

CHRIS MILLER, Mayor

ATTEST:

JENNA AMSBURY, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney



McCleary Regular City Council Meeting

Wednesday, March 13, 2024 – 6:30 PM

McCleary City Hall Council Chambers & Zoom Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 6:30pm

PRESENT

Councilmember Jacob Simmons
 Councilmember Brycen Huff
 Councilmember Max Ross
 Councilmember Andrea Dahl
 Councilmember Keith Klimek

Agenda Modifications/Acceptance

Motion made by Councilmember Huff, Seconded by Councilmember Dahl to move Fire Chief Appointment to the next meeting.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek

Special Presentations

1. SCJ Alliance - Comprehensive Plan Update

Laura Barker from SCJ Alliance gave a presentation on the City of McCleary's Comprehensive Plan Code Update. The last Comprehensive Plan was done in 2002. SCJ and the City organized a Citizen Advisory Committee to get a better understanding of the issues in McCleary. From the advisory group, they learned McCleary needs more spaces for social interaction. Growth is going to happen, and this plan will help to manage it well. By 2024 they anticipate a population of 2450. She discussed demographics and modeling used.

SCJ Alliance and the City worked with the Advisory Committee to update the Vision Statement. She reviewed the Land Use Element, Housing Element, Economic Development, Transportation, Parks and Recreation and Capital Facility/Utility sections of the plan.

There was no public comment or no questions for Ms. Barker.

Public Comment - Agenda Items Only

No Public Comment

Consent Agenda

Councilmember Simmons asked about the \$15,000 to BKI. Chad Bedlington stated that is part of our Capital Improvement Plan for Light and Power. We should be coming to a close on this within the next 60-days, and the total should be around \$25,000.

Motion made by Councilmember Ross, Seconded by Councilmember Huff to approve the consent agenda.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek

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2. Accounts Payable February 16-29, 2024 Ck Numbers 53065-53099 including EFT's totaling \$104,427.
3. Meeting Minutes - February 14, 2024

Updates

4. Staff Reports - Water & Wastewater, Public Works, Light & Power, Police Activity, Finance, Fire Dept.
Councilmember Huff asked about a timeline on the Aquifer Study. Chad Bedlington said he has been working with EA on this and trying to get grant applications in. We can have the consultant come in to do a presentation.
Councilmember Dahl asked about a forensic audit. Jenna Amsbury said it will be part of the regular audit around May/June.
Councilmember Simmons asked about the chiller replacement. Chad Bedlington said we will be moving forward with that in the next month or so. Simmons asked the Chief for a Staff Report. He would like updates on K9 Program, Overtime and the money from Simpson.
Councilmember Huff asked about the cause, resolution and cost of the IT issues. Chad Bedlington said it would be discussed in executive session.
5. Committee Updates
Councilmember Huff said the Chehalis Basin Partnership is moving forward with the letter of support for the monitoring of the aquifer.
Mayor Miller said there are openings for the Civil Service and Planning Commission. They are open until filled.

New Business

Old Business

6. Fire Chief Appointment
Moved to next meeting.
7. Gray & Osborne Consultant Agreement
Chad Bedlington said this is for the Maple Street Project from Main Street to the Beehive. This is a new sidewalk project that will include curb, parking and storm drainage work as well. The cost for this is around \$60,000 which 95% covered through the TIB Grand and 5% through the City.

Motion made by Councilmember Huff, Seconded by Councilmember Klimek to approve the Consultant Agreement.
Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek
8. MacKenzie Inc, Space Needs Assessment - Consultant Agreement
Chad Bedlington said this is for City Hall, Fire Department and the whole campus to try and figure out space needs 20-30 years from now. The City has allocated \$32,500 for this. This plan would open us up for grant opportunities for the City.
Councilmember Simmons said this was not included in the budget, item 11 was removed and we did not approve it. Chad Bedlington said he is happy to table this and bring additional information forward.
Simmons said we don't have the funds for this and don't think it's necessary.
Councilmember Dahl thinks that we have higher priorities than space needs.

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Councilmember Klimek said how can we justify this when today we are in a budget crunch. Do we need it?

Chad Bedlington said we are just trying to plan for the future, this is up to the Council if this is the right time.

Councilmember Huff said he wants to push this out until we have more information. Why spend money right now when we had to do cuts. Chad Bedlington said if we don't have a plan, we cant get funds.

Councilmember Ross said the need is not imminent. He wants to table this for now.

Ordinances and Resolutions

No Ordinances or Resolutions

Public Comment - City Business Only

Missi Olson commented about a nuisance she turned in about her neighbor with multiple broken down vehicles, wood debris and a camper. I pay a lot in property taxes. I'm not sure what else to do other than coming in and talking now. She would like a follow up.

Mayor Miller said he would look into this and see where it is in the process.

Executive Session

9. Discussion with Legal Counsel about legal risks RCW 42.30.110(1)(i)

The executive session was called at 7:44pm and was expected to last 10 minutes. There was a five minute extension to 8:00pm. No decisions were made.

Closed Session

10. Collective Bargaining RCW 42.30.140(4)(a)

Closed Session started at 8:00pm and was expected to last 5 minutes. The meeting reconvened at 8:08pm announcing no decisions were made.

Council Comments

Sara Daniels asked if the City was applying for Grants for festivals outside of the McCleary Bear Festival. Are you not going to help us? Are you going to start your own festival? Mayor Miller said he would sit down and have a conversation with her about the grant and bear festival.

Mayor Comments

Mayor Miller said the City met with the school district and YMCA last week to try to get some summer programs started.

We are also meeting with Grays Harbor Transit at the end of the month to improve the transit station.

Adjourn

Meeting adjourned at 8:13pm

Motion made by Councilmember Ross, Seconded by Councilmember Dahl.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek

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McCleary Regular City Council Meeting

Wednesday, April 24, 2024 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

Minutes

Call to Order/Flag Salute/Roll Call

Meeting called to order at 6:30pm.

PRESENT

Councilmember Jacob Simmons
 Councilmember Brycen Huff
 Councilmember Max Ross
 Councilmember Andrea Dahl
 Councilmember Keith Klimek

Agenda Modifications/Acceptance

Motion made by Councilmember Dahl, Seconded by Councilmember Klimek to accept the Agenda.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek

Public Hearings

No Public Hearings

Public Comment - Agenda Items Only

No Public Comment

Consent Agenda

Motion made by Councilmember Ross, Seconded by Councilmember Klimek to accept the Consent Agenda.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek

1. Meeting Minutes - March 27, 2024
2. Accounts Payable April 1-15, 2024 Ck Numbers 53201-53267 Including EFT's Totaling \$222,551.70
3. Meeting Minutes - April 10, 2024

Updates

4. Policy Committee Updates-
 Camera Policy Discussion

Councilmember Simmons said it is his understanding that the City does not have an adopted camera policy and would like an understanding on what guidance we are using. Director of Public Works Chad Bedlington stated there is no adopted policy. He has access to the surveillance system but would prefer to not have access. He stated he needs to train the Chief on how to utilize the camera system so he can take over. They have used the cameras for safety investigations and crime. Mr. Bedlington would like to see a policy in place. The system is on a 3rd party site, Verkada. Legal counsel has been contacted regarding the release of information for PIR's.

Councilmember Ross said most cities have cameras somewhere in their city, does MRSC have any sample policy's that we could look at? Chad Bedlington said we do have a draft policy that has been

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sitting dormant.

Simmons asked who is overseeing the authority and policy? Bedlington stated it should be the Chief. It's a matter of getting him trained.

Councilmember Dahl asked who all has access to the cameras? Bedlington stated himself, the Mayor, the Chief, all the police officers and the police clerk.

Mayor Miller asked if the Council wanted to work on this policy and fix it or make a motion and stop the cameras all-together?

Councilmember Huff suggested we shut the cameras down now since we do not have a policy and the Chief needs to be up to speed on how they work. Huff would like to see an audit to see how frequently it's being used, what it's being used for, and which cameras are being accessed to help direct the Policy Committee. We spent a lot of money on the cameras and I don't want to scrap them.

City Attorney Chris Coker spoke on what the City can and cannot release for Public Records.

Councilmember Klimek said he wants to stop the cameras until we have a set policy in place.

Councilmember Ross doesn't like shutting them down when they are used for safety.

Councilmember Dahl asked if there is a policy in place for the Police Department's body cameras and who oversees them? Mayor Miller said it is the Chief. Klimek asked how the Chief can oversee the body cameras when he doesn't understand our surveillance cameras.

The Policy Committee will meet this Friday.

Motion made by Councilmember Klimek, Seconded by Councilmember Huff to stop the cameras for the next 2-weeks to get a policy in place. (Just surveillance cameras, not police body cameras)

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek

New Business

5. Sign Ordinance

Mayor Miller said there are no changes from the last time. Clerk-Treasurer Jenna Amsbury explained that we are bringing this forward again because we are trying to get something in place as this is an election year and there will more than likely be signs. The Public Hearing will be on the 8th of May, this is just just for discussion tonight if you have any questions before the Public Hearing.

Councilmember Simmons has a few changes he would like to see in this policy.

Chris Coker stated this is a content neutral sign ordinance and if you don't like it, you do not have to vote it in.

Council would like to table this. Policy Committee will look at this on Friday.

6. Updated Public Records Ordinance

Jenna Amsbury explained that this is an updated Public Records Policy. The last Ordinance was adopted in 1997 and the Public Records Act has changed a lot since then. This Ordinance follows RCW. There will be a Public Hearing on this on May 8th.

Old Business

7. Bid Award — Overhead Electric Distribution Transformers

Chad Bedlington said General Pacific was the low bidder at \$66,140.42 and this was an anticipated expense for this year. Paul Nott stated this was a competitive bid process and right now we have a supply issue, manufacturing is difficult. We had two suppliers that we got and there was a huge discrepancy in the bids. Councilmember Simmons asked why are we only purchasing 20? Paul Nott stated he wanted to keep his budget in line.

Motion made by Councilmember Simmons, Seconded by Councilmember Dahl to approve the Bid Award to General Pacific.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember

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Ordinances and Resolutions

Public Comment - City Business Only

Kyle Comer asked Mayor Miller and Chad Bedlington if they have logged in to view cameras in real time? Steve Sleasman stated he is concerned about the welfare of McCleary. The Police Department is absent tonight, and the Chief is not trained on the cameras, that is a concern. Mayor, I ask of you to please resign and I ask for the termination of the Police Chief.

Executive Session

No Executive Session

Council Comments

Councilmember Simmons thanked the Staff for their work on the City-Wide Clean-up. He thanked Jenna Amsbury for her quick responses. Simmons asked Chad Bedlington to provide how far back in time the logs are available for the cameras.

Councilmember Dahl stated it seemed like it went well, but traffic control needs to be done next year near Rainbow Apartments and the VFW. Dahl also asked about the Police Contract status.

Councilmember Klimek thanked the City for the City-Wide Clean-up, and appreciated that we keep the City as clean as possible.

Paul Nott said the Clean-Up has been going on for a long time, and we have a really good process now. This is a good thing that the City does.

Councilmember Dahl asked about the concerns from last meeting about the alley and the smell from the Treatment Plant. Bedlington said we have very limited budget in the Streets Fund for alley work. For the treatment plant, there is an additive we can add that will help with the smell that has been ordered.

Mayor Comments

Mayor Miller said his meeting with the Grays Harbor Transit Station went well, and they asked if we wanted them to acquire it, or if we wanted to maintain ownership of the station. That is something we need to think about and can discuss at the next meeting.

Adjourn

Motion made by Councilmember Klimek, Seconded by Councilmember Ross to adjourn the meeting at 7:18pm. Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Ross, Councilmember Dahl, Councilmember Klimek

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City of McCleary STAFF REPORT

To:	Mayor Miller and City Council
From:	Kevin Trehwella
Date:	May, 2024
Department:	Water and Wastewater

Water and Wastewater:

The WWTP has been online now for 19 years. Since the environment in a WWTP is more challenging on the equipment. We have seen some equipment breaking down. Some pumps are being rebuilt; some are being replaced. Fortunately we have an experienced operations team, so we can keep the WWTP working smoothly.

In May of 2013 the Water Treatment plant was brought on-line. That means 11 years that the plant has been operational. Whomever was responsible for making the decisions to implement the treatment for our drinking water, I feel, they made a very good decision.

Kevin Trehwella



City of McCleary

STAFF REPORT

To:	Mayor Miller and Council
From:	Paul Nott
Date:	3/5/2024
Department:	Light and Power

Hello All,

Since our last report we had 2 outages, several customer service issues and have been working on pole replacements on the well road and Maple St. there was an outage on 3/26 that affected half of the town. On the well road someone had chopped a tree that fell into the power lines creating a significant outage for our customers on the north end of town. The other one was up by the overpass due to wind. We have been working on West Maple Street on a pole replacement project and then moving to the well road to rebuild most of the poles in that area.

We have also been working on customer service requests, and general maintenance of our system.

If anyone has any questions or concerns, feel free to contact us...

Paul



City of McCleary

STAFF REPORT

To:	City Council
From:	
Date:	05/01/2024
Department:	Police Department

The Police Department received a grant from Simpson Door Company for the purchase of new radios, tasers, two drones and possibly a vehicle. We have received most of the radio equipment, however the radios themselves will not be here until June. We are now working on ordering tasers.

The Durango is now marked as of 4/29/2024.

Please see attached activity sheet for April's calls to service and ticket stats.

**McCleary Police Department
Monthly Call Activity Report**



Apr-24

		1	Malicious Mischief
			Message
		2	Motorist Assist
		1	Noise Problem or Complaint
#	Calls		Non Blocking Accident
1	911 Hangup		Non Blocking Vehicle
3	911 Open line		Open Door
3	Abandoned/Disabled Vehicles	1	Order Issued
	Abuse		Over
	Accident Blocking		Paper Service
1	Accidents non blocking/unk	3	Parking Problem
1	Accidents with injuries/Rollover	8	Police Information/phone message
7	Agency Assist		Property/Lost/Found/Recovered
1	Alarm	1	Prowler
6	Animal Problem	8	Reckless
2	Assault	1	Railroad Crossing Blocked
	Assault in Progress		Runaway
1	Assists-Citizen		Service
	ATC (Attempt to Contact)	1	Sex Offense
	ATL (Attempt to Locate)		Shooting/Weapons/Explosives/ Hazards
	Blocking Accident		Shoplifting
	Burglary	1	Structure fire/Threatened
	Child Molestation/Rape/Comm	2	Subject Stop
	Civil/Public		Suicide
1	Code Enforcement Viol	1	Suicide/Threats/ Attempts
	Controlled Substance	2	Suspicious Person
	Death Investigation	3	Suspicious Vehicle
	Disabled Vehicle	3	Suspicious/Unknown Circumstances
	Disorderly conduct		Thefts In Progress
	Display (unlawful)	1	Thefts/ Larceny
	DUI	1	Threats
2	DVA in Progress/Act	2	Traffic/ Infractions/Offenses
1	Extra Patrols Request	46	Traffic Stops
	Fight		Traffic- Other/Hazzard/Patrol
22	Fire or Aid Responding		Traffic Per.
	Firearm	1	Test Incident Type
	Forgery		Trespassing
	Found Person / Child	3	Unknown Problem
1	Found Property		Vehicle Alarm
	Fraud/ Scam Offences/blackmail	1	Verbal
2	Harassment	1	Violation Controlled Substance
	Hit & Run		Voided incident
2	JUVPRB		Warrants/Wanted Person
	Lost Property	4	Welfare check
	Lost/Missing/Found Person		Wild Fire
57		99	

Tickets: 23 YTD: 174

Total : 156 Year To Date: 785

Washington State Criminal Justice Training Commission

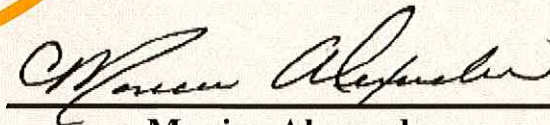
Hereby recognizes that

McCleary Police Department

Has satisfactorily met the requirements of WAC 139-05-300 to achieve

2023 Compliance of the In-Service Training Mandate

Given April 22, 2024



Monica Alexander
WSCJTC Executive Director



City of McCleary STAFF REPORT

To:	Mayor Miller and City Councilmembers
From:	Chad Bedlington, Director of Public Works
Date:	May 5, 2024
Department:	Public Works Administration

Updates:

Aquifer Study

A final presentation of the report results will be made on May 22, 2024 to City council. The report will also include an update on the associated grant application that was submitted to the Department of Ecology for the next phase of aquifer study.

Comprehensive Plan Update

An ordinance is included in tonight’s packet requesting adoption of the Comprehensive Plan Update.

West Maple Street Sidewalk Project

This project is in early-stage design and permitting with the consultant, Gray and Osborne. Survey to start the base mapping process is slated to start in early May with an estimated bid date for the project being released in the early Fall.

Energy Conservation Program

Staff is making updates to the city website on energy saving opportunities that can be made available to our customers. Examples include heat pump installation credits, solar credits, and Energy efficient window replacement credits just to give a few examples. We encourage customers to contact city hall for details.

Utility Rate Review

Currently the consultant on the project is working on a new water rate structure to help with improved cost distribution for some lower-consuming customers. A final report will be made to City Council in late May to present the final recommendations for the utilities and enter into a discussion to decide what the next steps are for our utility rates.

Clean Energy Transformation Audit

Every four years the city is required to be audited for its compliance with the Clean Energy Transformation Act (CETA). The Audit this year will be reviewing three areas:

- Greenhouse gas content calculation, 2020-2021

- Energy Assistance to low-income households, 2019-2020
- Clean energy implementation plan development, 2022-2025

Initial information requested from SAO has been submitted and we will begin work shortly to provide the requisite data upon request.

Information Technology Upgrades

The IT upgrades project is moving forward. Recently an audit was completed relating to the needs of the Police Department. We are currently awaiting feedback from the vendor as to next steps to manage both City Hall and Police IT needs as the project progresses. Currently, it appears that additional funding for the project may be needed based on the preliminary audit. Those funding needs are not yet determined as we wait for additional information from the consultant.

Grant Pursuits

Below is a list of current grants that have either been submitted or are being pursued this year by City staff. This list will be updated monthly to keep the community and Council informed of progress. It is not to be considered comprehensive as additional opportunities may materialize and will be added to the list:

Grant Type	Description	Proposed Purpose	Status
Private	Elison Foundation	Food Bank Expansion	Submitted
State	Department of Natural Resources	Acquisition of Fire Dept. command vehicle and additional equipment needs	Submitted
Private	Quadra Tech	ROW beautification	Submitted
Private	T-Mobile	TBD	Submitted
Private	AARP	Improvements to Pickleball courts	Submitted
Private	City Foundation, Community progress makers	Food Bank new construction and downtown infrastructure	Submitted
Private	Blue Diamond	New food bank to allow for expansion of existing community commercial grade kitchen	Submitted
State	Dept of Ecology	On-going aquifer monitoring	Submitted
State	Department of Commerce – Decarbonization Grant	Solar grant to support power independence and resiliency	Submitted

State	Recreation & Conservation Office	Upgrades to Beerbower park facilities	Submitted



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Fire Chief Andrew Pittman
Date:	May 1, 2024
Department:	Fire Department

Hello all,

The department will complete their Wildland FF2 refresher training as well as a couple of us will take the initial certification to get ready for wildfire season. One member has graduated from the EMT-B course and will be taking his national certification test soon.

The city has decided to continue our contract with LEXIPOL so that we can keep our policies and procedures updated, this is a very important step for our department operations and our liability. We have installed new counsels into all our apparatus to be fitted with I-Pads in order to have response information as well as important information while on scenes.

Our National Night Out date this year will be August 6th, we hope to see a great showing from the community!

Firefighter Mike Madison chose to resign from the department to pursue other interests. We would like to thank firefighter Mike Madison for his for his 12 years of service to the citizens of our community.

April call numbers are as follows:

Vehicle Accidents = 1 Fire = 1 Public assists = 3 Mutual Aid Medical = 1
Fire Alarm = 1 Other Response= 1
Total= 8

Burn Permits can be obtained through ORCAA
Copy and paste into your browser or just go to the ORCCA website
[Residential Yard-Waste Burn Permits - ORCAA](#)

Thank you for the opportunity and Stay Safe,

Fire Chief Andrew Pittman



City of McCleary STAFF REPORT

To:	Mayor Miller and Council
From:	Jenna Jarvis, Field Foreman
Date:	May 2, 2024
Department:	Public Works

Hello everyone!

Another update on the Lead and Copper Inventory! We are about 98% done! There are 3 that will be dug during dry weather due to their locations. I am beyond proud of this crew! They have been out in nasty weather, dug in some horrible rocky situations, and so far, have dug up 132 out of 135 water meters in order to complete this inventory. In this process we also found some water leaks and have since been fixed.

On April 20th, we had our annual city wide clean up. During the week was a normal pick up. When it came to Saturday that was a whole different story. I have worked here for nearly 11 years and only have heard stories of days like that. Usually, the public comes in waves. This year it was a constant line. We never got a chance to look but from what we were hearing from the public it was about an hour to hour and a half wait. We also got word that the line had made it from our public works compound all the way to Dollar General. We had the drivers report that the previous year they only took 2 boxes on the day of. This year on average it was about 5 boxes per driver. With all the chaos we had also received a call that there was a water leak. Which was also fixed at the earliest time possible last Thursday.

Since the last council meeting, we have also completed our biannual hydrant flushing. We do this to scour the water lines for any build up that may occur from any mineral buildup. If residents notice a difference in color, please run an outside faucet to flush out any remaining discoloration.

Have a wonderful day!
-Jenna Jarvis



City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jenna Amsbury, Clerk-Treasurer
Date:	May 3, 2024
Department:	Finance & Administration

April Updates:

- I attended a finance bootcamp in Olympia put on by MRSC and it was very beneficial. New policies will be coming forward that are needed in relation to finance.
- Started work on the annual report.
- Public Records – three open requests currently
- Completed the Insurance Cost Allocation spreadsheet for WCIA costs. This was presented to finance committee.
- Working on a budget update and presentation for June.
- Met with policy committee regarding sign ordinance and camera policy.
- Contract and leases were organized and placed on an excel spreadsheet by Nellie. Lindsay is reviewing and adding lease and contract amount details. This will help with the annual report and allow for better tracking moving forward.
- Lori Ann is working on creating standard operating procedures (SOP) for the Utility Billing work. Eventually the goal is to have all staff create SOP for their areas of work within the finance department for cross training and succession planning.
- Otherwise staff has been working on their normal monthly tasks and reports that are required.

City of McCleary

Comprehensive Plan Update

February 2024



SCJ ALLIANCE

FINAL DRAFT

Project Information

Project: McCleary Comprehensive Plan Update
Prepared for: City of McCleary
100 S 3rd St, McCleary, WA 98557

Project Representative

Prepared by: SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360.352.1465
scjalliance.com

Contact: Dan Penrose, AICP, SCJ Alliance

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1. Introduction

1.1 Purpose and Intent

The Comprehensive Plan for the City of McCleary is intended to guide the growth and development of the community and its immediate surroundings for the foreseeable future, or about the next twenty years. The plan identifies the official goals, policies, and recommendations to be used as the guidelines that direct City officials to make informed decisions in the best interest of the community.

The plan is also intended to help maintain reasonable continuity in future decision-making as turnover occurs within the City's legislative body. It furnishes direction for the development of the City which will make it a more convenient, attractive, and orderly place for residents and visitors alike. However, the plan must be periodically reviewed and updated to reflect technological, social, economic, and political changes that may invalidate certain plans and policies.

McCleary's Comprehensive Plan is based in the belief that it is wise to look ahead, foresee change, and make plans with the future in mind. The plan addresses decisions regarding McCleary's growth and planning concerns such as the overall land use pattern; how to serve the area with adequate housing, community facilities, roads, parks, and public utilities; and how to protect natural resources, including critical areas and shorelines. This document provides an overall guide for making these decisions, while still allowing ample flexibility for individual discretion.

The Comprehensive Plan also guides decision making and directs implementation to support the vision. It guides the zoning ordinance, critical areas protection ordinance, subdivision ordinance, capital improvements program, and

other legal and administrative actions that shape the physical community. Those legal instruments are required to implement this Comprehensive Plan, and therefore must be consistent with the adopted plan.

1.2 Scope and Organization

This Comprehensive Plan was created through a public process, it is the expression of local residents' preferences and desires. The Comprehensive Plan is organized as follows:

1. Introduction
2. Community Profile
3. Land Use Element
4. Housing Element
5. Economic Development Element
6. Transportation Element
7. Parks and Recreation Element

Capital Facilities and Utilities Element In addition to the introductory material presented in the first two chapters, this plan is also composed of six closely interrelated main elements (Chapters 3 through 8) to serve as a guide for future development, as provided for in RCW 36.70A.070 and 36.70A.080.

This Comprehensive Plan is a broad statement of the Community's 20-year vision for the future, and includes goals and policies throughout to help achieve that vision. Each element of this plan includes a list of the community's goals and policies addressing particular issues specific to that element. Goals are general expressions of the City's hopes and aspirations about its future development. They are the target for which the City aims to



realize its vision. Policies are broad statements of intent to guide or direct action in order to achieve the City's goals.

1.3 Planning Process

In 2001, the State Legislature mandated that comprehensive plans must be updated periodically to ensure they have been brought up to date with any relevant changes in state law and to respond to changes in land use and population growth. Cities and counties must review and revise their comprehensive plan every ten years to ensure compliance with the GMA. While McCleary is not currently required to plan under the GMA, the City strives to comply with GMA requirements in order to maintain eligibility for planning and infrastructure grants. McCleary's Comprehensive Plan was last updated in 2002.

1.3.1 Plan Update Process (Roles and Responsibilities)

In general, comprehensive plans require a deliberate update process, including review of relevant plans and regulations as well as adoption of appropriate resolutions or amendments. The City of McCleary's update process is detailed below.

Community Involvement

State law stresses the importance of "early and continuous" public involvement in the update process, because citizens are the backbone of land use planning issues. In preparation for this update, the City of McCleary adopted

a Public Participation Plan (PPP), which lays out the City's strategy for encouraging public participation. Consistent with the PPP, public outreach occurred at the McCleary Bear Festival in July 2023 to collect citizen input on the existing comprehensive plan vision, goals, policies, and other issues of concern within the community. Additionally, a Citizen Advisory Committee was formed early in the update process to guide the direction of the comprehensive plan update.

Role of the Planning Commission

The Planning Commission is responsible for preparing and presenting to the City Council and the public an updated draft Comprehensive Plan. The Planning Commission, with a methodical and deliberative approach, has gone through each element of the existing Comprehensive Plan and proposed amendments to bring the document up to date with changes in the built environment as well as regulatory changes, both at the state and local level. The Planning Commission completed its work on updating the Comprehensive Plan in November 2023 and presented a draft to the City Council and the citizens of McCleary for their review and comment.

Role of the City Council

The City Council has the responsibility of adopting the updated Comprehensive Plan by ordinance. The Council action comes after the Planning Commission has completed its work and after the citizens of McCleary have had an extended opportunity to review and comment on the draft documents.

¹ [RCW 36.70A.140](#)



1.3.2 State Review

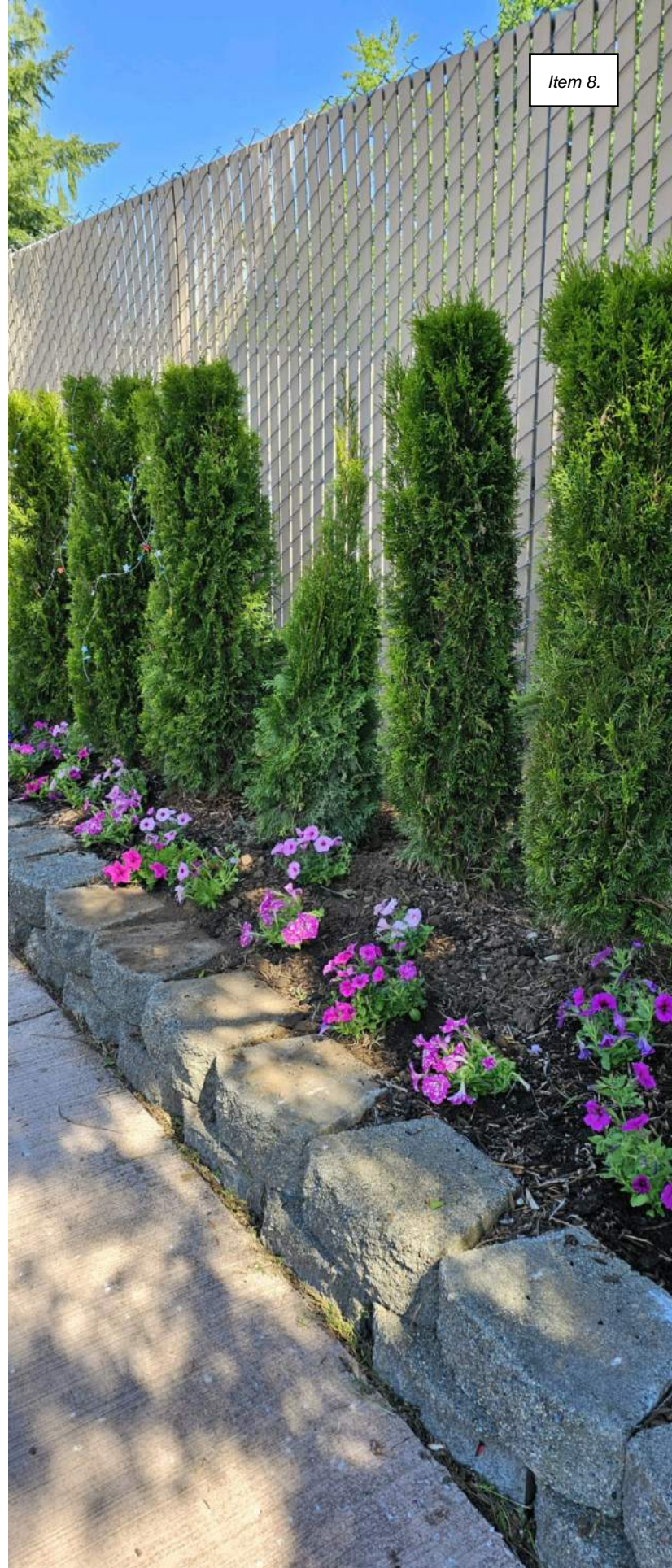
All locally adopted comprehensive plans and development regulations are sent to the Washington State Department of Commerce for review. The Department of Commerce reviews the submitted plans to ensure their compliance with state law. After a 60-day review period, Commerce may provide a comment letter identifying suggested changes. Once any suggested changes are made and the update is accepted by Commerce, the City Council may adopt the final updated plan.

1.3.3 Amendment Process

The Comprehensive Plan is an overall policy document based upon community preferences and desires. The plan must be maintained, evaluated, and updated to keep pace with McCleary's changing needs. Amendments to the Comprehensive Plan may be requested by the City Council, planning staff, or by any affected citizen or property owner at any time. By reviewing and updating the plan on a regular basis, McCleary can maintain public interest, ownership, and involvement in the planning process. This demonstrates the City's own commitment toward implementing a long term vision for the community through the policy guidance in the Comprehensive Plan.

Amendments to the Comprehensive Plan are legislative actions requiring Planning Committee approval and City Council adoption. In general, as prescribed by state law, amendments to the Comprehensive Plan may be considered no more than once per year. However, there are circumstances in which the plan may be amended outside of the scheduled annual amendment process, such as the adoption of a subarea plan, or the amendment to the Capital Facilities Element that occurs concurrently with adoption of the City's budget, among others (RCW 36.70A.130).

Amendments to the Comprehensive Plan should include early and continuous public participation, commensurate to the initial adoption process.



1.4 Plan Implementation

The Comprehensive Plan serves as a guide for the overall development of the community, reflecting the desires of citizens and officials as to how the City should grow over the 20-year planning period. Because it is impossible to anticipate all the changing needs that will occur for such a period, periodic review of the plan is necessary to ensure that it remains meaningful and effective for the City of McCleary. Because the City's development regulations implement the Comprehensive Plan, the City is also required to assess and amend its existing development regulations for consistency with the plan. Based on the Comprehensive Plan directives, the City must provide updated regulations to accomplish implementing measures related to the plan. Zoning, subdivision, building, health, street, and sign codes are examples of regulations that may be useful in the implementation of the Comprehensive Plan.

1.4.1 Zoning Code

The zoning ordinance and map divide the land into zoning districts and, within these districts, regulate the permitted and conditional uses, density, and the placement, height, bulk, and

coverage of buildings and structures. This ordinance is required to be consistent with the Comprehensive Plan's land use designation maps as well as its goals and policies.

1.4.2 Subdivision Code

The subdivision ordinance regulates the process of laying out parcels of undeveloped land into lots, blocks, streets, and public areas. It is primarily used to control new or expanding residential, commercial, or industrial development. Land that may be annexed into the City in the future is under County jurisdiction and will be based on the County's subdivision codes; therefore, communication and coordination are vital to ensure adequate public facilities for future growth and development.

1.4.3 Other Implementation Tools

Building codes are also used to implement the Comprehensive Plan. These codes regulate design, construction, quality of materials, use, occupancy, location, and maintenance of buildings and structures within the City. The City has adopted the International Building Code (IBC), consistent with state requirements; however, the City's own building code may be refined to reflect and be consistent with the policies in the Comprehensive Plan.



2. Community Profile

This Community Profile section articulates past and current characteristics of the community, in order to help plan for future conditions. It includes information regarding McCleary's history and geography, along with key characteristics like demographic composition, education, and employment trends. This helps establish an understanding of where McCleary has been, where it is now, and where it hopes to go in the future – setting the foundations for the policies expressed elsewhere in this plan. Wherever possible, data for McCleary is compared with data from Grays Harbor County or the State of Washington as a whole, illuminating how the City compares with the larger surrounding regions.



2.1 Community Setting and History

McCleary is located in eastern Grays Harbor County, just south of its border with Mason County and west of its border with Thurston County. The Northern Pacific Railroad first owned the site that would later become the City of McCleary, acquired through a land grant in 1864.

The area's abundance of timber attracted settlers to the area in the second half of the 19th century, including Henry McCleary, who started a cedar mill at the present town location in 1897. The mill expanded in 1912 to include a door manufacturing company, and the McCleary area gradually became a company town, with the mill owning most of the surrounding buildings, homes, and utilities. The community continued to grow as it attracted settlers, drawn by employment opportunities, through the 1920s. However, the mill closed in the 1930s as a result of the Great Depression and its effects on the economy nationwide.

The Simpson Logging Company purchased the mill and door company from Henry McCleary in 1941, along with assets that included homes, utilities, a hotel, and a church. The plant was renamed the Simpson Door Company, and today it is one of the oldest continuously operating door plants in the nation. Not wanting to operate a company town, the Simpson Logging Company improved utilities and offered residents a chance to purchase homes in anticipation of incorporation. The City of McCleary incorporated on January 9, 1943.

While Simpson Door Company remains a major employer in the area today, a diversity of employment opportunities now exists in the McCleary area. Located on SR 8 just 20 miles west of Olympia, McCleary has experienced growth in recent decades due in part to expanding job opportunities and rising costs of living in Thurston County.



2.2 Community Characteristics

The following sections summarize the existing conditions within the City of McCleary, including demographics and population trends, economic indicators, and housing trends, which will ultimately inform the City’s current Comprehensive Plan update effort. Data sources used include U.S. Census Decennial Data, U.S. Census American Community Survey (ACS) 2020 5-Year Estimates, and Washington State Office of Financial Management (OFM) housing data and population estimates.

2.2.1 Population

OFM issues annual population estimates for all cities and counties in Washington, which are considered to be the state’s official population counts for long-range planning purposes. These annual estimates are based on the most recent decennial Census counts. **OFM’s official 2022 population estimates indicate McCleary currently has a population of 2,040².**

The population estimate for Grays Harbor County is 76,400; **McCleary accounts for 2.7% of the County’s population.**

Historic Population Trends

Figure 2-1 illustrates McCleary’s historic population growth, from 1950 through 2020, while Table 2-1 illustrates the City’s population as a percentage of Grays Harbor County’s population over the same time period. McCleary’s share of the County population has remained relatively the same since 1950, accounting for around 2% of the County’s population, indicating that for most of its history, **McCleary’s population has grown at roughly the same rate as that of Grays Harbor County.** In 2020 McCleary’s share of the county population grew slightly from 2.3% to 2.6% – indicating that **McCleary has grown at a faster rate than the county in recent years.**

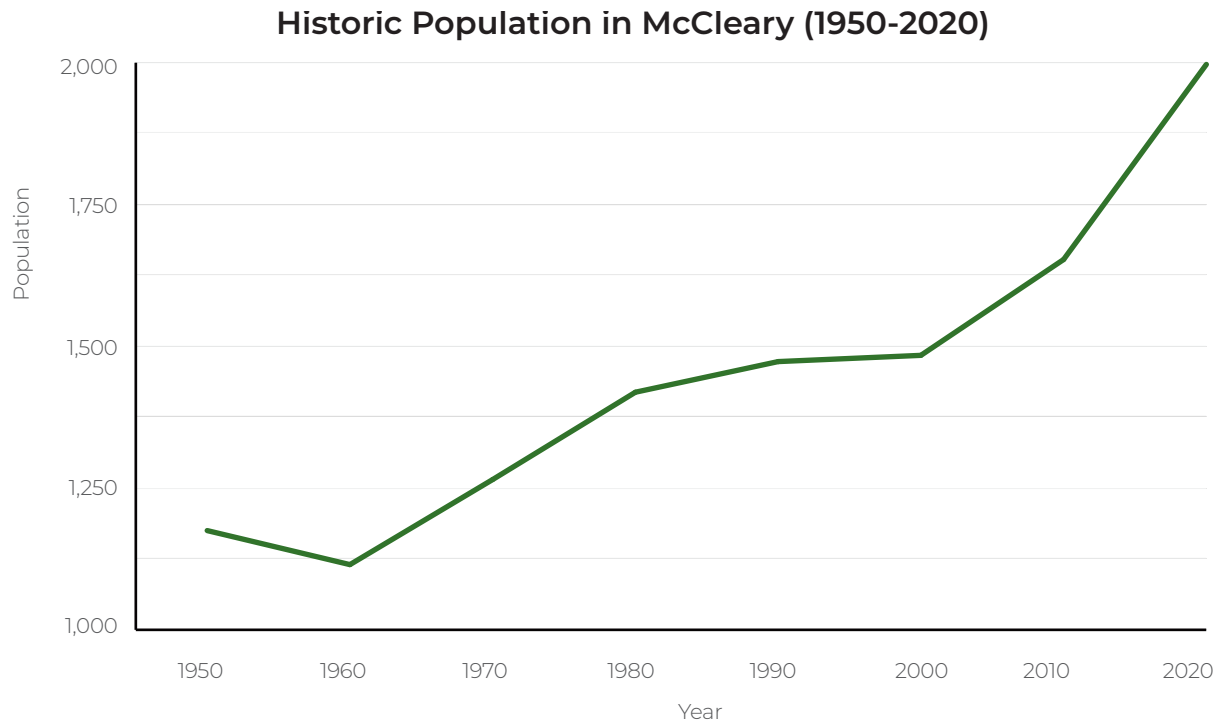


Figure 2-1: Historic Population, 1950–2020

Source: U.S. Census Bureau, Decennial Census Data

² https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_population_final.pdf



Race and Ethnicity

According to the U.S. Census Bureau’s ACS 5-Year Estimates, **94.0% of the McCleary population is white**, as compared to 86.4% in Grays Harbor County overall and 73.5% in the state of Washington. About **9.9% of McCleary’s residents identify as Hispanic or Latino**, a ratio slightly lower than that of Grays Harbor County (10.2%) and Washington State (12.9%). Table 2-2 presents race and ethnicity as a percentage of McCleary’s overall population, as compared to those of Grays Harbor County and Washington State.

Year	McCleary Population	Grays Harbor County Population	% of County Population
1950	1,175	53,644	2.2%
1960	1,115	54,465	2.0%
1970	1,265	59,553	2.1%
1980	1,419	66,314	2.1%
1990	1,473	64,175	2.3%
2000	1,484	67,194	2.2%
2010	1,653	72,797	2.3%
2020	1,997	75,636	2.6%

Source: U.S. Census Bureau, Decennial Census Data

Race/Ethnicity	Percentage of Population		
	McCleary	Grays Harbor County	Washington State
White alone*	94.0%	86.4%	73.5%
Black or African American alone*	0.8%	1.3%	3.9%
American Indian and Alaska native alone*	0.8%	4.3%	1.2%
Asian alone*	2.0%	1.4%	8.8%
Native Hawaiian and other Pacific Islander alone *	0.0%	0.3%	0.7%
Some other race alone*	0.3%	1.5%	4.8%
Two or more races	2.0%	4.7%	7.1%
Hispanic or Latino (of any race)**	9.9%	10.2%	12.9%

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates. (*) Includes persons reporting only one race; (**) Those of Hispanic or Latino origin may be of any race, so are also included in applicable race categories



Table 2-3: Age Distribution			
Age Group	Percentage of Population		
	McCleary	Grays Harbor County	Washington State
Under 5 years	8.8%	5.3%	6.1%
5 to 14 years	12.7%	11.6%	12.3%
15 to 24 years	7.6%	10.3%	12.4%
25 to 34 years	19.0%	12.0%	15.3%
35 to 44 years	12.9%	11.6%	13.4%
45 to 54 years	10.5%	12.0%	12.4%
55 to 64 years	10.9%	15.5%	12.7%
65 years and over	17.5%	21.7%	15.4%
Median Age (Years)	35.8	44.3	37.8

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates

Age and Gender

The **median age in McCleary is 35.8 years**, which is slightly younger than that of Washington State (37.8 years) and significantly younger than that of Grays Harbor County overall (44.3 years). **About 14.2% of McCleary’s population is under the age of 10, and 17.5% is age 65 or older.** Table 2-3 illustrates McCleary’s age distribution as compared to that of Grays Harbor County and Washington State.

Figure 2-2 is a population pyramid for the City of McCleary, illustrating the breakdown of McCleary’s population by age group for each gender. **While the City’s population skews female overall, this differential varies greatly by age group.** The population pyramid indicates that for the age cohorts between 25 and 49 years of age, the male population is significantly higher than the female population; however, for the cohorts 50 years of age and over, the female population is significantly higher.

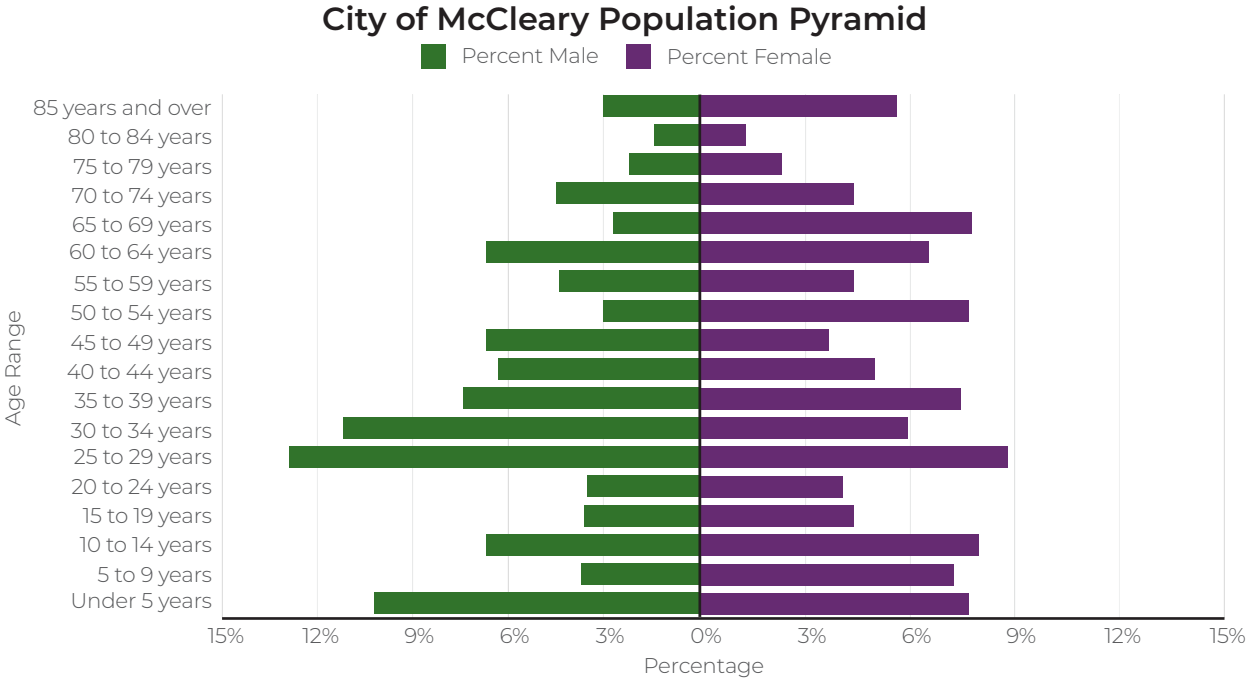


Figure 2-2: City of McCleary Population Pyramid
Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates

Education

The McCleary School District contains only one school, McCleary Elementary School, which serves grades 1 through 8; students then go on to attend Elma High School. For the 2020-2021 school year, the district’s enrollment was 296 students, with a minority enrollment of 13%. The district employs 24 teachers, for a student-to-teacher ratio of 12:1.³ McCleary School District’s geographical coverage is shown in Figure 2-3.

Educational attainment for McCleary’s population, as presented in Table 2-4, indicates the highest level of education an individual has attained. Therefore, those persons who have graduated from high school include not only those listed in the high school graduate category, but also those with a higher level of educational attainment such as those with associate or college degrees. **Nearly 31% of McCleary’s residents have attained a college, graduate, or professional degree, compared with 27.5% of Grays Harbor County residents and 46.8% of Washington residents.**

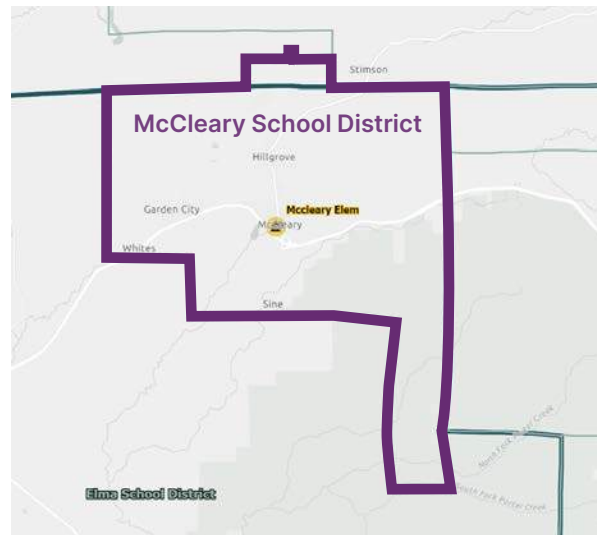
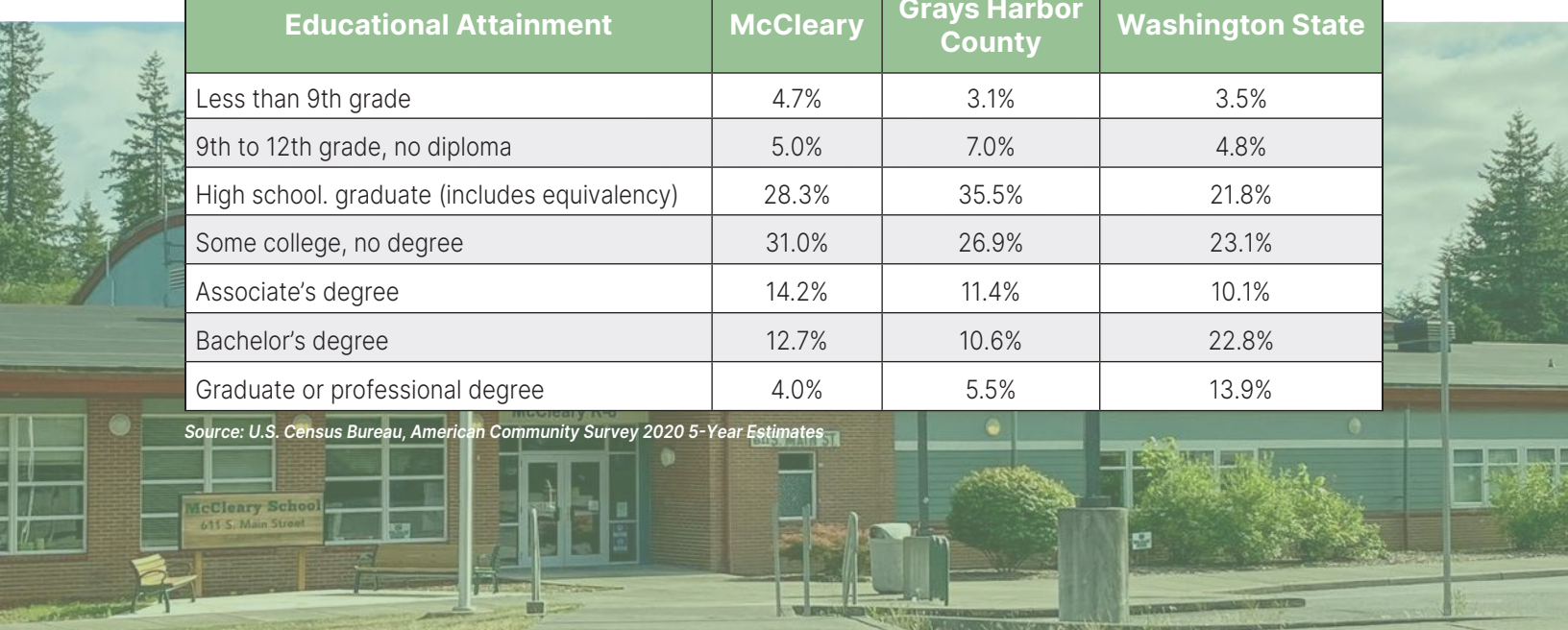


Figure 2-3: McCleary School District
Source: Washington Office of Superintendent of Public Instruction (OSPI)

Table 2-4: Educational Attainment			
Educational Attainment	Percentage of Population 25 Years and Over		
	McCleary	Grays Harbor County	Washington State
Less than 9th grade	4.7%	3.1%	3.5%
9th to 12th grade, no diploma	5.0%	7.0%	4.8%
High school graduate (includes equivalency)	28.3%	35.5%	21.8%
Some college, no degree	31.0%	26.9%	23.1%
Associate’s degree	14.2%	11.4%	10.1%
Bachelor’s degree	12.7%	10.6%	22.8%
Graduate or professional degree	4.0%	5.5%	13.9%

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates



³ Washington Office of Superintendent of Public Instruction (OSPI) School District Report Card, <https://washingtonstaterreportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/100143>



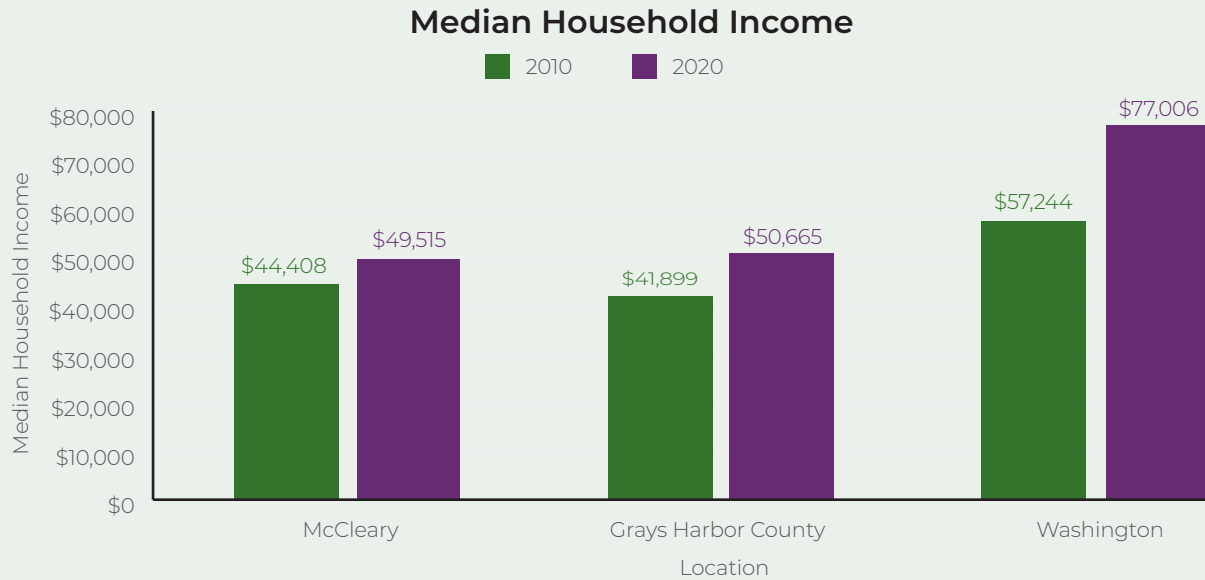


Figure 2-4: Median Household Income

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates

2.2.2. Economic Indicators

Income and Wages

As shown in Figure 2-4, **households in McCleary have a median annual income of \$49,515**, which is comparable to that of Grays Harbor County but significantly less than that of Washington State as a whole. **Additionally, while Washington’s median household income rose nearly 35% between 2010 and 2020, McCleary’s only rose 11.5% over the same time period.**

Poverty and Unemployment

The 2020 ACS Estimates indicate **13.0% of McCleary’s population falls below the poverty level**. Comparatively, 14.5% of Grays Harbor County’s population and 10.2% of Washington’s population falls below the poverty level.

In McCleary, the demographic with the largest percentage of people living in poverty is Black or African American (23.5%), followed by White (13.6%).

According to the 2020 ACS Estimates, **McCleary’s unemployment rate is 5.5%**, while Grays Harbor County’s is 6.4%. These are higher than that of Washington State (4.9%).

Workforce Profile

McCleary provides approximately 503 total jobs, according to U.S. Census Bureau estimates, accounting for about 1.8% of the 28,592 total jobs in Grays Harbor County. The largest industries in McCleary in terms of the number of jobs are:

- **Manufacturing** – 265 jobs (52.7%)
- **Educational Services** – 72 jobs (14.3%)
- **Health Care and Social Assistance** – 57 jobs (11.3%)
- **Public Administration** – 24 jobs (4.8%)
- **Retail Trade** – 21 jobs (4.2%)



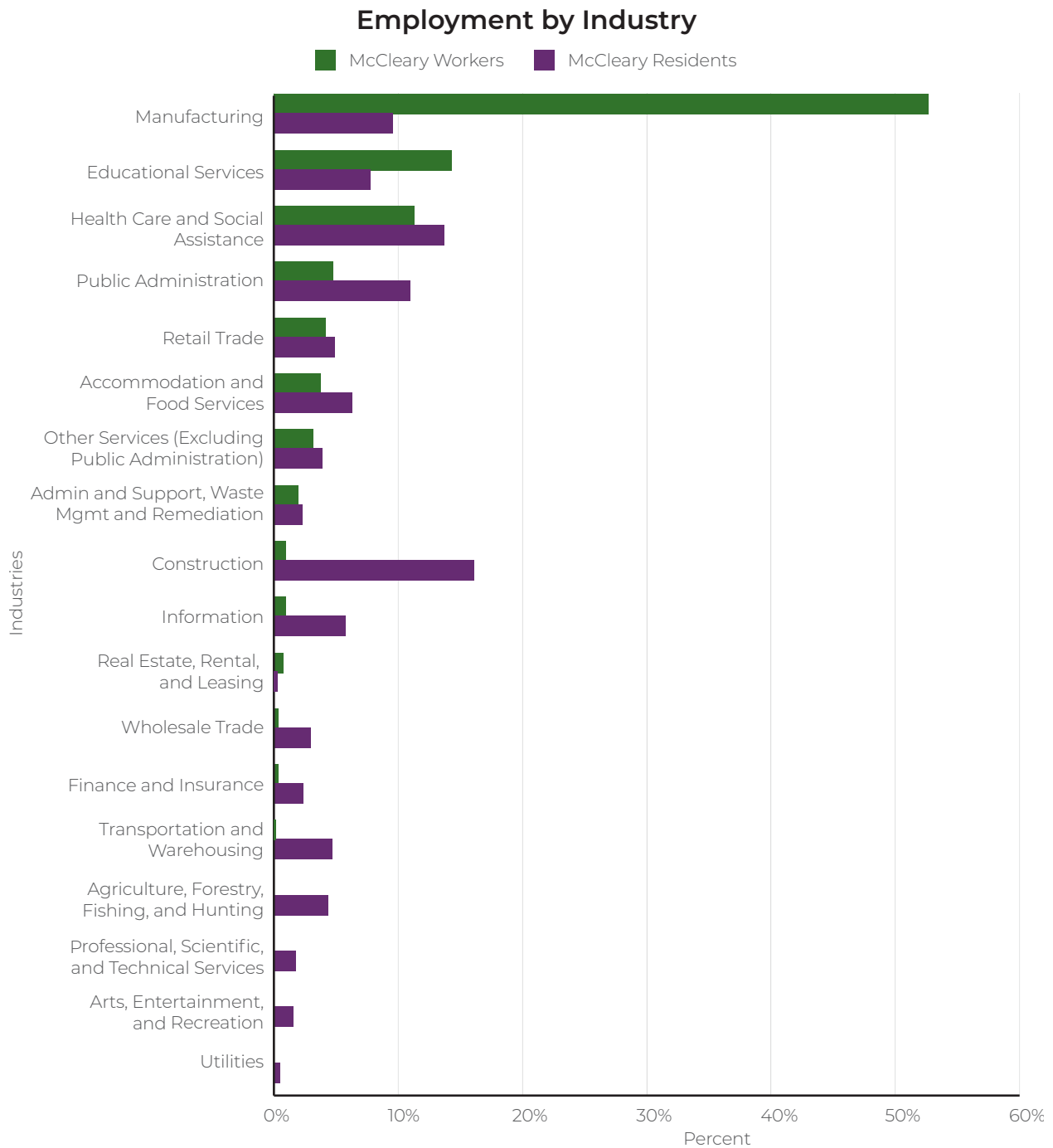


Figure 2-5: Employment by Industry

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates, Table S2404; U.S. Census OnTheMap

Together, jobs in these five industries account for over 87% of McCleary’s total jobs. Figure 2-5 shows the distribution of jobs by industry for workers in McCleary, as well as for residents of McCleary (who may or may not work in the City). Manufacturing is McCleary’s biggest industry by far; this tracks with the fact that Simpson Door Company, with an estimated 191 people on the payroll, is McCleary’s largest employer⁴.

⁴ Greater Grays Harbor, <https://graysharbor.org/business/employers/>



As shown in Figure 2-6, only 40 of McCleary’s 503 jobs are held by people who also live in McCleary; the other 463 jobs are filled by employees who commute into the City. Another 808 of the City’s residents travel outside McCleary for work.

2.2.3 Looking Forward

A population growth trendline was developed using the Decennial Census counts over the last 50 years (1970 through 2020). As presented in Figure 2-1 earlier in this chapter, McCleary’s population grew 58% from 1,265 to 1,997 over those five decades, for an average annual growth rate of 1.2% – or a compounded annual growth rate of 0.92%. This compounded growth rate was applied to McCleary’s current population, using OFM’s 2022 population estimate of 2,040 as a baseline, to develop a population projection over the next 20 years as presented in Table 2-5. The projected trend line is shown in Figure 2-7 alongside the historical population data for context.

The projected growth rate would add 410 residents (20% of McCleary’s current population) over the next 20 years, for a projected population of 2,450 by 2042.



Figure 2-6: Commuting Patterns in McCleary

Source: U.S. Census OnTheMap, <https://onthemap.ces.census.gov/>

Table 2-5: Population Projection for McCleary, 2022-2042					
	2022	2027	2032	2037	2042
Projected Population	2,040	2,136	2,236	2,340	2,450

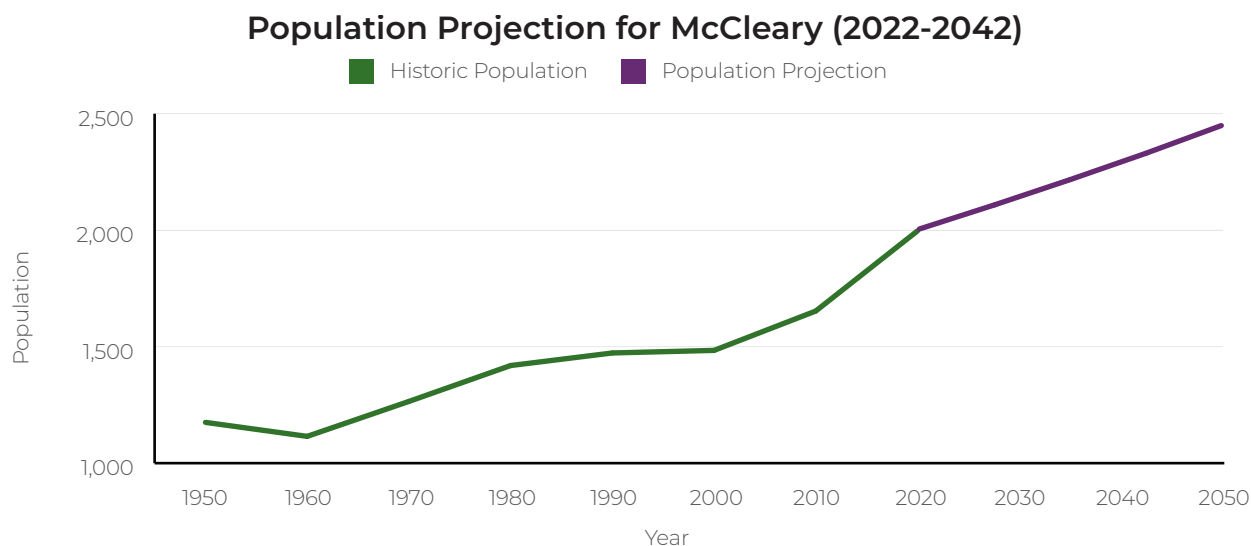


Figure 2-7: McCleary Historic and Project Population Growth



2.3. Findings and Conclusions

- ◆ McCleary has seen **modest population growth** over the past 50 years, though it has seen a **recent uptick in population** over the 2010-2020 period. Its growth has largely kept pace with that of Grays Harbor County, although it grew at a faster rate over the last decade.
- ◆ The population of McCleary is projected to be about **2,450 people by 2042**.
- ◆ McCleary has a lower median age than Grays Harbor County and Washington State, **indicating a younger population with the propensity for future growth**.
- ◆ McCleary's jobs are **largely filled by commuters** – of the City's 503 jobs, only 40 are filled by employees who are also residents of McCleary. Additionally, 808 of McCleary's residents commute out of the City for work.
- ◆ Nearly 53% of McCleary's jobs are in the manufacturing industry, owing largely to the presence of the Simpson Door Plant as the largest employer in the City.
- ◆ McCleary's median annual income of \$49,515 is significantly less than that of Washington State as a whole. While Washington's median household income rose nearly 35% between 2010 and 2020, McCleary's only rose 11.5% over the same time period.
- ◆ An estimated 13.0% of McCleary's population falls below the poverty level, and the unemployment rate is 5.5%.



3. Community Vision and Goals

The vision statement for McCleary's Comprehensive Plan provides an over-arching theme for the policies articulated throughout the document. Just as individuals choose a route of travel toward a specific destination, the vision is the community's hoped-for "destination" – and the policies in the Comprehensive Plan serve as the roadmap to help get it there. Twenty years from now, if the plan is carried out successfully, McCleary should closely resemble the image this vision statement describes.

In addition to the vision statement, a set of overall guiding principles are presented in this chapter. The goals and policies identified in subsequent element of the comprehensive plan are deemed to be essential in achieving the community's objectives. As time passes, these are intended to endure, even when the Comprehensive Plan is updated to account for changing conditions and completion of the objectives identified in each element. Along with the vision statement, these overall guiding principles will provide direction for such revisions.



3.1 Vision Statement

McCleary in 2042 is a small town with a strong sense of community. Nestled among beautiful natural surroundings, we highly value our quality of life and recognize the importance of protecting our environmentally sensitive areas. Our balance of land uses promotes a diverse economy, connected neighborhoods, and a healthy natural environment, making McCleary a safe, fun, and enriching place to live and to visit.



3.2 Guiding Principles

With this vision in mind, McCleary adopts the following guiding principles to help carry out its vision statement:

- ◆ Preserve McCleary's **sense of community** and **enhance its identity**.
- ◆ Create an environment that **offers residents and businesses a good place to live and work**.
- ◆ Support the **efficient and safe movement of people and products** through the city.
- ◆ **Enhance** the City's **walkability**, as well as connections to trails, parks, and other recreational opportunities.
- ◆ **Ensure growth pressures are accommodated** effectively and **new development is planned** in conjunction with infrastructure and environmental limitations.
- ◆ **Ensure the availability of affordable utility services**.
- ◆ **Encourage investment** in our kids and our future.
- ◆ **Promote community events** that give our city vitality by **providing activities for people of all ages**.
- ◆ **Foster the creation of community spaces** where people can come together.
- ◆ **Encourage a variety of retail stores and shops** to serve the people who live here.



4. Land Use Element

4.1 Purpose and Intent

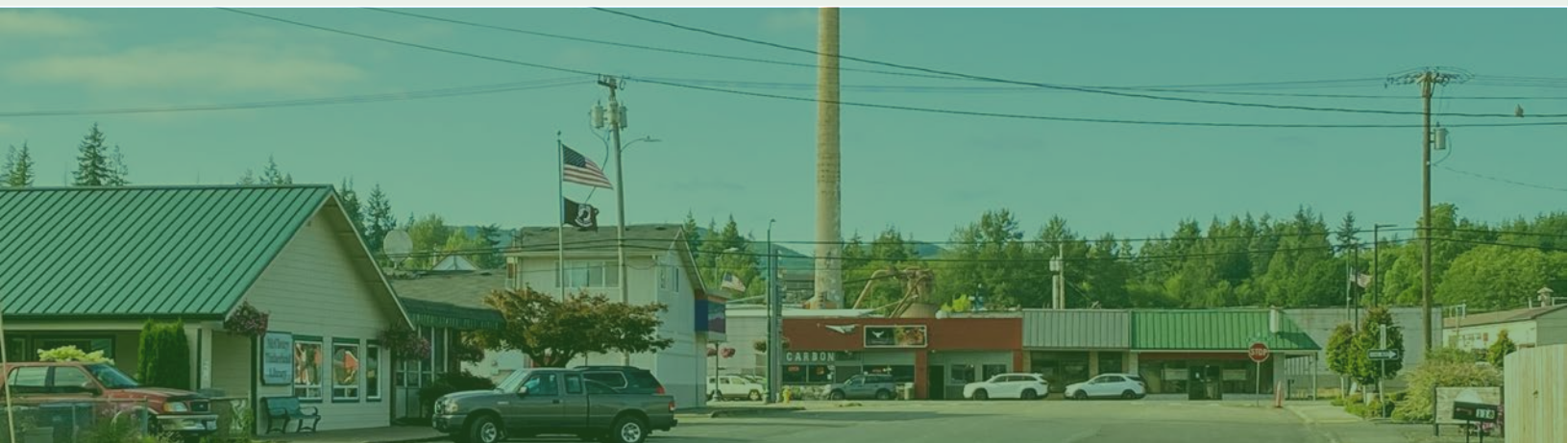
The Land Use Element of the Comprehensive Plan is intended to promote orderly community growth by providing for planned land use areas which consider environmental, economic, and human factors. The plan is designed to meet both current and future needs of the community and to serve as a guide to decision makers when presented with options for developing and redeveloping within the City of McCleary and its UGA. This element also helps retain the basic form and pattern of the community while creating opportunities for orderly expansion. In general, the Zoning and Future Land Use Map (Figure 4-9) shows the locations of the different land use categories, as well as the Urban Growth Boundary which defines the UGA. The amount of vacant, partially used, and underutilized land within the UGA is adequate to meet McCleary's 20-year population projection for residential as well as commercial and industrial land uses.

4.2 Existing Land Use Patterns

Existing land use patterns strongly influence community growth and development, helping determine opportunities and constraints to change. Such factors that may drive or deter development include:

- ◆ **Specific land uses** and associated **compatibility**
- ◆ Transportation **infrastructure and design**
- ◆ **Utilities and service infrastructure**
- ◆ **Parks, natural areas and open space provision**
- ◆ **Waterways and wetlands**
- ◆ **Topography and geologic conditions**

Because many of these factors are within its capacity to control and/or manage, the City of McCleary understands that its actions play a primary role in shaping the community. Actions related to factors including transportation features, parks, open spaces, and waterways are detailed in other elements of this plan.



4.2.1 Land Use Overview

As illustrated in the Existing Land Use Map Figure 4-2, McCleary covers about 1,327 acres (2.1 square miles), about 202 acres of which is located in the public right-of-way. A breakdown of the land uses for the remaining 1,125 acres is shown in Table 4-1 and mapped in Figure 4-2. About **22% of the land in McCleary is considered resource/forest lands** and not developable for other uses, while nearly **53% of the City's land is undeveloped**. Most of the undeveloped land is located in the Industrial

Land Use	Acres	% of Total Acreage
Single-family residential	203.20	18.1%
Multifamily residential	9.14	0.8%
Institutional lodging	1.90	0.2%
Civic/assembly	18.69	1.7%
Retail/commercial	38.67	3.4%
Utilities/transportation	10.25	0.9%
Recreation/open space	6.96	0.6%
Resource - forest land	244.24	21.7%
Undeveloped	591.65	52.6%
Total	1,124.70	100.0%

Source: Grays Harbor County Assessor Data

(I) zoning district, although there are also large portions of undeveloped land in residential districts, including about 21.4 undeveloped acres in the Multiple Family Residential (R2) district. **At an allowed density of 16 multi-family units per acre, this undeveloped R2 land could accommodate up to 342 additional housing units.**

4.2.2 Zoning Districts

The following land use categories, and subsequent densities, are to be implemented through the zoning ordinance and other implementing regulations, as necessary:

Residential

Within the residential land use category, there are two general types of residential land uses intended to meet the diverse needs of the community, including affordability and lifestyles, while complementing the existing development pattern of the City.

- ◆ **Single-family residential (R-1):** The single-family residential district provides for uses, structures, and activities compatible with neighborhoods consisting predominantly of single-family dwelling units and designated manufactured homes. Examples of other compatible uses in the R-1 District may include: bed and breakfast inns, home businesses, parks, schools, churches, and other public and semipublic uses as long as such uses will not create a significant traffic or parking problem, noise or light pollution, and water and sewer facilities are capable of supporting such development.
- ◆ **Multi-family residential (R-2):** The multi-family residential district provides for uses, structures, and activities compatible with neighborhoods with a mix of single-family dwelling units, designated manufactured homes, and multi-family dwelling units. The R-2 District provides for a mix of single- and multi-family housing types. Examples of other compatible uses in the R-2 District may include: bed and breakfast inns, home businesses, parks, schools, churches, and other public and semipublic uses as long as such uses will not create a significant traffic or parking problem, noise or light pollution, and water and sewer facilities are capable of supporting such development.



Commercial

Within the commercial land use category, there are three distinct commercial designations intended to meet the retail, commerce, and business needs of the community.

- ◆ **Downtown commercial (C-1):** The downtown district provides for a wide range of small to medium commercial uses and professional offices concentrated in the historic downtown area of the city. Uses in this district serve the needs of the immediate area as well as tourists to the community. The C-1 district is a compact, intensive activity center that emphasizes pedestrian access to and between businesses. Examples of other compatible uses in the Downtown District may include second-story residential housing, housing for the elderly, such as senior apartments, assisted living units, or residential care centers, and other public and semipublic uses.
- ◆ **General commercial (C-2):** The general commercial district provides for large retail, personal and professional offices, storage, recreational vehicle parks, and light manufacturing activities outside the downtown (C-1) district that depend on arterial or highway traffic, large lot sizes, or uses not appropriate for the C-1 district. Types of land uses appropriate for this zone are: large retail establishments, clinics, vehicle repair, automobile dealerships, machine shops, building supply stores, mini-storage, and tourist services oriented to highway access such as restaurants and motels. Types of compatible land uses in this designation may also include recreational vehicle parks and retail businesses requiring outdoor storage and/or sales space.
- ◆ **Highway commercial (C-3):** The highway commercial district provides for highway-oriented or vehicle-oriented uses that can benefit from highway exposure. Residential uses are not permitted.

Industrial

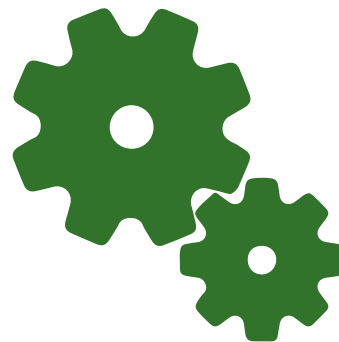
The City supports one industrial land use designation within the planning area.

- ◆ **Industrial (I):** The industrial district provides space for manufacturing, storage, agriculture, forestry, wholesale sales, outdoor storage, transshipment, and other intensive uses that meet environmental regulations but require separation from residential and commercial uses in the City. These uses should be located adjacent to major transportation facilities such as SR 8, SR 108, and/or the east-west railroad. In some cases, binding site plans or cluster development approach might be used to meet density and intensity requirements, or to provide additional development flexibility.

Open Space

McCleary has one land use designation within the planning area for forest and open space lands.

- ◆ **Forest/open space (F/OS):** The forest and open space district protects the City's natural resources and open spaces. Land uses in this zone include commercial forest lands, non-commercial forests, critical areas with restricted development potential, undeveloped parkland, and areas protected by open space designations or long-term conservation easements.



New Zoning Districts

- ◆ **PI (Public/Institutional District):** Creates a distinct zoning district for city-owned and other public institutional uses, including City Hall, McCleary School, the Community Center, and the cemetery.
- ◆ **MPD (Master Planned District):** Allows for phased development over time in collaboration with the City.
- ◆ **IHO (Infill Housing Overlay District):** Allows slightly denser, context-sensitive housing types like duplexes, townhomes, and condominiums in the residential areas surrounding downtown. Encourages the addition of housing without expanding the city limits and makes more efficient use of existing infrastructure.
 - The Infill Housing Overlay (IHO) District **will encourage infill housing in the residential areas surrounding downtown.** In addition to single-family housing, context-sensitive ADUs and “missing middle” housing types that keep with the scale of existing residential development (e.g. duplexes, townhomes, condominiums) will be encouraged.
 - *What Is An Accessory Dwelling Unit?* An accessory dwelling unit (ADU) is **a smaller, independent residential dwelling unit located on the same lot as a stand-alone (i.e., detached) single-family home.**

Benefits of Encouraging Infill Housing and ADUs

- ◆ Pedestrian access to basic services is increased
- ◆ Makes more efficient use of existing infrastructure and utilities
- ◆ Increases affordable housing supply and income for homeowners with ADUs and in-law suites
- ◆ Creates a finer grain of housing density
- ◆ Allows aging-in-place



4.3 Future Land Use Patterns

4.3.1 Population Trends

A population growth trendline was developed using the Decennial Census counts over the last 50 years (1970 through 2020). As presented in Figure 2-1 of this report, McCleary’s population grew 58% from 1,265 to 1,997 over those five decades, for an average annual growth rate of 1.2% – or a **compounded annual growth rate of 0.92%**.

4.3.2 Population Forecast

This compounded growth rate was applied to McCleary’s current population, using OFM’s 2022 estimate of 2,040 as a baseline population, to develop a projection over the next 20 years as presented in Table 4-2. The projected trend line is shown in Figure 4-1 alongside the historical population data for context.

The projected growth rate would add **410 residents** (20% of McCleary’s current population) **over the next 20 years, for a projected population of 2,450 by 2042.**

Table 4-2: Population Projection for McCleary, 2022-2042					
	2022	2027	2032	2037	2042
Projected Population	2,040	2,136	2,236	2,340	2,450

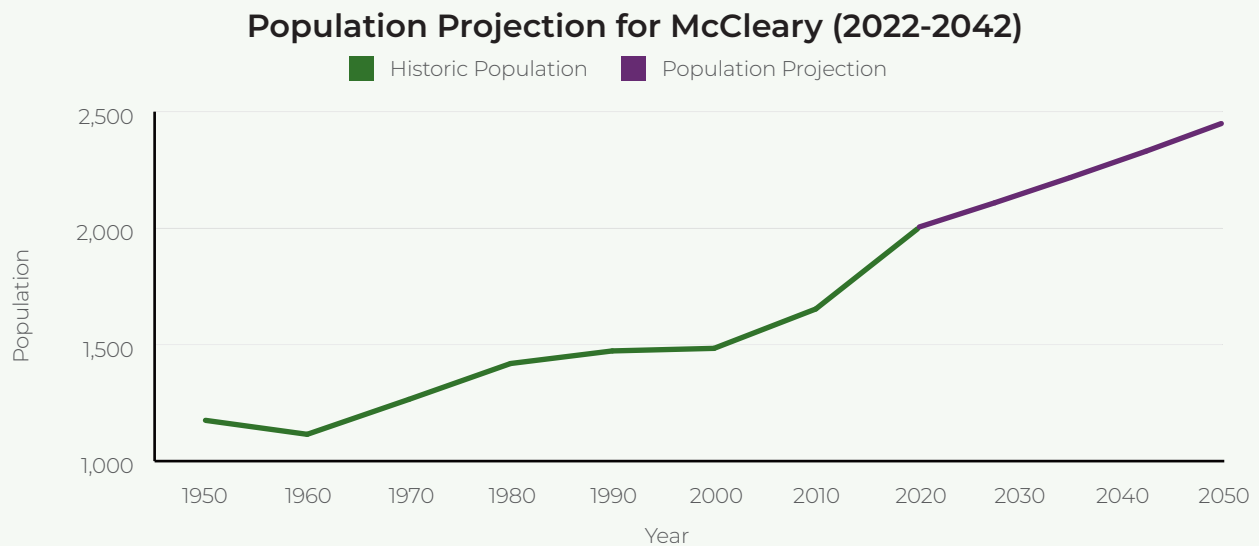


Figure 4-1: McCleary Historic and Projected Population Growth



4.3.3 Land Use Projections and Capacity

Land use capacity illustrates whether the City has sufficient developable land free of constraints and zoned at densities sufficient to accommodate expected growth. According to OFM's intercensal estimates, McCleary's **average household size is 2.59 persons per occupied housing unit**. Currently there are 770 occupied and 53 vacant housing units in the City, a vacancy rate of 6.4%. **At this household size and assuming the compounded annual growth rate of 0.92% shown above, McCleary needs an additional 123 housing units by 2042.**

Figure 4-2 below indicates how land is currently being used, irrespective of zoning. The majority of the City is either used for **single family residential, resource lands or is undeveloped**. This is quite typical of a historical logging community like McCleary that has built out at lower densities over time. The current maximum residential density in the single-family zones is six dwelling units per acre (7,200 square feet). In the Residential 2 zoning district, multi-family dwellings are permitted at 16 dwelling units per acre. **With 21.4 acres of undeveloped land, the R2 zoning district can accommodate up to an additional 342 housing units** – well more than double the additional 123 units needed over the next 20 years.

The surplus of capacity, however, relies on the assumption that residential development will achieve **16 dwelling units per acre, a density that may be greater than what environmental conditions will allow**. Figure 4-3 illustrates this reality by overlaying the known environmental conditions with vacant or underutilized parcels. **Wetlands, streams, surface water and slopes** can all result in achieving densities that are less than the maximum allowed in the code. Costs to finance and construct dwelling units and consumer preferences also might result in a development style that does not achieve maximum allowed densities or does not immediately respond to the market demand for housing. Being aware of the “market factor” ensures that adequate developable land is always available and prevents land costs from increasing disproportionately due to low supply.

Details on housing needs, affordability, and types can be found in the Housing Element of this Comprehensive Plan.

McCleary's previous 2002 Land Use and Zoning Maps (Figures 4-4 and 4-5) had allocated a **significant portion of the forested lands** along the Puget Sound & Pacific railroad corridor **as industrial**, mostly due to the size of the parcels and the availability of other lands within the city that were better suited to meet the demands of the commercial and residential market.

During this Comprehensive Plan update, community stakeholders and property owners suggested that **over the next 20 years this area could be better used for different land uses**. Common themes from the stakeholder group, McCleary School 8th grade class engagement and Bear Festival community outreach were to focus new growth around the downtown core. By bringing more residential units closer to downtown, **retail health, walkability and extension of city infrastructure would be more viable**. Three scenarios were reviewed (Figures 4-6, 4-7, and 4-8) and considered, each combining a different approach that included forest/open space, industrial and a master planned district. This effort resulted in the preferred land use and zoning map shown in Figure 4-9.

The preferred land use concept draws from each of the land use alternatives, suggesting that industrial uses, open space, infill housing and master planned district can each be accommodated. The new plan retains many of the designations from the 2002 plan but concentrates future growth in the center of the community to encourage efficient provision of city services. Five primary changes occurred:

1. Redesignated the R3 areas as R1
2. Expanded the R2 zone into additional properties adjacent to SR 8 and slightly north of W Ash St
3. Redesignated all City owned, school district owned lands as Public/Institutional
4. Added Infill Housing Overlay District
5. Added Master Planned District



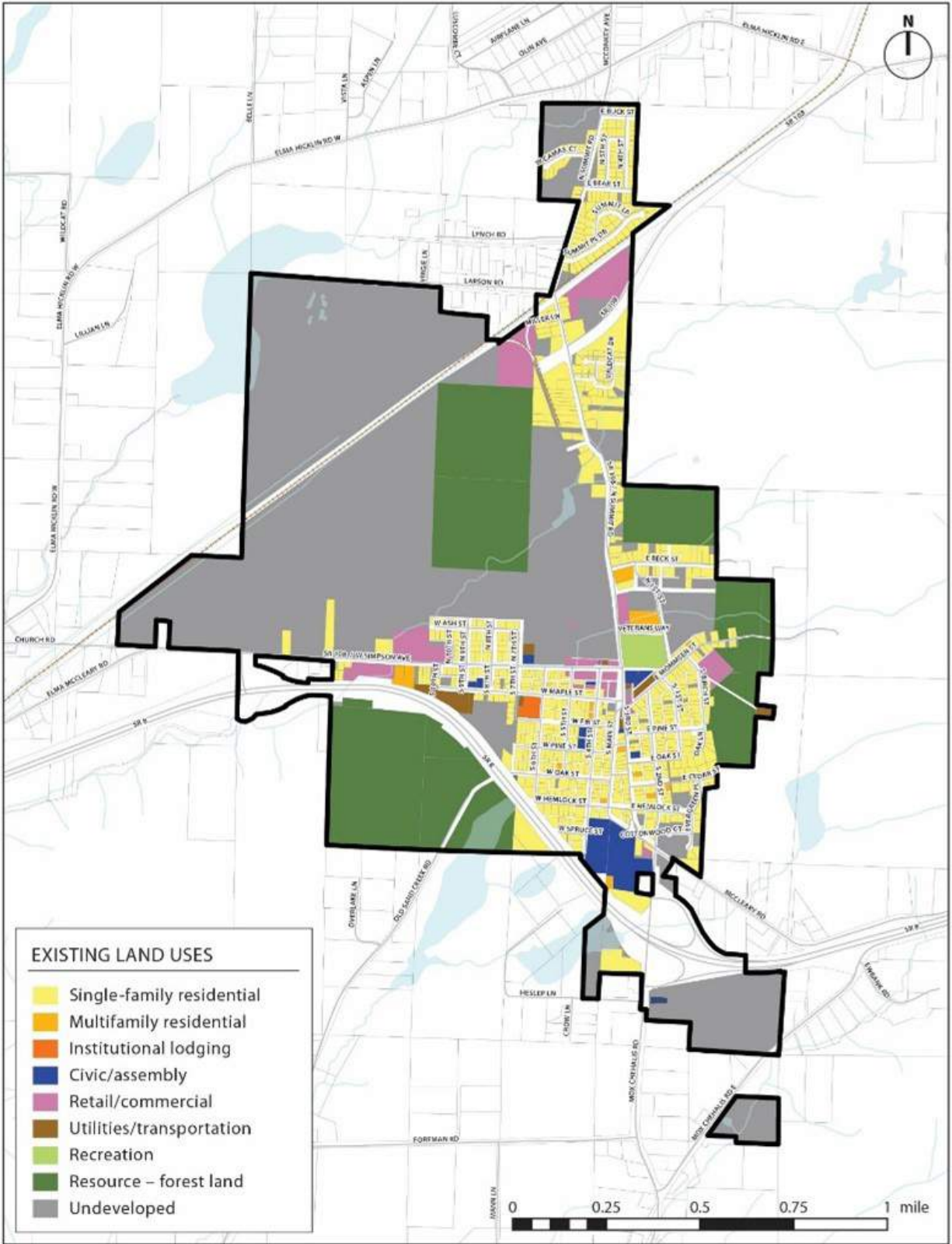


Figure 4-2: Existing Land Uses in McCleary, 2022



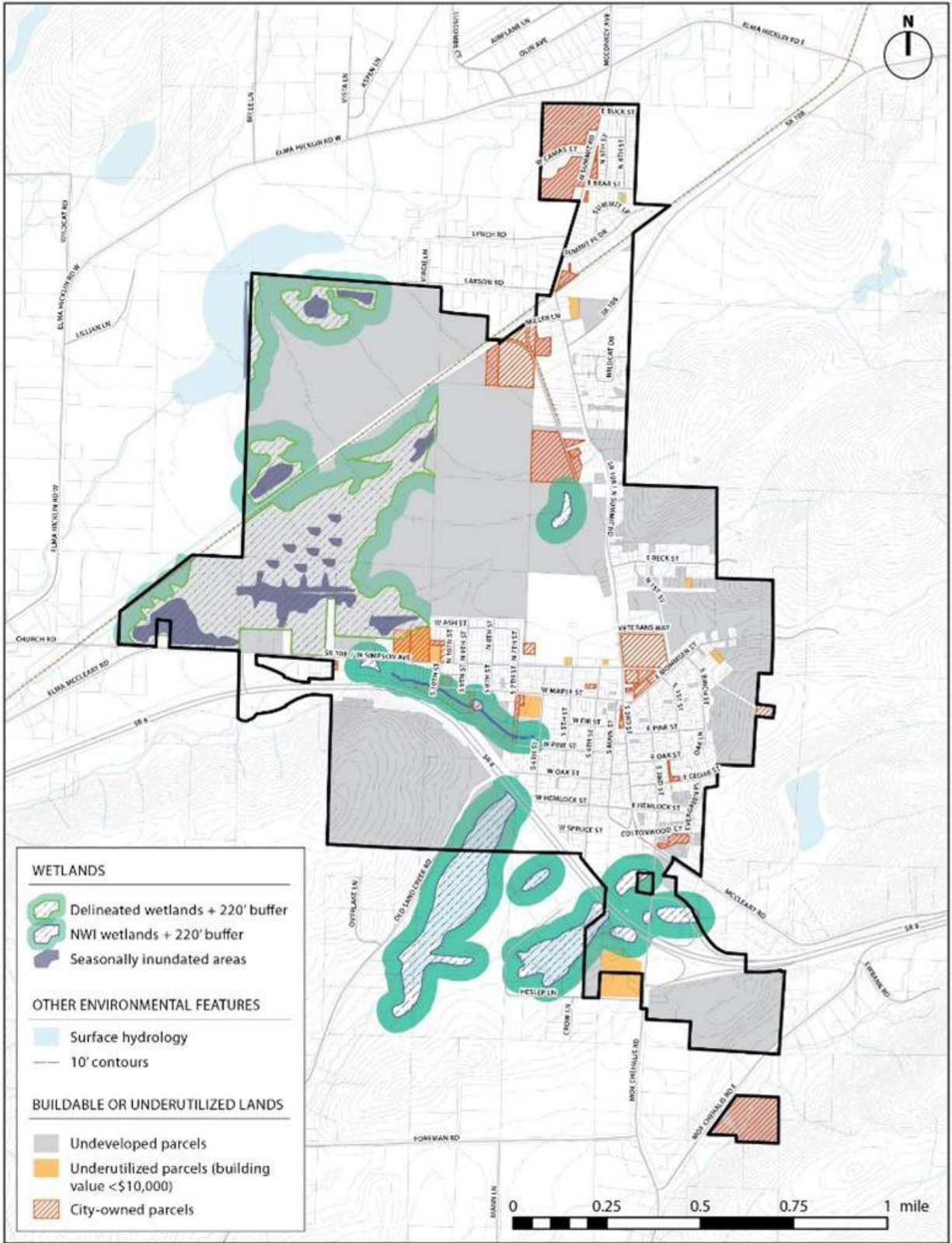


Figure 4-3: Land Use Opportunities and Constraints



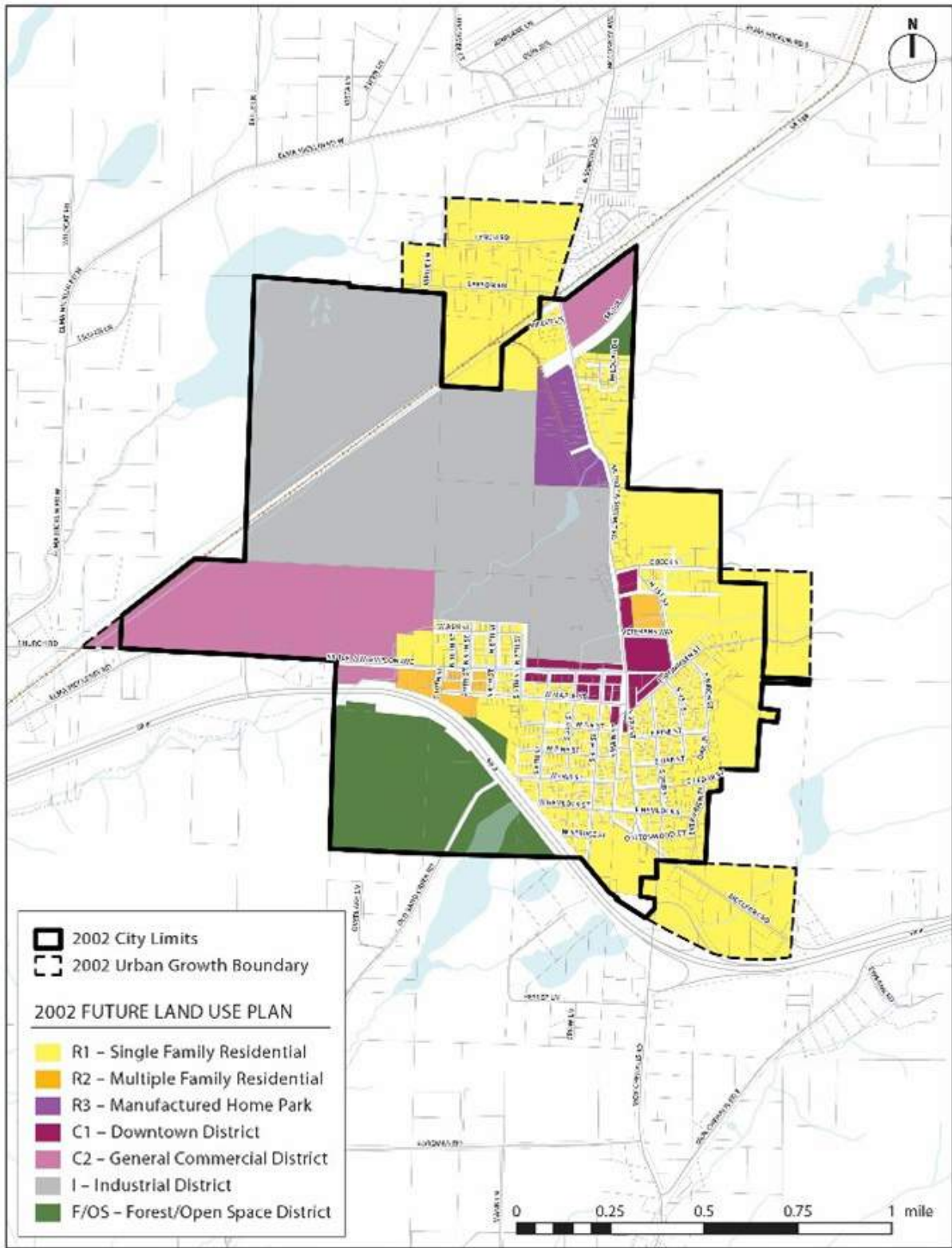


Figure 4-4: Future Land Uses in McCleary, 2002



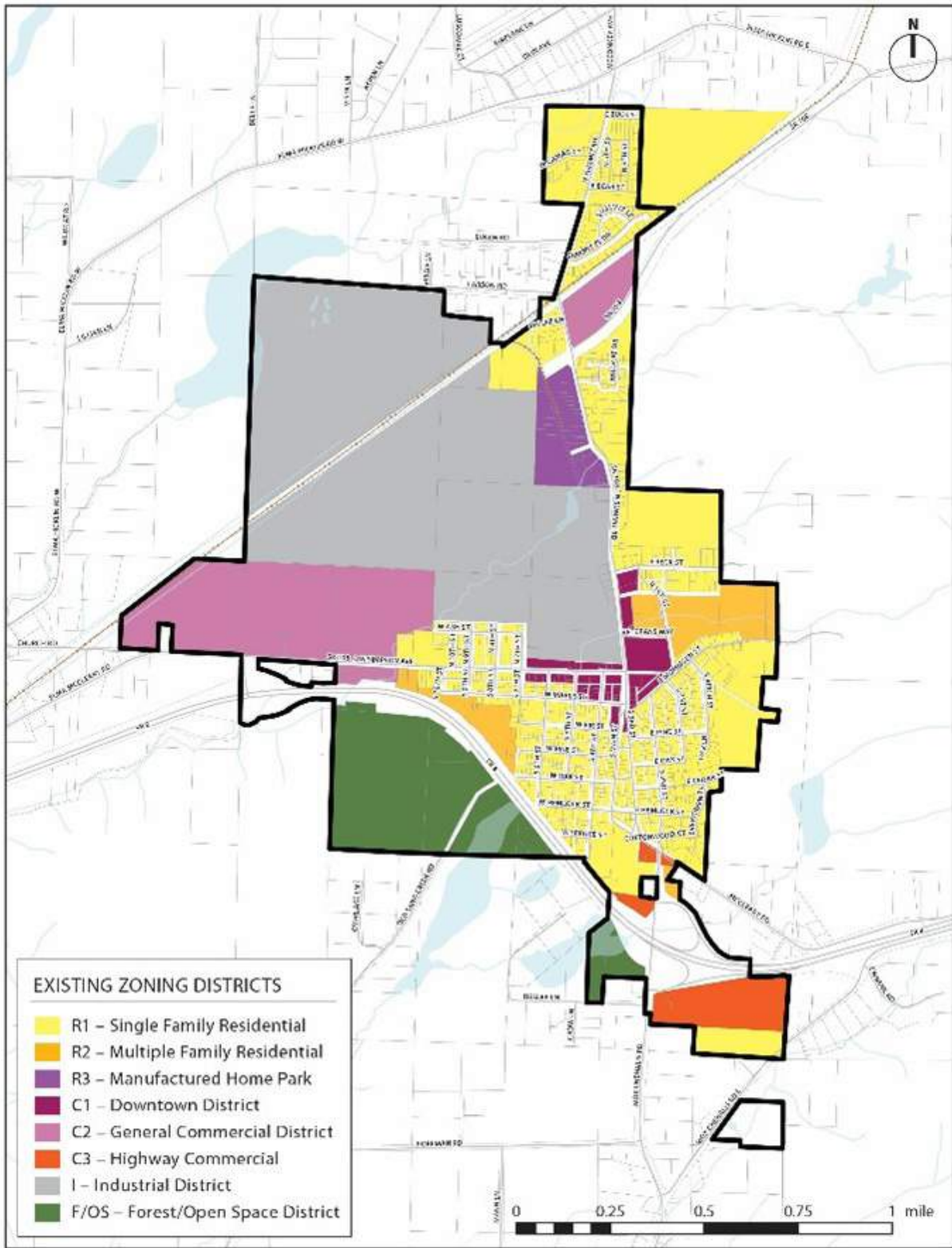


Figure 4-5: Existing Zoning Districts in McCleary, 2002



The plan adds an **Infill Housing Overlay (IHO) District** over much of the Single-Family Residential property south of W Simpson Ave. This overlay is intended to **allow slightly denser, context-sensitive housing types like duplexes, townhomes, and condominiums in the residential areas near downtown.** The IHO encourages the addition of housing without expanding the city limits and makes more efficient use of existing infrastructure. In addition to single-family housing, context sensitive ADUs and “missing middle” housing types that keep with the scale of existing residential development (e.g. duplexes, townhomes, condominiums) will be encouraged.

The overlay **promotes infill and additional density while blending into the character of the existing neighborhoods.** This overlay zone provides for the creation of infill developments and smaller self-contained residential neighborhoods that complement the existing neighborhood without following a standard system of public streets and lot design and with opportunities for residential and commercial neighborhood developments. All principal, accessory and conditional uses permitted in the underlying zone(s) are allowed in the IHO.

The new blue area in the middle of the map redesignates Industrial property to **Master Planned District** and is approximately 98 acres in the central part of the city that are currently forested and have been used for timber harvesting purposes. In the future, this

area is anticipated to **develop with a range of uses including industrial, commercial, and residential.** This designation is intended to allow for the creation of closely knitted neighborhoods featuring a variety of housing styles and sidewalks and trails to links to other areas of the city and to adjacent natural spaces.

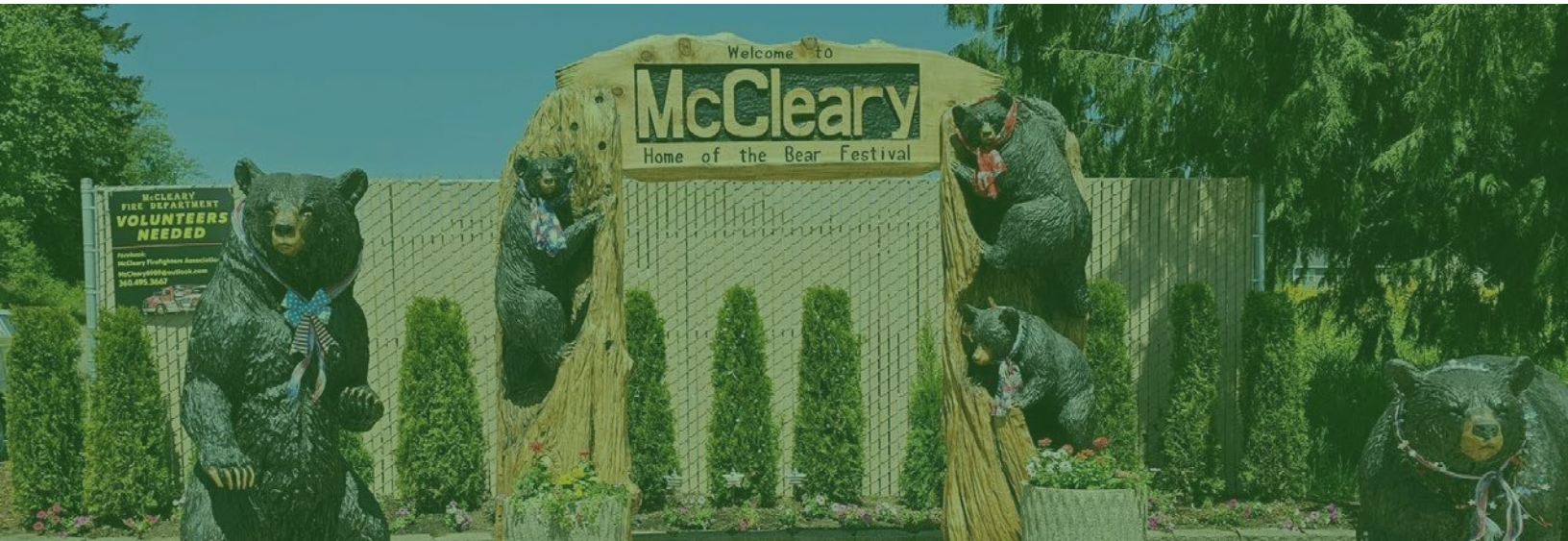
A master plan or plans are required to be prepared prior to the development of the site and is expected to include the following:

1. A **mix of commercial, industrial, office and residential development** on the areas of the site not encumbered by critical areas, wetlands or streams.
2. **Parks and/or other amenities to protect and showcase** the unique natural features on the site such as riparian habitat, forested areas, and trails that follow the edge of the shoreline.
3. A **trail connecting existing properties** along N. Summit Road/SR 108 through the MPD to residential properties along W. Simpson Ave.

The master plan may also include:

1. A **walkable commercial area.**
2. **Secondary access roads.**

Figure 4-9 is the new land use and zoning map that will shape development in McCleary through 2042.



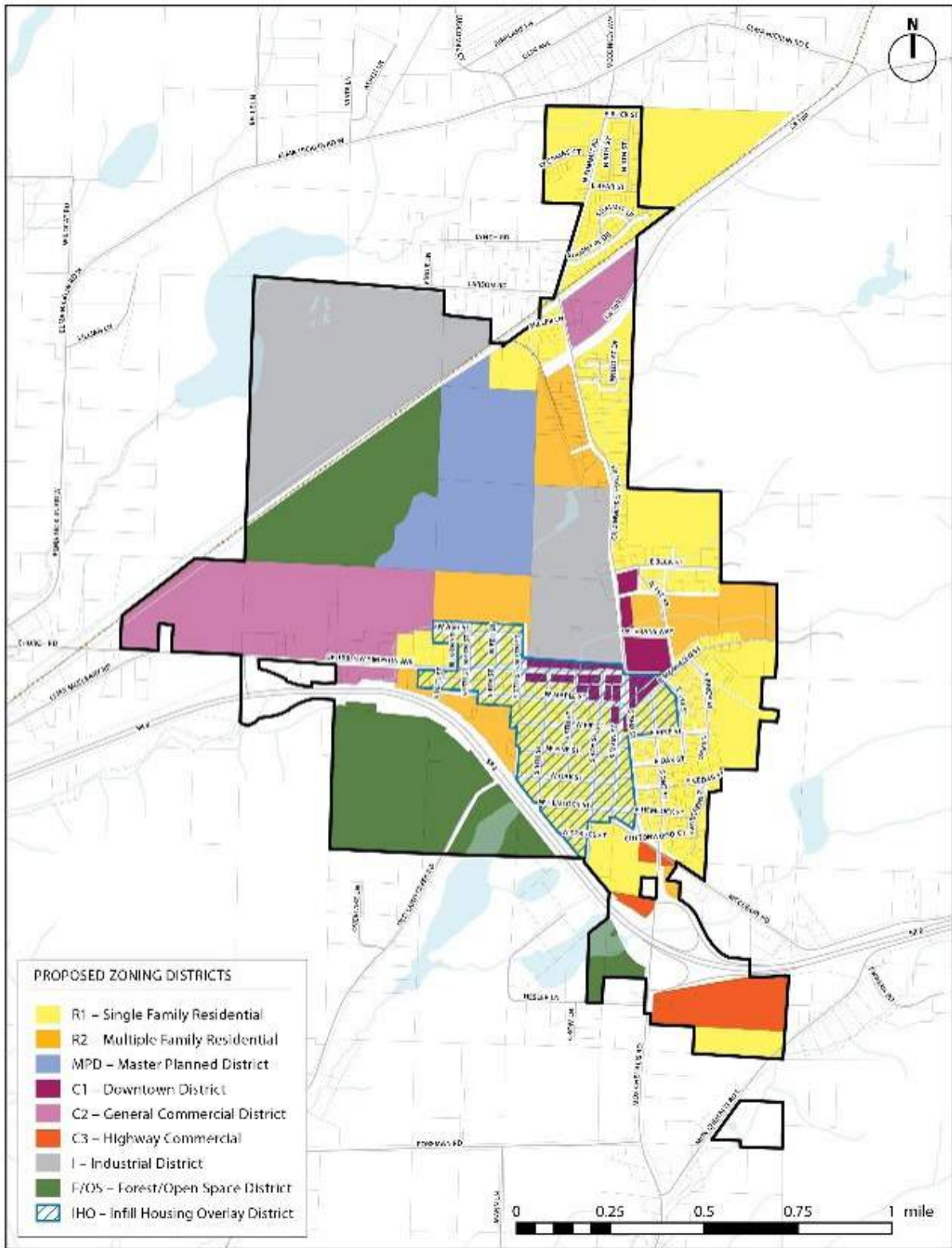


Figure 4-7: McCleary Scenario Map #2



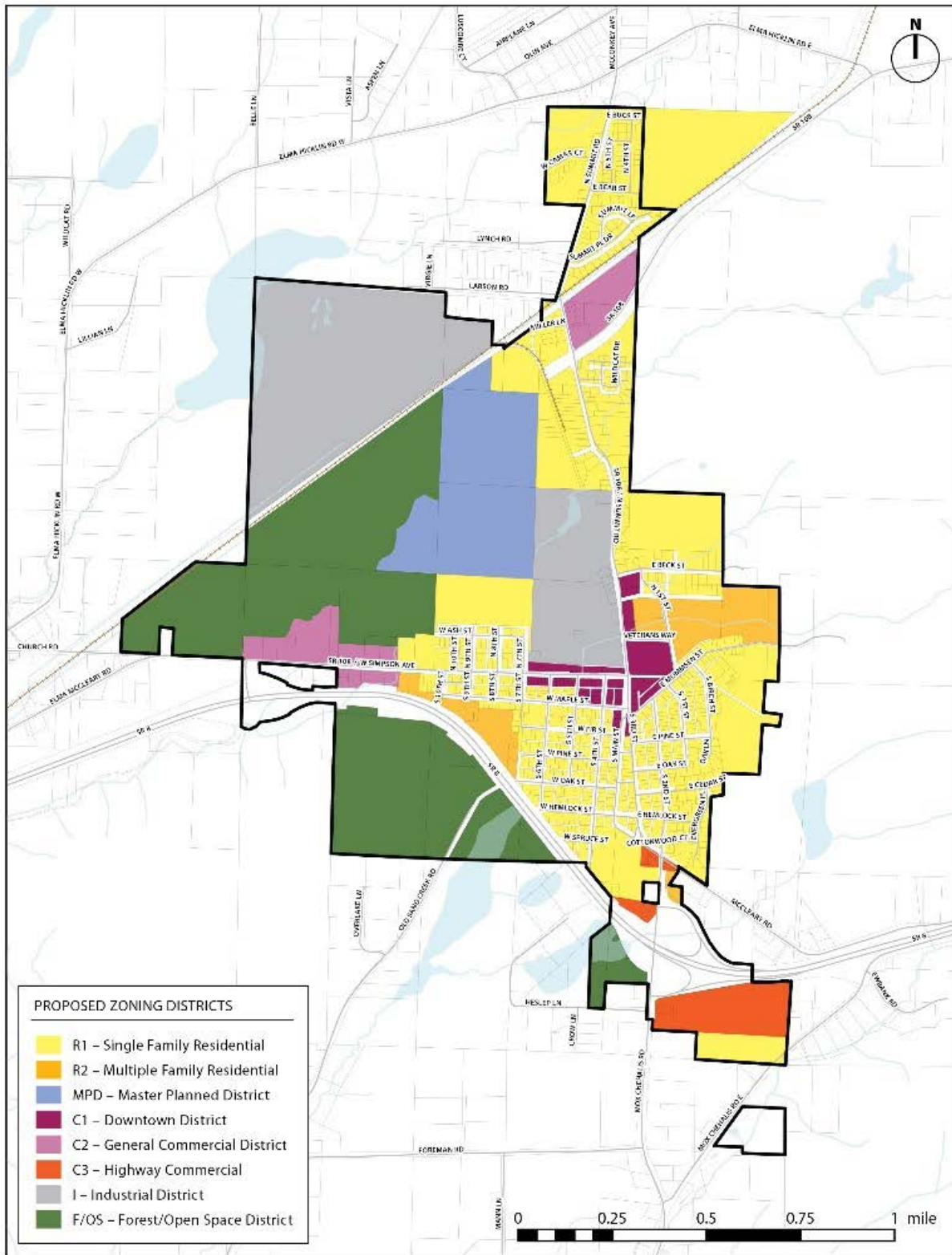


Figure 4-8: McCleary Scenario Map #3



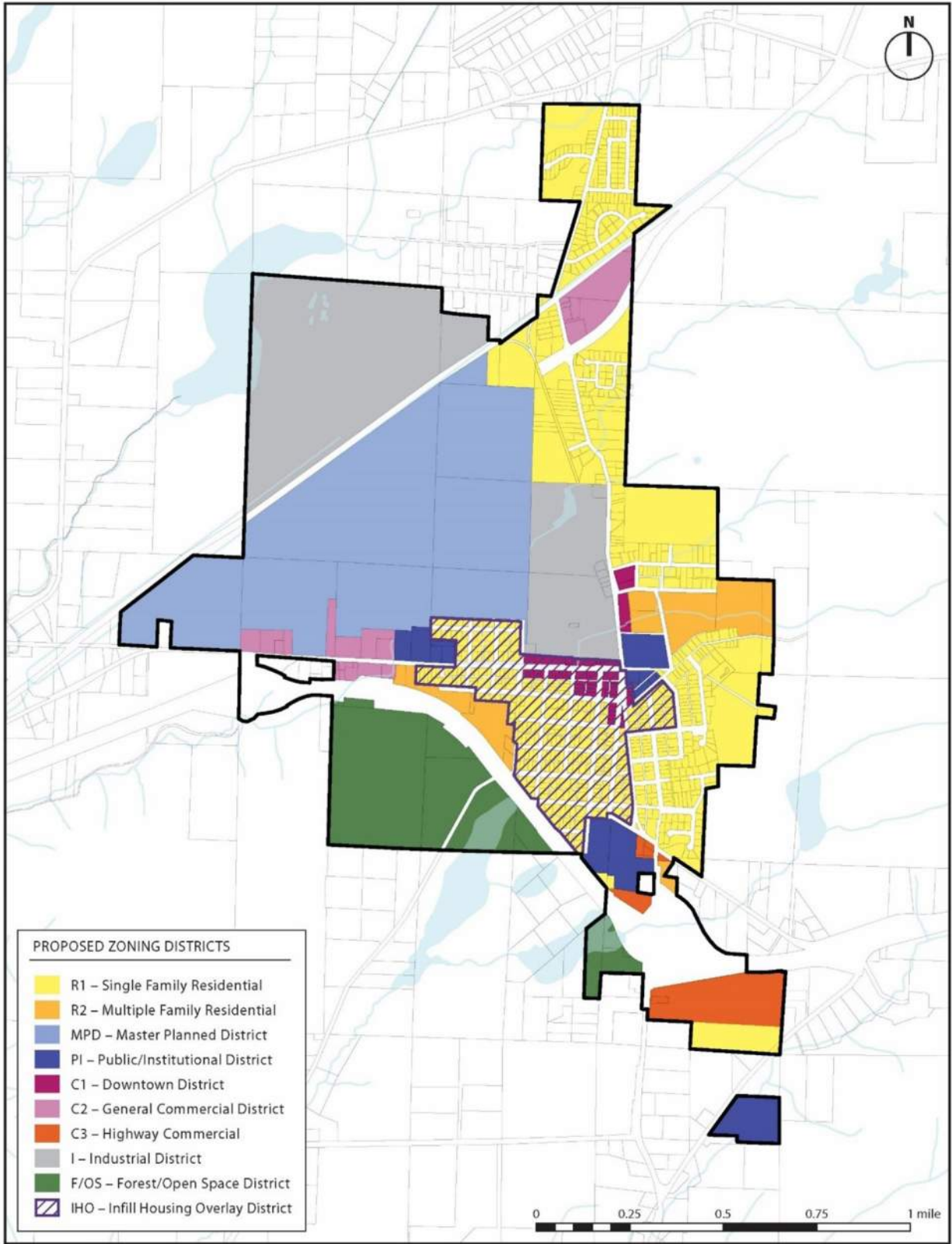


Figure 4-9: McCleary Zoning and Future Land Scenarios



4.4 Environment and Critical Areas

4.4.1 Climate

The weather in McCleary is **typical of the Pacific Northwest maritime climate**: cool dry summers that can sometimes turn into serious drought spells with increased forest fire risk. The region also gets generally mild wet winters, and with current trends in climate variations, have been getting stronger winter storms. Elma has the nearest official weather reporting station. Records for average daily temperatures show that January has the lowest at 39.5 degrees F, while August (and sometimes July) will have the highest at 63.5 degrees F. Precipitation normally averages 68.4 inches annually.

4.4.2 Topography

Topography in McCleary includes **moderately steep slopes to relatively flat ground**. The highest elevation is 426 feet at the water tanks just beyond the eastern city limits. From that point, the slope drops to about 280 feet in the center part of the community. The lowest elevation is 262 feet at the western city limits along SR 108. **Generally, development in McCleary has avoided slopes steeper than 20%.**

Figure 4-10 is the USGS topographical map for the McCleary area.



Figure 4-10: McCleary Topographical Map

Source: McCleary Area Topography, adapted from USGS 7½ minute quadrangles





4.4.3 Geology and Groundwater

Below its soil layer, the geology of modern day McCleary is a combination of **Quaternary sediments and Tertiary sedimentary and volcanic rock**. The topography of the area reflects its geologic makeup. Sedimentary and volcanic bedrock that formed 55 to 65 million years ago during the Lower Tertiary period covers the entire area, but it is closest to the surface on the hillsides surrounding the city. Groundwater typically is unavailable in this bedrock. Rainfall percolating through the soil stops at this dense rock layer and flows downhill, collecting in the Quaternary sediments below in the valley floor.

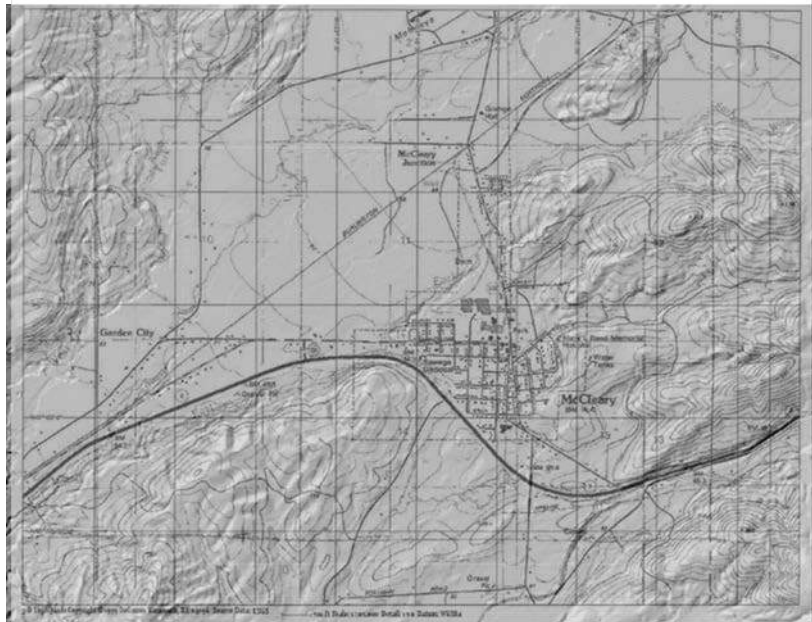


Figure 4-11: McCleary LIDAR Map

Between 18,000 and 40,000 years ago, glaciers once flowed through what is now the Wildcat Creek Valley, carving the land and depositing deep layers of silt, sand, and gravel over the bedrock. These Quaternary sediments can range from 50 to 100 feet thick and their highly permeable nature **creates an aquifer bearing large quantities of groundwater**. Groundwater supplies generally run from 10 to 20 feet below the surface in the valley and flows at a slow rate of from the northeast to the southwest. Rainfall and surface water bodies contribute to this groundwater supply. **The City of McCleary relies on this aquifer as the only source for its municipal water supply. The highly permeable nature of Quaternary sediments makes them susceptible to surface pollution.**



4.4.4 Soils

There are **11 different soil series in and around McCleary**. Each of these soil series has differing characteristics that affect their suitability for development. Soil characteristics that influence development include slope, erosion potential, flooding, depth to water table, depth to bedrock, and drainage capabilities. These factors in turn create building limitations for residential and commercial structures as well as public infrastructure improvements like streets. The presence of hydric soils, often associated with wetlands, also point to regulatory concerns. A case in point are the presence of hydric soils, which have a high moisture content; some patches show up in McCleary proper, with the larger patches west of McCleary and north of the rail line to north of the Elma Hicklin Road. Where the hydric soils are in the town itself, the soils conform to the southern boundary of the aquifer in the center of town:

All soil types in the McCleary area **have one or more characteristics that create constraints for future development**. While it is rare for these constraints to totally prevent development, they may warrant special design considerations that can significantly add to project costs. For instance, on-site sewage disposal systems universally face severe limitations for development most often due to slope, poor percolation, and wetness. Development would have to connect to the city sewage collection and treatment system to prevent groundwater contamination. In similar ways, streets and structures that contend with slope, wetness, and low soil strength must rely on special design and construction techniques to overcome resulting problems.

Soils that present the most difficult problems to overcome include:

- ◆ **Buckpeak silt loam (15):** slope
- ◆ **Schneider gravelly silt loam (131):** slope
- ◆ **Tebo silt loam (143):** slope
- ◆ **Nemah silty clay loam (91):** depth to. water table, hydric conditions
- ◆ **Norma sandy loam (101):** depth to water table, hydric conditions
- ◆ **Salzer silty clay (127):** depth to water table, hydric conditions

13	Buckpeak silt loam	101	Norma sandy loam
15	Buckpeak silt loam	105	Olympic clay loam
23	Carstairs very gravelly loam	106	Olympic clay loam
48	Humtulsips silt loam	127	Salzer silty clay
71	Lyre very gravelly loamy sand	131	Schneider very gravelly silt loam
72	Lyre variant very gravelly loamy sand	142	Tebo silt loam
79	Montessa silt loam	143	Tebo silt loam
91	Nemah silty clay loam	146	Udipsamments, level

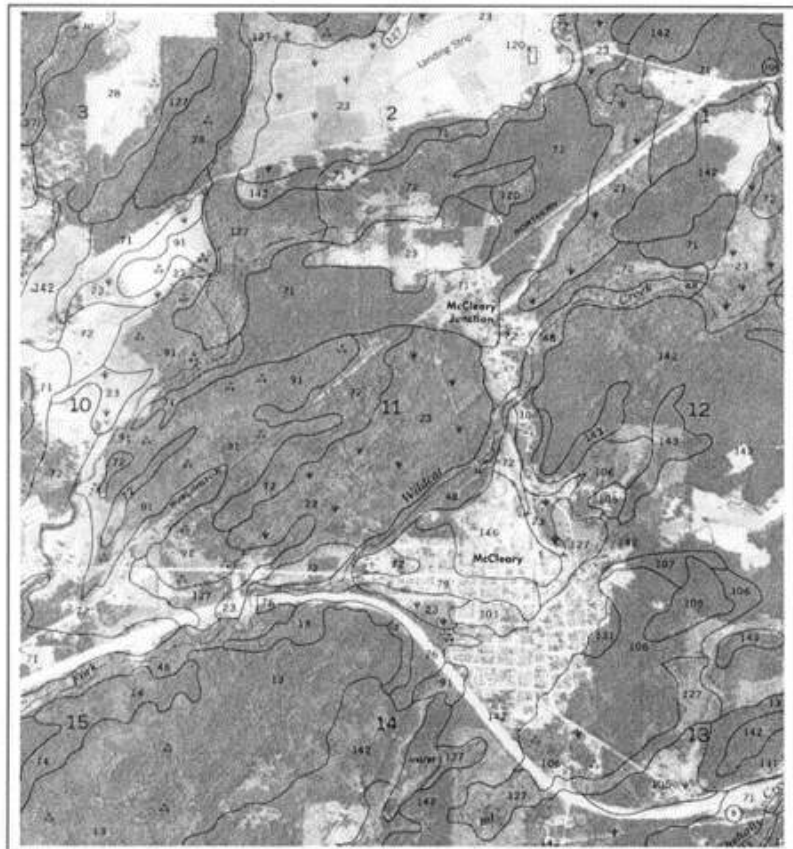


Figure 4-12: McCleary Area Soils

Source: National Resource Conservation Service



4.4.6 Shorelines

The City of McCleary Shoreline Master Program (SMP), adopted in 2016, regulates development activities along Wildcat Pond and Mox Chehalis Creek (although the creek itself is located outside the City, shorelands adjacent to the creek are within the City's shoreline jurisdiction) in compliance with the Shoreline Management Act of 1971. Development activities within the shoreline jurisdiction must comply with the policies and development regulations established in the SMP. Goals and policies of the SMP are considered a part of this Comprehensive Plan (RCW 36.70A.480).

Wildcat Creek system joins with the Cloquallum River just east of the City of Elma. Below is a map of the Wildcat Creek Drainage Basin. This basin drains 13,492.48 acres and empties into the Cloquallum River just northeast of Elma.

Being a major tributary of the Cloquallum River, which in turn joins the Chehalis River, Wildcat Creek is undergoing greater scrutiny for its water quality impacts on fisheries. Biological assessments of Wildcat Creek rate riparian conditions as poor, which likely contribute to warm water temperatures. The East Fork of Wildcat Creek does not come under the Shoreline Management Act until its confluence with the Middle Fork of Wildcat Creek. The City of McCleary sewage treatment plant discharges into the East Fork just west of the end of Maple Street.

4.4.7 Critical Areas

Surface Water

The East Fork of Wildcat Creek is the largest flowing water body within the McCleary city limits. The stream travels for about 1½ miles through McCleary in a southwesterly direction and eventually joins with the Middle Fork to create Wildcat Creek about a mile west of where it leaves the city limits. The entire

The only other natural waterway within the city is Sand Creek. Sand Creek is a tributary of Mox Chehalis Creek, which begins within the city limits south of SR 8. Less than 1,000 feet of one of two small marshy lakes that make up its headwaters is within the city limits. Sam's Canal, a drainage ditch that runs east to west that drains into the East Fork of Wildcat Creek, captures a small creek that runs adjacent to Mommsen Road east of the city limits.

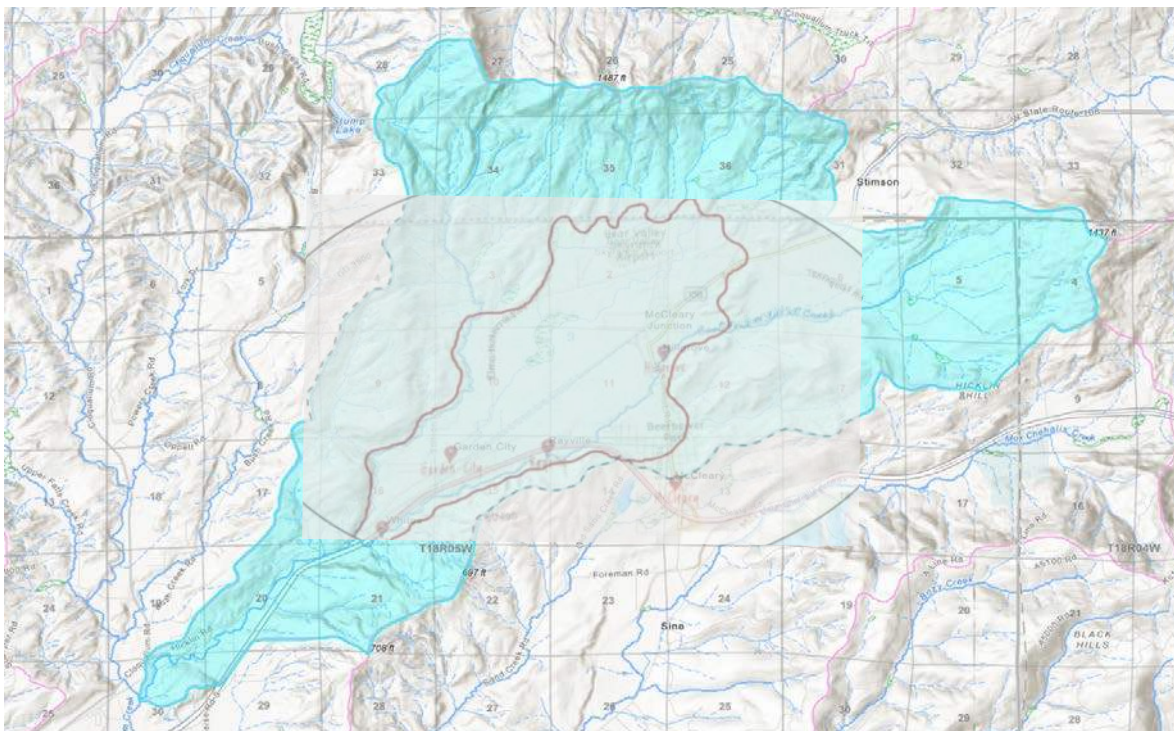


Figure 4-13: Wildcat Creek Drainage Basin with McCleary's aquifer superimposed

Source: Washington State Department of Natural Resources Data Explorer Interactive GIS



Wetlands

The commonly used wetland definition as issued by the U.S. Environmental Protection Agency (EPA), the U.S. Army Corps of Engineers (Corps), Shoreline Management Act (SMA), and Growth Management Act (GMA) and recorded in the Washington Administrative Code (WAC 173-22-030(10)) is:

Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include artificial wetlands intentionally created from non-wetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from non-wetland areas to mitigate the conversion of wetlands.

Wetland scientists generally acknowledge that wetlands perform the following eight functions: 1) flood/storm water control, 2) base stream flow/groundwater support, 3) erosion/shoreline protection, 4) water quality improvement, 5) natural biological support, 6) general habitat support, 7) specific habitat support, and 8) protection of cultural and socioeconomic values (Cooke Scientific Services 2000).

The National Wetlands Inventory Map shows **a limited number of wetlands in McCleary**. Most are palustrine, or freshwater wetlands, such as swamps, bogs, and marshes. A few are riverine, or stream-associated wetlands along the East Fork of Wildcat Creek, Sand Creek, and Sam's Canal. The two largest of these wetlands in the city straddle the northwest boundary and the headwaters of Sand Creek south of SR 8.



Frequently Flooded Areas

Frequently flooded areas (FFAs) are regulated to manage potential risks to public safety. Such areas also provide valuable instream habitat benefits, such as recruitment of large woody debris. The City of McCleary defines frequently flooded areas as "...lands in the floodplain subject to a one percent or greater chance of flooding in any given year. These areas include, but are not limited to, streams, rivers, lakes, coastal areas, wetlands, and the like. The 100-year flood plain designations of the National Flood Insurance Program delineate the presence of frequently flooded areas"⁵.

The Federal Emergency Management Agency (FEMA) has designated **two frequently flooded areas within the city as lying within a 100-year floodplain**. The first is a narrow band that runs the full length of the East Fork of Wildcat Creek through the city. The floodplain can vary from 200' to 500' in width. Most of the flood area passes through undeveloped parcels except east of Summit Road and south of Simpson Avenue.

The second 100-year floodplain is a large area that straddles 2nd Street between Mommsen Road and Beck Street. Most of this area is undeveloped, although parcels with homes border its edges. The source of this flooding appears to be from an unnamed creek that flows from hills east of the city limits. Sam's Canal helps to drain this area.

Critical Aquifer Recharge Areas

Critical to McCleary is the quality of the local potable water supply, which comes from a shallow aquifer underlying the town.

An aquifer is a geologic formation that readily transmits water to wells or springs. Where the surficial geology (surface sediments) consists of glacial deposits, aquifers are typically the sand- and gravel-dominated deposits where there is ample pore space for infiltrated water to be stored and discharged. **The functions and values of critical aquifer recharge areas (CARAs) are to provide clean drinking water and to contribute clean, cool water to streams and wetlands that support wildlife.**

The City of McCleary defines CARAs as "... areas with a critical recharging effect on aquifers used for potable water, including areas where an aquifer that is a source of drinking water is vulnerable to contamination that would affect the potability of the water, or is susceptible to reduced recharge"⁶.

The Wildcat Creek Aquifer is located in the northeastern portion of Grays Harbor County and includes large portions of the city. The aquifer is named after Wildcat Creek, which drains from the valley and supports extensive aquatic life. The **City of McCleary obtains its water supply from the aquifer, as does the surrounding community.**

The **Wildcat Creek Aquifer is a semi-confined aquifer located within sedimentary deposits that support a northeast-southwest oriented valley**. The aquifer is surrounded by hills of basalt of the Crescent Formation to the east and marine sandstone sediments of the Lincoln Formation to the west. The aquifer formed due to advancing glaciers which deposited sediments at least 100,000 years ago. As the glaciers advanced, till, which is less permeable and does not yield much water, was emplaced over the sediments. The aquifer resides beneath this till. **Wildcat Creek is considered a 'sole source aquifer,' meaning it is disconnected from other groundwater sources.**

⁵ McCleary Municipal Code (MMC) 18.08.030(6)

⁶ MMC 18.08.030(3)



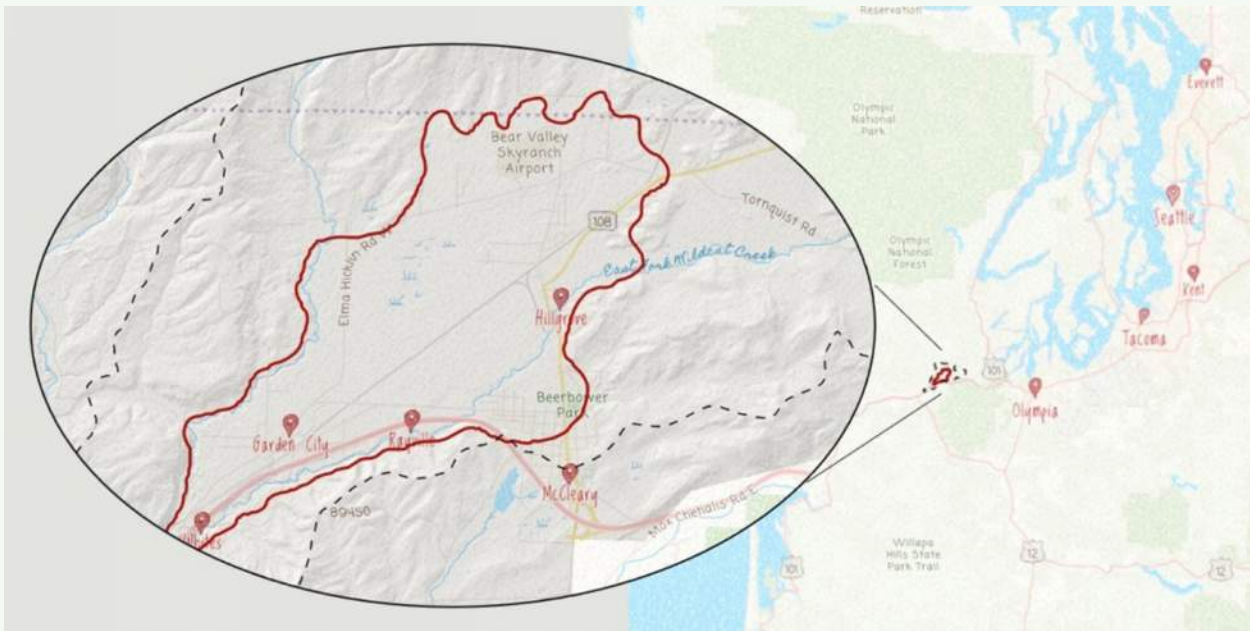


Figure 4-14: McCleary Aquifer

In 2022, **the City initiated an Aquifer Sustainability Plan (ASP) project in response to concerns over groundwater quality and quantity in the Wildcat Creek Aquifer.** The aquifer is the City's only source of reliable drinking water and supports most other users in the basin. The Department of Ecology has closed Wildcat Creek between May 1 and October 31 by rule, meaning no water is available for appropriation from the creek and no unmitigated consumptive groundwater use should be approved that captures water from the creek during the closed period. To address long-term use and protection of the aquifer, McCleary **developed the ASP project as a framework to achieve long-term reliability over a 20-year horizon.**

The ASP was completed in late 2023 and recommended **a variety of monitoring, testing, modeling and land use evaluation measures to protect quality and quantity of the City's drinking water.** Goals and policies related to the CARA are found in Section 4.8 below.

Geologically Hazardous Areas

According to RCW 36.70A.030, geologically hazardous areas are "those areas that are susceptible to erosion, sliding, earthquake, or other geological events and are not suited to the siting of commercial, residential, or industrial development consistent with public health and safety concerns." In contrast to most other GMA-mandated critical areas, where the goal is to protect a valued resource, the purpose of regulating activities in geologically hazardous areas is not to protect the area, but to protect the public from the hazard represented by the area. The geology and topography in the McCleary area combine to create several of the types of geologically hazardous areas including landslide, erosion, and seismic hazard areas, **but fortunately has confined its development to areas less than 20% slope, and there are not many steep slope hazards that could result in a landslide.** The City is conducting additional analysis of geologic hazards that will be presented at a future date.



Fish and Wildlife Habitat Conservation Areas

Fish and wildlife habitat conservation areas are defined in McCleary's Municipal Code as "land managed for maintaining species in suitable habitats within their natural geographic distribution so that isolated subpopulations are not created. This does not mean maintaining all individuals of all species at all times, but it does mean cooperative and coordinated land use planning is critically important among counties and cities in a region"⁷. Fish and wildlife habitat conservation areas include **areas with which endangered, threatened, and sensitive species have a primary association; waters of the state; state natural area preserves and natural conservation areas; and streams and rivers planted with game fish by a governmental agency.**

Washington State Department of Fish and Wildlife provides an interactive GIS maps that shows three main streams flowing through the McCleary area:

- ◆ **Sand Creek** to the south and east of McCleary, flowing under SR 8 to the south.
- ◆ **East Fork Wildcat Creek** which flows through the center of the McCleary area, from just east of Hillgrove and McCleary Junction areas of McCleary to southwest.
- ◆ **Middle Fork Wildcat Creek**, which originates in the northern suburbs of McCleary north of McCleary Junction and flows southwest to meet the East Fork Wildcat Creek south of SR8 near Elma.

The table on the following page is generated from reports of these streams in McCleary, to indicate species of fish and or other species of animal or fish that may have vulnerabilities due to destruction of habitat or water quality. One, not a fish, is the Townsend's Big Eared Bat (*Corynorhinus townsendii*).

The Townsend's big-eared bat occurs in small to moderately sized aggregations at sites throughout the state, where it may be **vulnerable due to loss, modification and disturbance of roosting and foraging habitat.** Actions to reduce human disturbance and destruction of important habitat and roosts are considered the most important conservation measures for Townsend's big-eared bats. This species is identified as a Species of Greatest Conservation Need (SGCN) under the State Wildlife Action Plan (SWAP). SGCN-classified species include both those with and without legal protection status under the Federal or State Endangered Species programs, as well as game species with low populations.

The Townsend's Big Eared Bat has been identified as a **Priority Species under WDFW's Priority Habitat and Species Program.** Priority species require **protective measures for their survival due to their population status, sensitivity to habitat alteration, and/or recreational, commercial, or tribal importance.** The PHS program is the agency's main means of sharing fish and wildlife information with local governments, landowners, and others who use it to protect priority habitats for land use planning.



⁷ MMC 18.08.030(5)



Table 4-3: Critical Species in McCleary Streams and Watersheds					
Species	Sand Creek, Status	East Fork Wildcat Creek, Status	Middle Fork Wildcat Creek, Status	Priority Area, Anadromous or Migratory, Population Health	Federal or State Protection Status
Chum Salmon (<i>Oncorhynchus keta</i>)	?	<ul style="list-style-type: none"> Present Status: healthy 	<ul style="list-style-type: none"> Present Status: healthy 	<ul style="list-style-type: none"> Fall runs Migratory population 	<ul style="list-style-type: none"> Fed: Not Warranted State: N/A
Winter Steelhead (<i>Oncorhynchus mykiss</i>)	?	<ul style="list-style-type: none"> Present Status: anadromous population 	<ul style="list-style-type: none"> Present Status: anadromous population 	<ul style="list-style-type: none"> Breeding and migrations Healthy populations noted Both winter & anadromous included 	<ul style="list-style-type: none"> Fed: Not Warranted State: N/A
Coho Salmon (<i>Oncorhynchus kisutch</i>)	?	<ul style="list-style-type: none"> Present Status: healthy 	<ul style="list-style-type: none"> Present Status: healthy, anadromous population 	<ul style="list-style-type: none"> Breeding areas 	<ul style="list-style-type: none"> Fed: Candidate State: N/A
Resident Cutthroat Trout (<i>Oncorhynchus clarki</i>)	<ul style="list-style-type: none"> Present, Status, life history: unknown 	<ul style="list-style-type: none"> Occurrence Present Status: unknown 	<ul style="list-style-type: none"> Occurrence Present Status: unknown 	<ul style="list-style-type: none"> Occurrence of species Migratory 	<ul style="list-style-type: none"> Fed: Candidate State: N/A
Cutthroat Trout (<i>Oncorhynchus clarki</i>)	<ul style="list-style-type: none"> Present, aka Chehalis Coastal Cutthroat Status: unknown 	<ul style="list-style-type: none"> Present, aka Chehalis Coastal Cutthroat Status: unknown 	<ul style="list-style-type: none"> Present, aka Chehalis Coastal Cutthroat Status: unknown 	<ul style="list-style-type: none"> Occurrence of species 	<ul style="list-style-type: none"> Fed: Candidate State: N/A
Rainbow Trout (<i>Oncorhynchus mykiss</i>)	<ul style="list-style-type: none"> Present Migration Status: unknown 	<ul style="list-style-type: none"> Present Migration Status: unknown 	<ul style="list-style-type: none"> Present Migration Status: unknown 	<ul style="list-style-type: none"> Occurrence of population Migratory 	<ul style="list-style-type: none"> Fed: N/A State: N/A
Fall Chinook, Chinook Salmon (<i>Oncorhynchus tshawytscha</i>)	?	<ul style="list-style-type: none"> Present Status: anadromous population 	?	<ul style="list-style-type: none"> Present Occurrence Migration Status: healthy 	<ul style="list-style-type: none"> Fed: N/A State: N/A
Townsend's Big Eared Bat (<i>Corynorhinus townsendii</i>)	<ul style="list-style-type: none"> Non-aquatic, but may be in habitat area 	<ul style="list-style-type: none"> Non-aquatic, but may be in habitat area 	<ul style="list-style-type: none"> Non-aquatic, but may be in habitat area 	<ul style="list-style-type: none"> Populations found in sensitive areas of moist forested and dry open landscapes 	<ul style="list-style-type: none"> Fed: N/A State: Yes



4.5 Historic Preservation and Downtown Character

McCleary’s history with timber goes back over a hundred years. Home to several sawmills that produced shingles, in the summer of 1910 Henry McCleary cleared 40 acres of land for a new door factory. The huge building was finished in 1912 and the McCleary Door Company was born. The grid street network was platted and small modest homes were built and available for rent to the mill workers moving to the area. The community was especially supplying spruce for aircraft production during World War 1 and had a population of 1,250 by 1915.

During the Great Depression, the sawmill operation and other shops failed in the town. Only a purchase by the Simpson Logging

Company in 1941 kept the workers employed, and lead to incorporation as a city in January 1943 with municipal services soon to follow.

An examination of historic aerial and plat layouts in McCleary show **a street grid system that originally favored pedestrian movement, railroad alignments, industry and proximity of basic services and stores to residential populations.** The street and building scales were **pedestrian oriented.** Over time as society has become more auto-oriented, these connections have weakened and given way to a downtown core that more strongly favors vehicles rather than people and non-motorized transportation.



Figure 4-15: Eligible and Not Eligible Historic Properties

Source: <https://wisaard.dahp.wa.gov/Map>



Preservation of McCleary's historic elements has the potential to contribute to the local quality of life.

The identity of a place consists of many elements including its natural and built environments; commerce and industry; as well as public spaces and civic structures. To retain and foster civic identity means managing these elements as growth and change occur. Decades of experience in communities across the nation demonstrate that historic preservation is good public policy, strengthens identity of place, and enhances quality of life. For any community, preservation of cultural resources:

- ◆ Teaches about the diversity of cultures in our communities.
- ◆ Provides a sense of place.
- ◆ Defines and protects local character, lifestyle, and identity.
- ◆ Enhances a community's image for residents, tourists, and business recruitment efforts.
- ◆ Reflects local values about a community's past, present, and future.
- ◆ Conveys community pride, well-being, and stability.
- ◆ Conserves resources (natural and manmade).
- ◆ Strengthens neighborhoods.
- ◆ Encourages civic pride and stewardship.
- ◆ Provides an innovative approach to increase densities and serves as an alternative to sprawling development.
- ◆ Revitalizes central business districts.

During outreach events with McCleary residents, many voiced a desire to **recapture and integrate the pedestrian structure and scale of the historical grid and buildings** into the community. People are seeking opportunities for informal social interaction that comes with walkable downtowns and centrally oriented neighborhoods, typical of small towns like McCleary. Surveys with stakeholders in McCleary validated that people want a city core that is well **interconnected, pedestrian friendly with adequate shopping, housing, and opportunities for social and festive activities.**



4.5.1 Downtown Character

Small towns like McCleary across Washington State are grappling with the challenge of growth that aligns with the principles of sustainability, economic vibrancy, and community engagement. In the pursuit of creating more liveable and dynamic environments, a deliberate but multifaceted approach that addresses issues of underutilization, safety, parking, aesthetics, and community engagement is crucial. By prioritizing the **redevelopment of underperforming lots, encouraging mixed-use properties, improving intersection safety, implementing bulb-outs for parking**, and **incorporating street landscaping**, small towns can create a vibrant and sustainable urban core. This, in turn, fosters a sense of community, provides local employment opportunities, and reduces the need for car travel. With careful planning and collaboration between local government, developers, and the community, **McCleary can build a future that is economically vibrant, socially engaging, and sustainable.**



Figure 4-16: Downtown Core Sketches

Source: [SCJ Alliance](#)



Downtown Focus

Bringing more people to the center core strengthens the sense of McCleary's identity but also highlights the opportunity to add businesses and residential units at underperforming lots. **Redevelopment of these vacant properties is key to breathing new life into the downtown landscape.** McCleary can incentivize private developers through the availability of infrastructure or streamlined approval processes to encourage the transformation of these lots into vibrant spaces.

Mixed Use Properties

Encouraging the construction of mixed-use buildings can significantly contribute to McCleary's **economic vitality**. By allowing commercial, retail, and office spaces on the same property can create a more active environment, which helps ensure that McCleary's center remains active even after traditional business hours. This not only **bolsters the local economy** but also **reduces the need for residents to commute to larger urban centers for work**.

Public Infrastructure

Ensuring the safety of pedestrians and cyclists is paramount for a thriving urban core. **Implementing intersection safety improvements**, such as well-marked crosswalks, pedestrian signals, and traffic-calming measures, **enhances overall safety**. This creates a more pedestrian-friendly environment, encouraging people to explore McCleary's core on foot or by bicycle, **promoting a healthier lifestyle**.

Parking Improvements

To alleviate parking challenges, incorporating **bulb-outs or curb extensions** can provide a dual benefit. These additions not only enhance the aesthetics of the streetscape but also create space for additional parking. Strategic placement of these bulb-outs can help in **visually narrowing the streets, slowing down traffic, and improving overall safety**. Additionally, the extra space can be utilized for street landscaping or seating areas, contributing to McCleary's charm.

Street Landscaping

Investing in street landscaping is a crucial component of small-town urban form. Well-designed green spaces, trees, and flower beds contribute to the **visual appeal** of McCleary, making it more inviting. Street landscaping can also be used to **visually narrow the streets, creating a sense of intimacy that encourages people to explore on foot**. This not only enhances the overall aesthetic but also contributes to a sense of community and pride among residents.

Building Layouts for Gathering Spaces

Thoughtful building layouts can contribute to the creation of neighborhood gathering spaces. **Plazas, squares, or well-designed building entrances** can serve as **focal points for community interaction**. By integrating these spaces into the overall urban design, McCleary can foster a sense of community identity and provide residents with places to gather, socialize, and participate in local events.



Pedestrian Friendly

An essential aspect of sustainable urban development is **reducing reliance on cars**. By creating a walkable and bike-friendly environment through the implementation of the aforementioned measures, McCleary can minimize the need for car travel. This not only **contributes to a healthier lifestyle but also reduces traffic congestion and environmental impact**.

4.6 Annexation

City annexation provides **a means for orderly development of McCleary's Urban Growth Area**, including the efficient delivery of municipal services to developed and developing areas, and the regulatory authority necessary to protect public health, safety, and general welfare. For these areas located just outside the city limits, annexation provides a united and effective form of local government for a general community geographic area through uniform regulations with respect to building codes, fire codes, planning and zoning, as well as for addressing community goals and values.

The City aims to be strategic with future annexations since there are practical limits to how much land can be annexed at one time. For this reason, there are a number of factors the City should consider prior to annexing any new land areas. **Areas being considered for annexation should be physically connected to the community and should have adequate infrastructure** to serve the City's expanding

population. Second, the residents of McCleary have expressed that **community character and a "small town" quality of life are highly valued**; therefore, it is the goal and intent of the City to **preserve these qualities** to the extent possible through measured annexation and growth. Finally, due to McCleary's small size, the capacity to process multiple annexations and the subsequent development activity is limited. **Phased annexation allows for an orderly and cost-effective expansion** of city services without severely impacting staff that provide daily services to existing city residents and businesses.

McCleary's annexation history is outlined in Table 4-4. The majority of annexations in McCleary's history were driven by a desire on the part of property owners to connect to City utilities so as to enable more intensive development of their parcels. Since then, the impetus for annexation has been the desire for City services, such as law enforcement, street maintenance, storm water management and land use planning.

During the outreach process, community support for additional annexations was mixed. Capacity for additional development within the city limits already exists, as shown in Figure 4-5.

4.6.1 Potential Annexation Areas

Some potential properties currently designated for annexation may need to be evaluated for removal for several reasons; for example, the area might not be suitable for urban growth due



to environmental constraints, providing urban services and city utilizes might be difficult, or the area may no longer be needed to accommodate McCleary urban growth targets.

4.6.2 Annexation Guidance (When and How to Annex)

Evaluate proposed annexations based on the following criteria:

1. The ability of the City to provide public services at a level equal to or better than that available from current service providers;
2. The ability of the City to provide public services at the City's adopted levels of service;
3. Whether the annexation would follow logical boundaries, such as streets, waterways, or substantial topographic changes;
4. Whether the annexation would eliminate an irregularity or irregularities in the City's boundaries, thereby improving service delivery; and
5. The relative costs to serve the proposed annexation versus the revenue to be derived from the annexation.

4.6.3 Interagency Coordination

It is crucial that as the City seeks to **meet the needs of a growing population** and **works to maintain and improve public investments and services** it inform and **coordinate its actions with other agencies and municipalities**. A variety of partners exist to help with this coordination, including Grays Harbor Council of Governments, Southwest Washington

Regional Transportation Planning Office, Grays Harbor County, Greater Grays Harbor, WSDOT Olympic Region, City of Elma and many more. Such coordination and cooperation should include efforts to coordinate the procedures in order to achieve consistency in the planning and provision of public infrastructure.

Table 4-4: Historical Annexations in McCleary

Effective Date	City of McCleary Ordinance No.	Area (Acres)
11/16/82	444	2.00
03/15/84	469	3.00
07/02/90	560	1.00
08/06/90	561	5.00
08/13/90	562	8.00
01/21/91	567	385.00
03/23/92	588	8.00
07/29/96	630	2.23
01/07/97	639	197.00
06/23/97	645	41.05
06/23/97	645	25.00
09/23/98	661	14.00
12/13/99	674	-197.00
04/23/02	691	19.40
05/27/03	702	44.27
01/25/05	718	10.94
04/12/05	720	9.70
01/08/07	Res. 523	4.90
02/05/08	746	2.27
07/19/05	721	38.00
01/24/06	721 (amending ordinance 730)	2.00
05/05/09	758	12.00
12/07/16	824	0.50
Total Acres Annexed:		638.26

Source: Washington State Office of Financial Management



4.7 Land Use Goals and Policies

4.7.1 Land Use

Goal LU-1

Traditional Development Patterns: Preserve the City of McCleary's traditional land use pattern which separates homes from intrusion by commercial and industrial activities, supports a vital downtown, offers locations for new business and industry, and protects important natural community resources and assets.

- ◆ ***Policy LU-1.1:*** Plan for a future population of 2,450 residents in the year 2042. Economic development and the migration of people moving to McCleary from the urban areas will contribute to this growth.
- ◆ ***Policy LU-1.2:*** Maintain existing overall land use patterns, created through earlier planning and zoning programs, by controlling the general distribution, location, and extent of development of land and buildings in zoning districts that provide:
 - Permitted uses with density and intensity requirements;
 - Compatible conditional uses with additional standards to mitigate potential adverse impacts; and
 - Prohibit uses detrimental to the public health, safety, and welfare.
- ◆ ***Policy LU-1.3:*** Manage land use densities and development practices to protect the quality and quantity of groundwater for public use and surface water.
- ◆ ***Policy LU-1.4:*** The City shall encourage economic development and population growth within the city.

Goal LU-2

Residential Development: Maintain a balanced and efficient residential pattern in McCleary to preserve the livability, small city atmosphere, and character of the city's neighborhoods.

- ◆ ***Policy LU-2.1:*** Preserve the mostly low-density residential character of the city.
- ◆ ***Policy LU-2.2:*** Emphasize the retention of single-family homes throughout the community.
- ◆ ***Policy LU-2.3:*** Mitigate the impacts of multi-family, commercial, and industrial uses on adjacent single-family properties.
- ◆ ***Policy LU-2.4:*** Encourage innovative incentives for property owners to maintain their homes and land.
- ◆ ***Policy LU-2.5:*** Expand public improvements in neighborhoods, such as sidewalks, looped water lines, and upgraded streets.

Goal LU-3

Commercial Development: Promote and maintain economically viable commercial businesses and professional service activities serving McCleary area residents, visitors, and highway travelers.

- ◆ ***Policy LU-3.1:*** Keep the city's downtown business district as the major place to conduct retail business and professional services in McCleary.



- ◆ *Policy LU-3.2:* Encourage a variety of commercial establishments and professional services to locate in the city by maintaining public improvements that encourage private investment.
- ◆ *Policy LU-3.3:* Promote commercial activities with easy access for tourists.

Goal LU-4

Industrial Development: Increase McCleary’s economic diversity by encouraging new industrial land uses in suitable locations.

- ◆ *Policy LU-4.1:* Maintain a supply of industrially zoned land for new industry that will provide minimal disruption to existing citywide land use patterns.
- ◆ *Policy LU-4.2:* Select areas for future industrial uses that have short commuting distances for employees, existing public services, and provide adequate space for expansion over time.
- ◆ *Policy LU-4.3:* Encourage grouping of industrial land uses into an industrial park with amenities such as day care, landscaping, and commercial support services.

4.7.2 Environment and Critical Areas

Goal LU-5

Reduce the negative impacts from future development on McCleary’s natural environment and visual amenities to the greatest extent possible.

- ◆ *Policy LU-5.1:* Protect critical areas within the city: wetlands; areas with critical recharging effect on aquifers; fish and wildlife conservation areas; frequently flooded areas; and geologically hazardous areas.



- ♦ *Policy LU-5.2:* Future development in the city shall be compatible with the topography of the land.
- ♦ *Policy LU-5.3:* Manage development so growth does not negatively affect the quality and quantity of groundwater and surface water to the maximum extent practical.
- ♦ *Policy LU-5.4:* Carefully manage development in geologically hazardous areas to protect the public safety.
- ♦ *Policy LU-5.5:* Preserve natural open space and visual amenities of the McCleary area.
- ♦ *Policy LU-5.6:* Safeguard air quality by controlling slash burning and providing for dust control.

Goal LU-6

Protect the critical aquifer recharge area.

- ♦ *Policy LU 6-1:* Strive to conduct regular monitoring and testing to improve understanding of aquifer conditions and to model safe yield scenarios.
- ♦ *Policy LU 6-2:* Seek to conduct testing every few years, including additional testing for pesticides and household contaminants to provide background concentrations that could be used to test for changes in future conditions.
- ♦ *Policy LU 6-3:* Conduct additional evaluation of water quality concerns on current and future land use changes upgradient of the city wells to reduce contaminants entering the aquifer where till is not present.
- ♦ *Policy LU 6-4:* Consider designating the aquifer as a sole source aquifer designation with the Environmental Protection Agency.
- ♦ *Policy LU 6-5:* Evaluate the feasibility of extending services to new private groundwater users in the basin to limit the installation of new septic systems and prevent leaching of nitrates.

- ♦ *Policy LU 6-6:* The City shall partner with appropriate agencies to provide public education material on the aquifer, potential contaminants, and a water well owner's handbook that discusses well efficiency, construction and maintenance on its website, and provide an avenue for residents to submit possible overdraft issues.

Goal LU-7

Maintain opportunities for forest resource lands, uses or activities – encourage compatible uses adjacent to resource lands which support the use of the resource and minimize conflicts among uses.

- ♦ *Policy LU 7-1:* Conserve productive forest resource lands and ensure that forest practices use best management practices to protect surface water quality and potential fish and wildlife habitat of adjacent streams.
- ♦ *Policy LU 7-2:* Coordinate with Washington State Department of Natural Resources and Grays Harbor and Mason Counties to ensure the conservation of forest resource lands, compliance with Forest Practice Act permit requirements, and implementation of best management practices.



4.7.3 Historic Preservation

Goal LU-8

Recognize that McCleary's original street and city layout is also of historic economic and sociocultural importance.

- ◆ *Policy LU-8.1:* Re-examine and reuse the historical layout of properties and blocks to increase and strengthen pedestrian connections. Discover missing linkages to integrate in the downtown special area plan to strengthen the city core.
- ◆ *Policy LU-8.2:* Encourage smaller lot sizes reflective of historical small-town patterns to increase housing density and infill development potential.
- ◆ *Policy LU-8.3:* Encourage building styles to be reminiscent of McCleary's past and placement of buildings with respect to streets and sidewalks.

Goal LU-9

Meet McCleary's population goals within the urban growth boundary and achieve a thriving downtown by applying historical street and housing density patterns to existing developed areas and new master planned zones.

- ◆ *Policy LU-9.1:* Adopt and adapt policies for affordable dwelling units (ADUs) to be allowed on appropriate lots as a means of providing affordable housing options within McCleary.
- ◆ *Policy LU-9.2:* McCleary should take advantage of its existing water and sewer

system in the developed areas to allow ADU and infill housing where possible to improve housing options and guide development benefiting the downtown and city core.

- ◆ *Policy LU-9.3:* Development in the city core should allow for mixed use within buildings: commercial or retail on lower floors, and offices and residential units above.

Goal LU-10

Develop and enhance, but not stifle, the central business district to retain its historic character.

- ◆ *Policy LU-10.1:* Preserve the Civic Center (the United States Post Office, the City Hall, and the Library) as a historic site by retaining the government agencies at their respective locations.
- ◆ *Policy LU-10.2:* Retain the historic appearance of the community, encouraging businesses to take pride in their own and the city's history.
- ◆ *Policy LU-10.3:* Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance.
- ◆ *Policy LU-10.4:* Promote the restoration of historically significant structures within the community whenever possible, as opposed to demolition.
- ◆ *Policy LU-10.5:* Work with community groups and private property and facility owners to identify, enhance, and provide appropriate interpretation of McCleary's cultural heritage, traditions, and cultural features including historical sites, views, and monuments.



Goal LU-11

Encourage the protection of special historic, architectural, aesthetic, and cultural resources through the designation of historic landmarks and districts and the adoption of appropriate incentives, and ensure that new development contributes aesthetically to the overall village character. Avoid negatively impacting archaeological features.

- ◆ *Policy LU-11.1:* Promote preservation of historically significant features of the McCleary landscape, including cultural resources, farmlands, forests, and open spaces.
- ◆ *Policy LU-11.2:* Maintain the historic integrity of the downtown commercial core.
- ◆ *Policy LU-11.3:* Encourage the restoration and rehabilitation of historic sites through appropriate means such as increased density, grant and loan technical assistance, adaptive reuse, and other innovative techniques.
- ◆ *Policy LU-11.4:* Design new commercial development/redevelopment, multi-family, and other development in a manner that is compatible with the style of existing buildings, and that ensures aesthetically pleasing projects.

4.7.4 Downtown Community Design

Goal LU-12

Encourage the construction of new multifamily and attached housing units near the center of town to add vitality to the downtown district.

- ◆ *Policy LU-12.1:* Ensure that sufficient lands are zoned to accommodate additional housing units near in the downtown area, and the zoning code does not unnecessarily limit the development of the multifamily or attached housing types.
- ◆ *Policy LU-12.2:* Encourage landowners and developers to consider the construction of multifamily housing or options such as townhomes near downtown.
- ◆ *Policy LU-12.3:* Ensure that multifamily housing projects located in high-priority areas for pedestrian activity are sited such that the building is located near the street and the parking is situated behind the structure.

Goal LU-13

Ensure the addition of housing units within existing residential neighborhoods does not detract from the character of existing single-family development.

- ◆ *Policy LU-13.1:* Identify methods to respectfully include new housing units within existing single-family residential neighborhoods.
- ◆ *Policy LU-13.2:* Consider changes to the zoning code to allow housing types that are similar to existing precedents found within the community such as bungalow courts, cottage house, accessory dwelling units, and small multifamily structures.



4.7.5 Annexation

Goal LU-14

Work with Grays Harbor County, regional agencies and all affected parties during the annexation process.

- ◆ *Policy LU-14.1:* Inform property owners in annexation areas and the City of the potential benefits, obligations and requirements which may be imposed prior to and as a result of annexation.
- ◆ *Policy LU-14.2:* Coordinate with adjacent jurisdictions, property owners within an annexation area and special purpose districts to ensure the efficient provision of urban services during the annexation transition period.

Goal LU-15

Review annexation proposals to ensure compatibility with City development regulations and

to provide for public services, public facilities and concurrent transportation facilities at the City's designated level of service. Recognize that some annexation areas may provide other community expansion solutions outside of just development potential.

- ◆ *Policy LU-15.1:* Require annexation before extending City utilities, except extensions made outside the City in response to a health emergency or threat to the City aquifer or other City resources.
- ◆ *Policy LU-15.2:* Ensure the ability of the annexation area to pay its determined fair share of required services.
- ◆ *Policy LU-15.3:* Ensure that any proposed annexation would not have a negative financial impact on the City.
- ◆ *Policy LU-15.4:* Ensure the annexation area is able to help meet necessary residential or commercial/ industrial expansion needs of the City and/or, in some cases, provide solutions to other community concerns such as aquifer protection, open space provision or the efficient provision of public services. Annexation should also provide for parks and other community amenities and allow for a variety of housing to meet the community's needs.



4.8 Implementation Strategies

The following implementation strategies include specific actions, both legislative and administrative, that the City can take to implement the Comprehensive Plan's land use goals and policies.



Natural Environment

- ◆ Manage areas with development constraints by:
 - Enforcing the city's **critical areas ordinance**.
 - **Carefully regulating land development** in land areas with hazardous building conditions such as landslide potential, poor foundation soils, and slopes of 10% or greater.
 - **Enforcing** the Federal Emergency Management Agency **standards for floodplain management**.
 - Including requirements for buffers, berms, and industrial emission controls to **reduce or control pollution from land uses** generating dust, slash burning, noise, noxious weeds, and odors in city land use ordinances.
 - **Protecting Wildcat Creek as a Critical Area**.
 - Assuring that increased runoff resulting from forest practices will not negatively impact existing water resources or development.
- ◆ Encourage the preservation of open space by:
 - Developing standards for **natural and landscaped greenbelt areas** and the **retention of** a percentage of **native trees and vegetation** in new developments.
 - Finding funding sources to purchase land which is not suitable for development such as floodplains, steep slopes, and narrow drainage ways to be used for walking and bicycle paths and linear open space greenbelts connecting city neighborhoods and downtown.
- ◆ Including incentives in the city's land development regulations, such as cluster developments, that **gives landowners and development interests flexibility while protecting sensitive lands and open space**.
- ◆ Maintain water quality and quantity by:
 - **Keeping the city's wellhead protection program current** to protect the public water supply;
 - **Development and enforcement to protect the city's aquifer recharge areas**;
 - Advocate and lead **new development** in all zoning districts to be **on the city sewer system** to protect groundwater quality;
 - Designing **public drainage facilities** to control both stormwater quality and quantity;
 - Requiring **new development to provide adequate stormwater management** as specified and adopted by the City; and
 - Adopting **requirements for minimum removal of vegetative cover** for reducing stormwater runoff.
- ◆ Require the design of new parking lots and large work areas to have dust control.



Residential Areas

- ◆ Encourage predominantly single-family housing in neighborhoods south of Fir Street, north of Beck Street, and west of 7th Street.
- ◆ **Locate multi-family housing units near main thoroughfares.**
- ◆ **Lessen the visual impact of multi-family, commercial, and industrial uses** that abut residential properties through screening requirements.
- ◆ **Require water, sewer, and transportation facilities for residential land uses.**
- ◆ Locate residential development so that further development will not create strains upon public facilities.
- ◆ **Encourage infill of vacant lots** in residential neighborhoods.
- ◆ **Prohibit incompatible redevelopment projects** in established residential neighborhoods.
- ◆ **Invite organizations**, such as Aberdeen Neighborhood Housing Services, **to assist property owners in rehabilitating** their homes.
- ◆ If qualified, apply for Community Development Block Grant funds to help low- and moderate-income neighborhoods make general infrastructure improvements.
- ◆ Wherever practical, **develop opportunities for property owners and the city to work together** in extending sidewalks to all city neighborhoods.

Commercial Areas

- ◆ It is consistent with this plan to **rezone properties in the R-1 District** along Simpson Avenue and Maple Street west of 7th Street and between Main and 4th Streets north of Pine Street to multi-family or C-1.

- ◆ **Increase emphasis on infrastructure improvements in the Downtown District** to anticipate and encourage expansion of the commercial center of the city as demand develops.
- ◆ **Locate commercial establishments**, serving the needs of travelers, **in areas with access to SR 8.**
- ◆ Commercial uses requiring large amounts of land are appropriate for the General Commercial District and not the Downtown District.
- ◆ When siting commercial uses, **require adequate water, sewer, storm water, traffic circulation, and parking** to support the land use.
- ◆ Require commercial development adjacent to residential neighborhoods to have **buffers that shield residents from noise, light, glare, and traffic** generated by the commercial use.
- ◆ **Assure timely administration of land development regulations** for commercial proposals and business permits.

Industrial Areas

- ◆ Locate industrial land uses in a manner that **coordinates with existing and/or planned water, sewer, and transportation facilities.**
- ◆ Develop industrial uses adjacent to existing industrial lands where possible and in areas that **will not hinder commercial activity or disturb residential neighborhoods.**
- ◆ Pursue the potential for **industrial expansion in northern areas** of McCleary.
- ◆ Provide **regulatory incentives for the development of an industrial park** through a binding site plan.
 - **Plan for a future all ages recreation center with growth.**



5. Housing Element

5.1 Purpose and Intent

The Housing Element specifically considers the condition of the existing housing stock; the cause, scope, and nature of any housing issues; and the provision of a variety of housing types to match the lifestyle and economic needs of the community. This element is intended to work in conjunction with the development regulations – such as the Town’s zoning and building codes – that set the standards for housing development and construction.

The Housing Element establishes both long- and short- term policies to meet the community’s housing needs and achieve the community’s goals. These housing-related policies are listed at the end of the chapter, demonstrating how the City intends to meet state regulatory requirements as well as advance its long-term vision.



5.2 Existing Housing Conditions

5.2.1 Housing Characteristics

Household Size

According to OFM’s intercensal population estimates, **McCleary’s average**

household size was 2.59 persons in 2020, up from an average of 2.36 persons per household in 2010. Grays Harbor County’s average household size in 2020 was 2.43, a slight decrease from its 2010 average, supporting the population data presented earlier in this report indicating McCleary has grown at a faster rate than the county in recent years. Table 5-1 presents McCleary’s average household size as compared to that of Grays Harbor County and Washington State.

Year	McCleary	Grays Harbor County	Washington State
2010	2.36	2.45	2.51
2020	2.59	2.43	2.54

Source: OFM Intercensal Estimates, 2010-2020



Housing Occupancy

Table 5-2 shows the percentage of occupied and vacant households, while Table 5-3 shows the percentage of owner-occupied versus renter-occupied units, in McCleary as compared to Grays Harbor County and Washington State. The percentage of occupied housing units has increased over the last decade from 92.1% to 93.6%, indicating **McCleary's housing construction is not keeping up with population growth**. Of the City's occupied units, 71.6% are owner-occupied while 28.4% are renter-occupied.

Table 5-2: Housing Occupancy								
	2010				2020			
	McCleary		Grays Harbor Co.	WA State	McCleary		Grays Harbor Co.	WA State
	# of Units	Percentage of Total Housing Units			# of Units	Percentage of Total Housing Units		
Occupied	699	92.1%	81.3%	90.8%	770	93.6%	82.8%	92.9%
Vacant	60	7.9%	18.7%	9.2%	53	6.4%	17.2%	7.1%
Total Units	759	100.0%	100.0%	100.0%	823	100.0%	100.0%	100.0%

Source: OFM Intercensal Estimates, 2010-2020

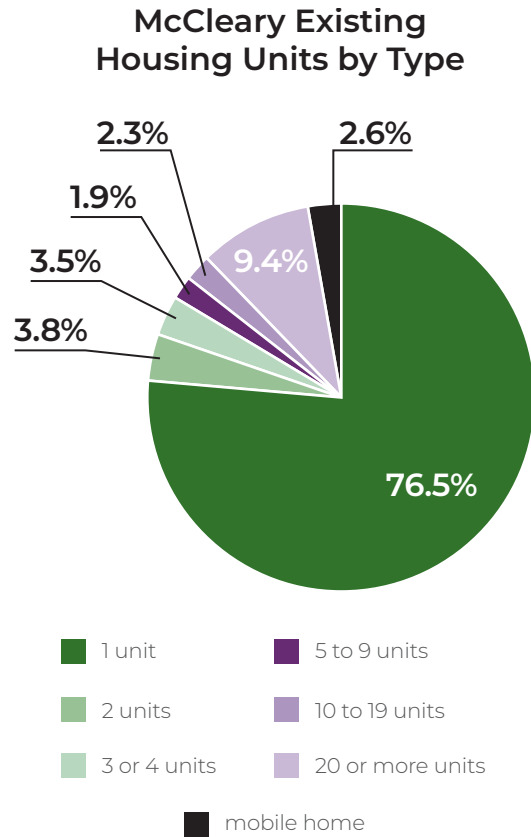
Table 5-3: Percentage of Owner- vs. Renter-Occupied Units						
	2010			2020		
	McCleary	Grays Harbor Co.	WA State	McCleary	Grays Harbor Co.	WA State
Owner-Occupied	62.5%	68.7%	64.8%	71.6%	68.8%	63.3%
Renter-Occupied	37.5%	31.3%	35.2%	28.4%	31.2%	36.7%

Source: U.S. Census Bureau, American Community Survey 2010-2020 5-Year Estimates



Housing Types

A breakdown of McCleary’s housing units by type, as compared to those of Grays Harbor County and Washington State, is shown in Figure 5-1. **Detached single-family units** are by far the most prevalent housing type in McCleary, accounting for **76.5% of the City’s existing housing stock**. While this percentage has decreased slightly over the last decade, single-family housing still accounts for a significantly higher share of the housing units in McCleary than it does in either Grays Harbor County or Washington as a whole. Multi-family homes comprise 17.1% of McCleary’s housing stock, two-family/duplex homes account for 3.8%, and mobile homes account for 2.6%.



Age of Housing Stock

As shown in Figure 5-2, only 1.7% of McCleary’s existing housing stock has been constructed since 2010. By comparison, 3.3% of the housing stock in Grays Harbor County and 8.4% of that in Washington was constructed after 2010.

On the flip side, 23.5% of McCleary’s existing housing stock was constructed prior to 1950. This data indicates that **much of McCleary’s housing stock is aging, with little new construction having been built to replace it**.

Figure 5-1: McCleary Existing Housing Units by Type

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates, TableDP04

Existing Housing Stock by Year of Construction

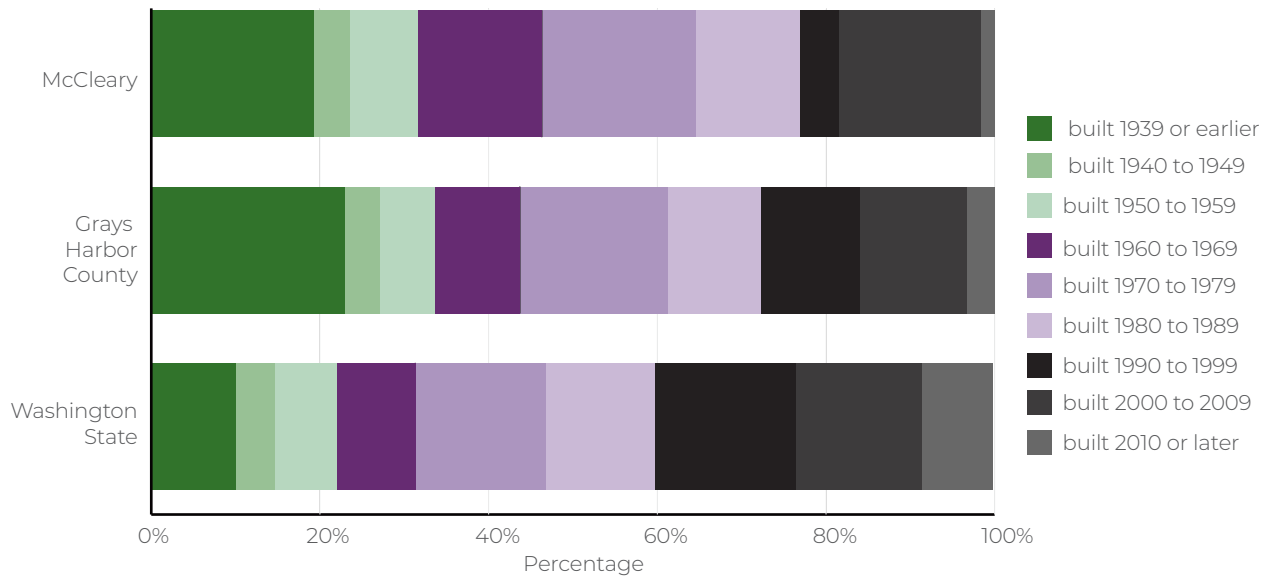


Figure 5-2: Existing Housing Stock by Year of Construction

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates, Table DP04



Residential Construction Activity in McCleary (2010-2022)

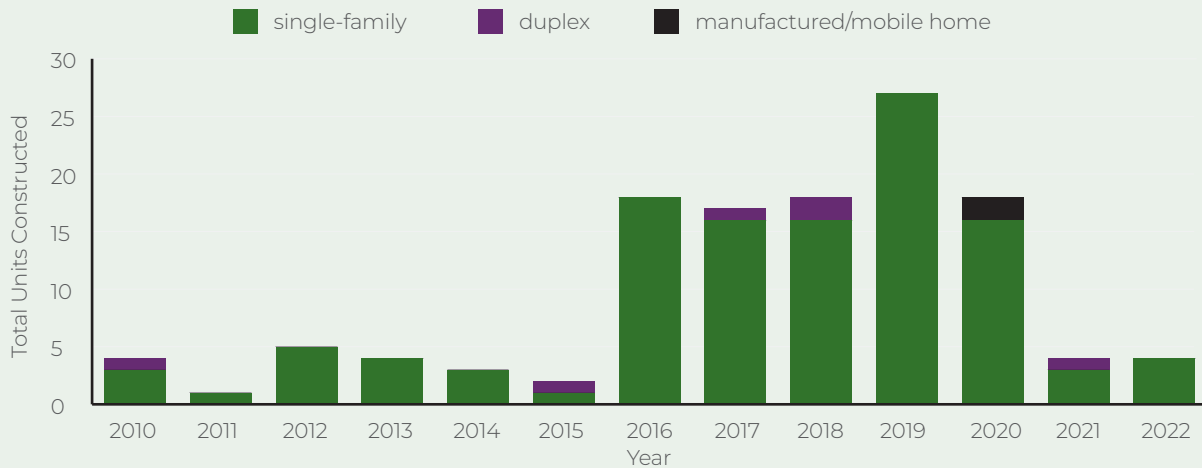


Figure 5-3: Residential Construction Activity in McCleary, 2010-2022

Source: Grays Harbor County Assessor Data

5.2.2 Recent Residential Construction Activity

Figure 5-3 shows the number of housing units permitted in McCleary by year since 2010. In all, **125 housing units have been permitted since 2010** – 117 single-family units, 2 duplex units, and 6 manufactured/mobile homes. **No multifamily units have been constructed since 2010**, which is likely compounding the issue of population growth outpacing housing construction, as previously discussed in the Housing Occupancy section.

5.2.3 Housing Costs

As described in the “Housing Occupancy” section above, approximately **28.4% of McCleary’s occupied housing units are rentals and 71.6% are occupied by the owner**. Grays Harbor County has a slightly higher percentage of rental units, making up 31.2% of all occupied County housing units.

Housing costs are relatively low in McCleary and Grays Harbor County, as compared to

Washington State as a whole. The 2020 median rent in McCleary was \$939/month, compared to \$828/month for Grays Harbor County and \$1,337 for Washington State. The 2020 median monthly owner costs for housing units with a mortgage in McCleary was \$1,401 (compared to \$1,372 for Grays Harbor County and \$1,939 for Washington State); for units without a mortgage the monthly median was \$487 (compared to \$454 for Grays Harbor County and \$605 for Washington State).

While still relatively affordable compared to the state as a whole, **the cost of housing in McCleary has increased in recent years, and incomes have not kept pace with housing costs**, as shown in Figure 5-4. When compared with a 2010 baseline, incomes have risen 11.5%. However, rental costs have increased 24.0% in that same time, and the cost to purchase a house has increased by a staggering 131.4%. Additionally, recent post-pandemic trends indicate rapidly increasing rents throughout rural Washington, and these are not yet reflected in this census data. Overall, this data paints a picture of increased housing affordability challenges for renters and those who wish to purchase housing in McCleary.





Change in Rent, Home Prices, and Income in McCleary (2010-2020)

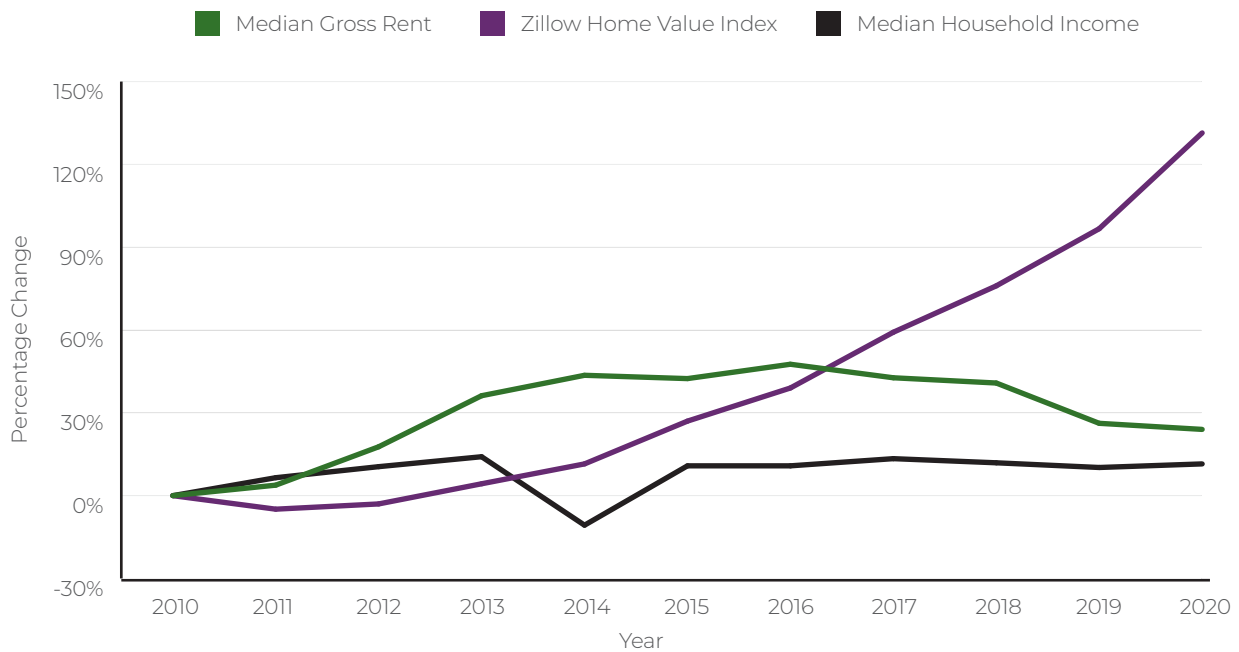


Figure 5-4: Change in Rent, Home Prices, and Income in McCleary, 2010-2020

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates, Tables S2503, DP04; Zillow

Zillow, a national provider of real estate data, estimates the average cost of a home in McCleary as shown in Figure 5-5 on the following page. Prices dipped slightly at the beginning of the last decade, then rose gradually between 2013 and 2019 at a steady rate. Housing was averaging around \$243,000 in early 2020 before the onset of the Covid-19 pandemic – still relatively affordable for households earning McCleary’s median household income in that year. Since 2020, prices have risen more quickly, and are now averaging just over \$410,000 in Fall of 2022. **If housing prices continue to increase at a rate faster than incomes, owning a house will become unaffordable to many McCleary households in coming years.**



Zillow Home Value Index in McCleary (2010-2022)

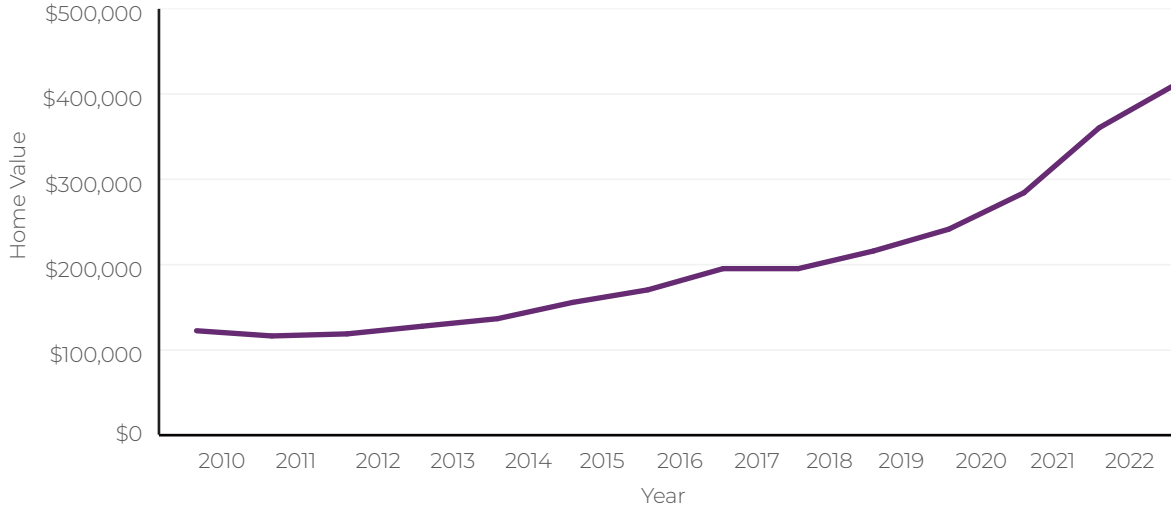


Figure 5-5: Zillow Home Value Index in McCleary, 2010-2022

Source: Zillow

Rents are significantly more difficult to track than housing prices, particularly for smaller geographies. Census data on rents is both delayed and self-reported, and large real estate websites do not track rents at a granular level for smaller communities. However, the Census data shown in Figure 5-6 can provide a window

into larger trends. **McCleary's median rents have increased slowly** from \$757 in 2010 to \$939 in 2020, an increase of 24%, or 2.4% annually, which is similar to Grays Harbor County averages. This is in contrast to the more rapid 52% increase in rents statewide over the same period, or 4.2% annually.

Inflation-Adjusted Median Gross Rent in McCleary (2010-2020)

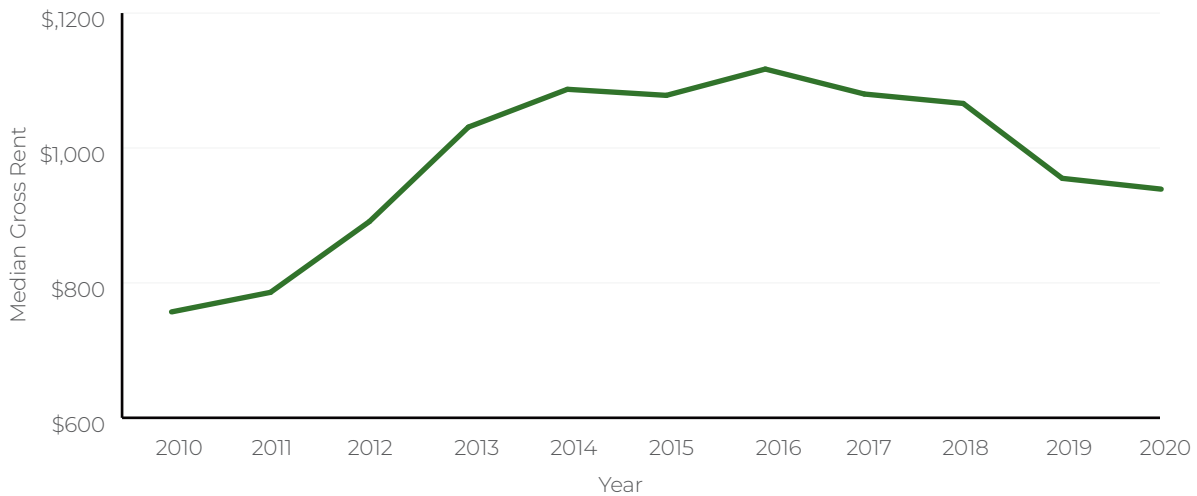


Figure 5-6: Inflation-Adjusted Median Gross Rent in McCleary, 2010-2020

Source: U.S. Census Bureau, American Community Survey 2010-2020 5-Year Estimates



5.3 Affordable Housing

In accordance with the legislatively stated goals of the GMA, the housing element should “provide opportunities for affordable housing for all economic segments of the community” (WAC 365-196-410). Guidelines established by the U.S. Department of Housing and Urban Development (HUD) assess housing affordability using the following three income groups:

- ◆ Very low-income households are those with household incomes below 50 percent of the area’s median household income;
- ◆ Low-income households are those with household incomes between 50 and 80 percent of the area’s median household income;
- ◆ Moderate-income households are those with household incomes between 80 and 95 percent of the area’s median household income.

According to estimates presented in the Community Profile (Chapter 2), the median annual household income in McCleary is \$49,515. Accordingly, household income ranges for the groups described above are as follows:

- ◆ **Very low-income:** Less than \$24,758 per year;
- ◆ **Low-income:** Between \$24,758 and \$39,612 per year;
- ◆ **Moderate-income:** Between \$39,612 and \$47,039 per year.

Cost-Burdened Households

HUD guidelines further indicate that no more than 30 percent of a household’s income should be spent on housing (including utilities); HUD’s measurement of “cost burden” is used to determine which subset of a community’s residents are most in need of housing support or most at risk of displacement or housing hardship. A household is considered “cost-burdened” if they are spending more than 30 percent of their monthly income on housing costs (including rent and utilities).



5.3.1 Affordable Housing Needs Assessment

An estimated 17% of households in McCleary are in the very low-income range; 16% are considered low-income; and 18% percent are considered moderate-income. Overall, approximately 51% of households in McCleary fell into one of these three income groups.

Using the HUD criteria that no more than 30 percent of a household’s income should be spent on housing, an assessment of monthly housing costs as a percentage of household income is presented in Table 5-4. This assessment indicates that 10.9% of occupied housing units currently have a household income of less than \$20,000 (which would fall into the very low-income range) and spend 30 percent or more of their income on housing costs. Looking at renter-occupied units only, the percentage of households in this category rises to 34.9%.

In McCleary overall, 56.0% of rental households spend more than 30 percent of their household income on rent, while 30.3% of owner-occupied households spend more than 30 percent of their household income on housing

costs. In all, this means about **37.6% of households in McCleary are considered cost-burdened by HUD standards.** This assessment indicates that there are **deficiencies in the existing housing stock across all affordable housing income categories.** As McCleary continues to grow, additional affordable housing units are needed; in particular, there is a significant need for additional housing units to serve the very low-income population.

Table 5-4: McCleary Monthly Housing Costs as a Percentage of Household Income				
		All-occupied units	Owner-occupied units	Renter-occupied units
Households with income less than \$20,000 (%)		10.9%	1.4%	34.9%
Monthly income spent on housing (%)	Less than 20%	0.7%	0.5%	1.3%
	20-29%	1.8%	0.0%	6.5%
	30% or more	8.3%	0.9%	27.2%
Households with income of \$20,000-\$34,999 (%)		21.9%	18.5%	30.6%
Monthly income spent on housing (%)	Less than 20%	3.4%	2.6%	5.6%
	20-29%	0.6%	0.9%	0.0%
	30% or more	17.9%	15.0%	25.0%
Households with income of \$35,000-\$49,999 (%)		18.4%	22.7%	7.3%
Monthly income spent on housing (%)	Less than 20%	5.5%	7.0%	1.7%
	20-29%	7.0%	8.9%	2.2%
	30% or more	5.9%	6.8%	3.4%
Households with income of \$50,000-\$74,999 (%)		19.7%	20.9%	16.8%
Monthly income spent on housing (%)	Less than 20%	9.9%	12.3%	3.9%
	20-29%	7.0%	4.8%	12.5%
	30% or more	2.8%	3.8%	0.4%
Households with income of \$75,000 or more (%)		29.1%	36.6%	10.3%
Monthly income spent on housing (%)	Less than 20%	20.2%	24.1%	10.3%
	20-29%	6.2%	8.7%	0.0%
	30% or more	2.7%	3.8%	0.0%

Source: U.S. Census 2016-2020 American Community Survey 5-Year Estimates, Table S2503



5.4 Housing Demand and Needs Assessment

As detailed in the Land Use Element (Chapter 3), McCleary currently has a total estimated population of 2,040 residents, with a projected population of 2,450 residents by 2042 – **adding 410 residents over the next 20 years at a pace of approximately 20.5 individuals per year.**

5.4.1 Housing Unit Forecasts

As established in the Community Profile (Chapter 2), McCleary’s current average household size is 2.59 people per occupied housing unit. At this household size, and assuming the projected population growth rate presented in the previous section, McCleary **will need a total of 946 housing units by 2042** – an additional 123 units over its current count of 823.

Based on the residential land capacity analysis presented in the Land Use Element, the Town has sufficient land within its city limits to accommodate the number of housing units required to service projected growth.

As discussed in Section 5.3 above, data also indicates a need for additional affordable housing choices for residents across all affordable housing income categories (very low-income, low-income, and moderate-income households, which together comprise 51% of all households in McCleary). Most of the City’s existing housing units are single-family residences; as new housing is added, an increase in alternative and multi-family housing types, including duplexes, townhouses, and apartments, may be considered in the appropriate zoning districts – and in particular in the new Infill Housing Overlay (IHO) district – subject to the City’s development review process. This would likely aid in the provision of affordable housing while also meeting a number of the goals and policies expressed in this plan.



5.5 Housing Goals and Policies

Goal H-1

Provide a housing supply in the City of McCleary that is adequate to meet the needs of populations of all age and income groups.

- ◆ *Policy H-1.1:* Maintain and upgrade the city's existing supply of safe and affordable housing of choice.
- ◆ *Policy H-1.2:* Emphasize retention of single-family homes throughout the community.
- ◆ *Policy H-1.3:* Promote new housing that maintains the character of city neighborhoods and is sensitive to people with moderate or low incomes.
- ◆ *Policy H-1.4:* Maintain acceptable levels of public facilities and services in city neighborhoods to safeguard home values.
- ◆ *Policy H-1.5:* Allow accessory dwelling units (ADUs) in all residential districts.

Goal H-2

Plan for and establish housing densities that support community needs and promote service efficiency and fiscal sustainability.

- ◆ *Policy H-2.1:* Encourage clustering of units in new residential development, providing service efficiencies and creating opportunities for private or community open space.
- ◆ *Policy H-2.2:* Encourage development patterns that provide suitably-scaled, daily needs services within walking distance of residential areas, allowing a measure of independence for those who cannot or choose not to drive.

- ◆ *Policy H-2.3:* Consider location of multi-family development in areas that have access to arterial and collector streets; help buffer higher- and lower-intensity development patterns; and abut compatible existing uses.
- ◆ *Policy H-2.4:* Provide for innovative development to promote affordable multifamily housing that is reflective of McCleary's character.

Goal H-3

Foster livable neighborhoods with a desirable quality of life, environmental sustainability, and healthy active living.

- ◆ *Policy H-3.1:* Encourage preservation, maintenance, and improvements to existing residential structures. Seek and promote resources that provide financial and other assistance to citizens for maintaining or repairing health and safety features of their homes.
- ◆ *Policy H-3.2:* Promote sustainable development practices and healthy housing options by:
 - Supporting active living through residential development design standards and connected streets with nonmotorized improvements and trails.
 - Promoting housing developments exhibiting universal design principles to ensure housing is designed for all persons and abilities.
 - Promoting safe, energy efficient, and healthy housing attainable to all households.
 - Encouraging development clustering and low-impact stormwater management methods to improve environmental quality.



- ◆ *Policy H-3.3:* Ensure that new development and redevelopment are compatible with existing and planned neighborhood character through means such as design and landscape standards.
- ◆ *Policy H-3.4:* Consider programs to preserve or rehabilitate neighborhoods and areas that are showing signs of deterioration due to lack of maintenance or abandonment.

- Reducing permitting fees for development projects that provide affordable housing as defined in WAC 200-120-020.
- Considering the creation of zoning and other land use incentives for the private construction of affordable and special needs housing as a percentage of units in multi-family development.
- Requiring affordability covenants, which include provisions for units to remain affordable for the longest possible term, when affordable units are constructed through density bonuses and other means.

Goal H-4

Create opportunities for all McCleary households at all income levels to secure quality housing.

- ◆ *Policy H-4.1:* Adopt zoning and development regulations that will have the effect of minimizing housing costs and maximizing housing options.
- ◆ *Policy H-4.2:* Encourage home ownership by allowing a variety of housing types suitable for home ownership and affordable to all income levels.
- ◆ *Policy H-4.3:* Focus efforts towards making housing affordable to very low-income households (30% AMI), where the greatest need exists, and where funding and collaborative actions individually by McCleary and collectively with other agencies are necessary.
- ◆ *Policy H-4.4:* Encourage the development of affordable housing through incentives and standards, including:

Goal H-5

Ensure that future residential development protects and maintains natural ecosystems and critical areas, including McCleary's aquifer, wetlands, streams, and wildlife habitats.

- ◆ *Policy H-5.1:* Consider developing and implementing flexible development standards for housing being proposed in the vicinity of critical areas to meet both the goals of housing targets and environmental protection.
- ◆ *Policy H-5.2:* Encourage energy efficiency housing types that conserve non-renewable energy and help minimize impacts on air quality and climate.
- ◆ *Policy H-5.3:* Prioritize residential growth in the Infill Housing Overlay (IHO) district.



5.5.1 Implementation Strategies

The following implementation strategies include specific actions, both legislative and administrative, that the City can take to implement the Comprehensive Plan's housing goals and policies.

- ◆ **Promote public and private efforts for renovation** of older housing in established neighborhoods.
- ◆ **Seek federal, state, and other funding for the renovation and maintenance of existing housing stock.**
- ◆ Provide ongoing support to homeowners to **preserve, maintain, and improve their properties** in order to enhance the quality and character of neighborhoods and the City overall.
- ◆ Develop and implement **innovative development regulations and design standards that maintain and strengthen neighborhood character** by encouraging urban design that emphasizes open space and flowing circulation patterns.
- ◆ **Seek assistance** from people or groups who can **help low- and moderate-income people with housing renovation and rehabilitation.**
- ◆ **Encourage the development of a first-time homebuyers program** that makes it possible for low- or moderate-income buyers to enter home ownership.
- ◆ Support **development of special housing programs for senior residents** who are no longer financially or physically able to maintain their household to allow them to remain city residents as long as they desire.
- ◆ Locate **affordable housing for special-needs groups**, including the elderly, those with disabilities or limited mobility, and households in the very low-income range, **adjacent to downtown and basic services.**



6. Economic Development Element

6.1 Purpose and Intent

The Economic Development Element represents the community's economic development policy plan for the next twenty years and is thus a key element in implementing the Comprehensive Plan. This element specifically considers McCleary's existing economy and the potential for future economic development, and will guide decision making to achieve the community's goals as articulated in McCleary's vision statement.

The City Council adopted an Economic Development Comprehensive Plan in 2018, which is hereby incorporated by reference. The economic development strategies identified in that plan are summarized in Section 6.3.

Table 6-1: Households by Income			
Income	Percentage of Households		
	McCleary	Grays Harbor County	Washington State
Less than \$10,000	1.5%	6.8%	4.4%
\$10,000 to \$14,999	4.0%	4.7%	3.1%
\$15,000 to \$24,999	11.6%	10.2%	6.5%
\$25,000 to \$34,999	15.7%	10.6%	6.9%
\$35,000 to \$49,999	18.4%	17.0%	10.8%
\$50,000 to \$74,999	19.7%	18.7%	17.1%
\$75,000 to \$99,999	15.5%	13.6%	13.6%
\$100,000 to \$149,999	8.0%	12.4%	18.2%
\$150,000 to \$199,999	3.9%	3.8%	8.9%
\$200,000 or more	1.7%	2.3%	10.5%
Median household income	\$49,515	\$50,665	\$77,006

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates

6.2 Existing Economic Conditions

The existing economic conditions within the City of McCleary are detailed in the Community Profile (Chapter 2 of this Comprehensive Plan). Key economic takeaways from the Community Profile are summarized below, including a few of the figures that can be found elsewhere in the Comprehensive Plan:

- ◆ **Income and Wages:** Households in McCleary have a median annual income of \$49,515, which is significantly less than that of Washington State as a whole. While Washington's median household income rose nearly 35% between 2010 and 2020, McCleary's only rose 11.5% over the same time period.



- ◆ **Poverty:** The 2020 American Community Survey (ACS) Estimates indicate 13.0% of McCleary’s population falls below the poverty level. In McCleary, the demographic with the largest percentage of people living in poverty is Black or African American (23.5%), followed by White (13.6%).

Table 6-2: Unemployment Rate			
	McCleary	Grays Harbor County	Washington State
Unemployment Rate	5.5%	6.4%	4.9%

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates

- ◆ **Unemployment:** According to the 2020 ACS Estimates, McCleary’s unemployment rate is 5.5%, while Grays Harbor County’s is 6.4%. These are higher than that of Washington State (4.9%).

- ◆ **Workforce Profile:** McCleary provides approximately 503 total jobs, according to U.S. Census Bureau estimates, accounting for about 1.8% of the 28,592 total jobs in Grays Harbor County. The largest industries in McCleary in terms of the number of jobs are:

- **Manufacturing** – 265 jobs (52.7%)
- **Educational Services** – 72 jobs (14.3%)
- **Health Care and Social Assistance** – 57 jobs (11.3%)
- **Public Administration** – 24 jobs (4.8%)
- **Retail Trade** – 21 jobs (4.2%)

Together, jobs in these five industries account for over 87% of McCleary’s total jobs. Manufacturing is McCleary’s biggest industry by far, and the City’s largest employer is Simpson Door Company, with an estimated 191 people on the payroll⁸.



⁸ Greater Grays Harbor, <https://graysharbor.org/business/employers/>



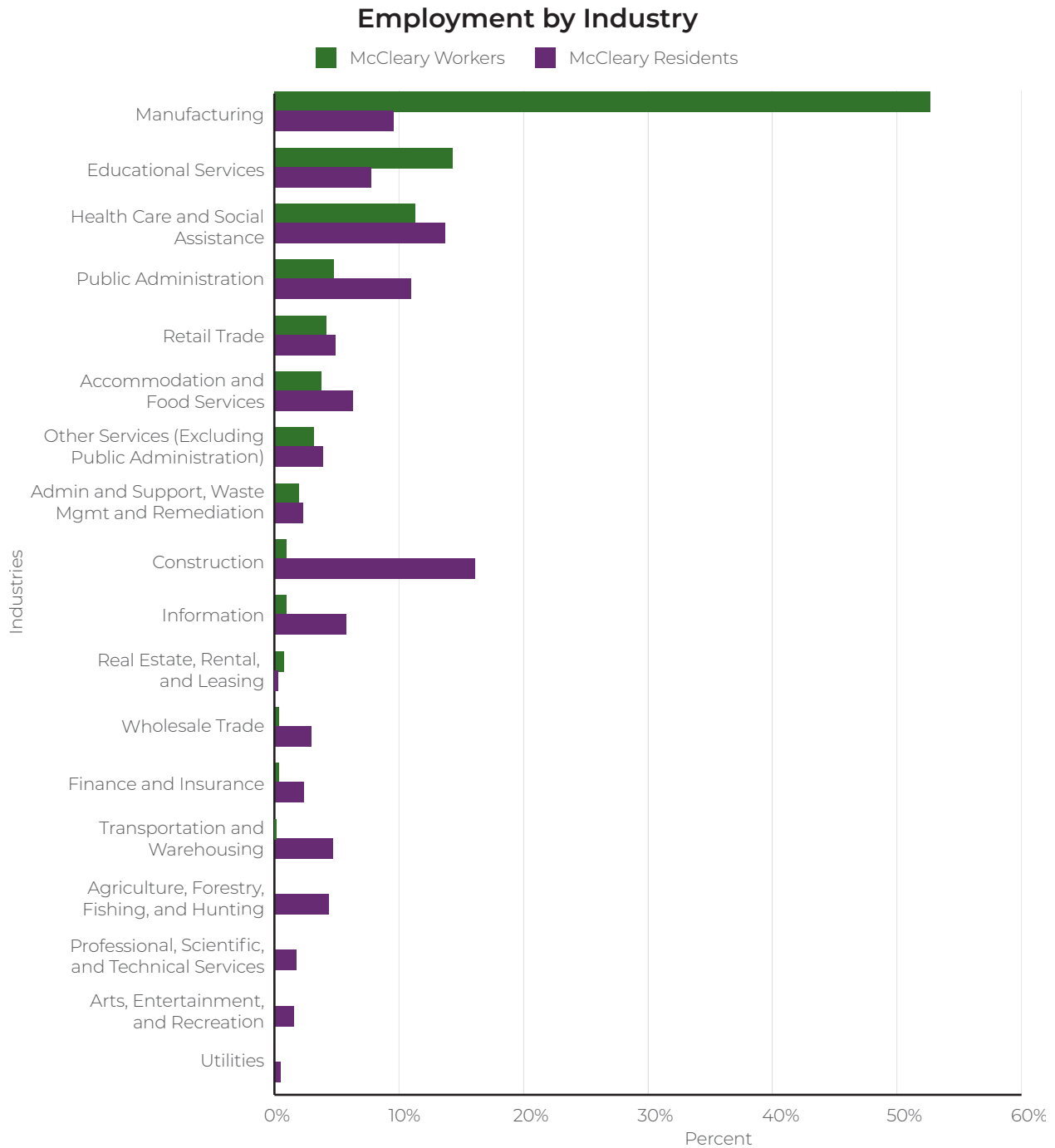


Figure 6-1: Employment by Industry

Source: U.S. Census Bureau, American Community Survey 2020 5-Year Estimates, Table S2404; U.S. Census OnTheMap



- ◆ **Commuting Patterns:** Only 40 of McCleary's 503 jobs are held by people who also live in McCleary; the other 463 jobs are filled by employees who commute into the City. Meanwhile, 808 of the City's residents commute outside of McCleary for work.

6.3 Economic Development Strategies

During the development of McCleary's 2018 Economic Development Comprehensive Plan, a 25-member Steering Committee aimed to answer the question: **What should McCleary focus upon to diversify its economy and improve its overall quality of life?**



Figure 6-2: Commuting Patterns in McCleary
 Source: U.S. Census OnTheMap, <https://onthemap.ces.census.gov/>



The community at large was also invited to consider and provide input as part of the plan’s development.

Ultimately, the Steering Committee recommended the advancement of **twelve strategies to enhance the economic condition and overall quality of life for McCleary**. In general, the strategies selected were the ones that had the highest desirability by both the Steering Committee and participating community members, including:

- ◆ Attracting Funding
- ◆ Business Recruitment
- ◆ Business Retention and Expansion
- ◆ Downtown Development
- ◆ Education Development
- ◆ Energy Development

- ◆ Entrepreneurial Development
- ◆ Environmental Restoration
- ◆ Infrastructure Development
- ◆ Local/Regional Tourism
- ◆ Pass-Through Visitor Services
- ◆ Value-Added Forest Products

The Steering Committee was highly engaged and committed to the development and implementation of the recommended strategies. As part of the planning process, they helped identify **implementation steps necessary to successfully advance strategies and initiatives and ultimately complete projects**. Each of the 12 economic development strategies is outlined on the following pages; for more detailed information, please refer to the 2018 Economic Development Comprehensive Plan.

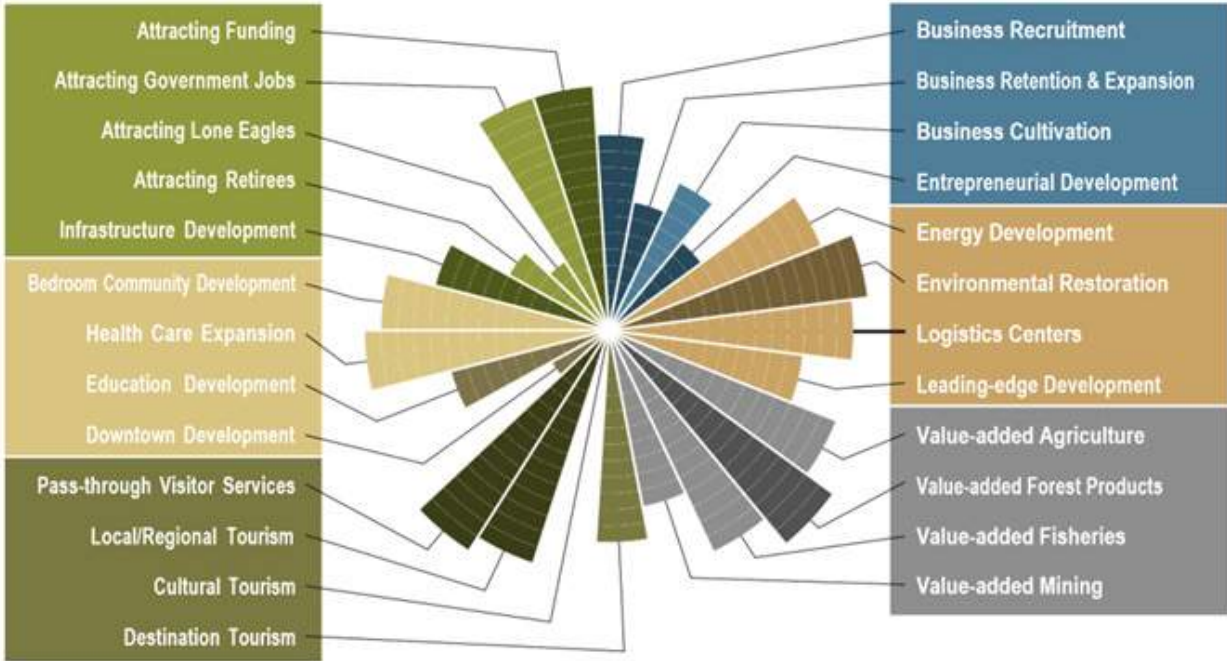


Figure 6-3: Economic Development Strategies
Source: 2017 McCleary Strategic Plan





6.3.1 Attracting Funding

Communities can create jobs and improve their overall quality of life either through a **one-time or consistent approach of attracting funding through government appropriations and grants**. McCleary recognizes that successful implementation of this and the other 11 economic development strategies will require more available funding than McCleary – municipal government plus local contributions – can provide.

Attracting Funding was seen by the Steering Committee as a **critical strategy** because the **City cannot raise enough funding from within** the community to meet the amounts needed for major financial capital campaigns and community investment. Therefore, the City **must look to outside funding sources**.



6.3.2 Business Recruitment

Perhaps the most widely recognized economic development strategy, Business Recruitment is the act of **proactively soliciting existing businesses located out-of-region to expand or relocate into a community**. This strategy received near unanimous support from the Steering Committee members, as well as from participating community members. McCleary residents are hungry for new businesses to relocate to the city and diversify the economic and job mix in town; public outreach efforts have indicated that the **options to recreate, work, and shop for necessities are limited in McCleary**.

Business Recruitment can be one of the most **complex** long-term strategies for the diversification of a local economy – **but** it can be very **advantageous** for communities

desiring to establish new jobs, focus on family wage jobs, expand the local tax base, and generally enhance community vitality. Business Recruitment can also become part of a downtown revitalization/catalyst project, so **a comprehensive view of downtown redevelopment and businesses could open opportunities for such a kick-starter plan**. To be successful in implementing this strategy, the City will need to refine its target in terms of the types and/or industries of businesses to pursue.



6.3.3 Business Retention and Expansion

McCleary desires to support its existing base of businesses by conducting a Business Retention and Expansion campaign. **Maintaining the existing business base and working proactively to identify and facilitate business expansion opportunities is a priority for the City**. This strategy presents an opportunity to become more proactive and coordinated with Greater Grays Harbor as a partner in this effort.

McCleary should **identify a subset of its existing business base, develop an outreach survey, schedule and conduct meetings** with business leaders, and then **routinely follow-up** on specific priorities identified by participating businesses. Once the needs for existing businesses are met, the stage is also better prepared to begin new business recruitment efforts.





6.3.4 Downtown Development

Members of the Steering Committee generally recognize that McCleary does not have a traditional downtown. That being said, a Downtown Development strategy was selected in order to build **a sense of place**, and to **establish a central business district that is recognizable, serves the local population, and contributes to other strategies** such as Pass-Through Visitor Services.

The Downtown Development strategy can dovetail with the Business Recruitment strategy. One of the Downtown Development priorities should be economic restructuring, or identifying the optimal mix of retail, commercial, and professional services in a central business district. Where such gaps can be filled, business recruitment activities might be utilized in order to generate new business activity. This strategy **can also support key projects and events in McCleary**, such as the annual Bear Festival. The central business district is the “stage” for such community events, and **by creating a more attractive and vital downtown, existing and potential new event activities will be supported**. The Downtown Development strategy is also addressed in the Land Use Element (Chapter 4 of this Comprehensive Plan).



6.3.5 Education Development

Education Development was selected as a strategy recognizing that McCleary **would like to benefit from more post-secondary educational activity**. Noting that other communities, such as Elma, have educational facilities and programming in their small, rural community, McCleary would like to carve out its own niche in this realm.

One opportunity might be to collaborate with Evergreen State College.



The Steering Committee recognizes that there is a tremendous amount of talent at Evergreen State College, and discussions about either general classes or a specific educational niche for the community might create a win-win situation. A similar conversation could take place with Grays Harbor College. Implementation of this strategy could take a more modest form with a smaller-scale establishment of higher education resources being placed at the school and/or the community center. **Communities that host small scale community colleges or trade schools**, especially four-year higher education programs, **see a high percentage of economic impact from provision of educational services.**

Educational opportunities include trades skills in construction, electricity, plumbing, carpentry, wood and metal working, in addition to academic pursuits toward an undergraduate diploma or future graduate school. There will be **a need for a new generation of people who know how to build things with their hands** to support a local economy.



6.3.6 Energy Development

The current and forecasted shortages in energy resources, and more specifically renewable energy resources, present communities with an opportunity to recruit or locally establish new energy production facilities. McCleary believes that it may have a significant opportunity in the energy development sector by **capitalizing on its proximity to existing natural gas and transmission infrastructure**, which would be critical for the **production and transmission of locally-generated electricity.**

McCleary has relative sophistication in the realm of energy development in that the City operates its own electric utility. Power is purchased from the Bonneville Power Administration and then resold to its market area; because of this, the City has expertise and relationships in energy development.





6.3.7 Entrepreneurial Development

Entrepreneurial Development was selected as an economic development strategy to foster the ideas and business opportunities of McCleary's local population. Similar to Business Recruitment, the Entrepreneurial Development strategy offers an opportunity to **work with the expertise of Greater Grays Harbor to identify would-be entrepreneurs, and then to connect such individuals to the type of workforce training, business planning, business finance, and other technical expertise** available in the region.

While the community does not foresee an opportunity to hire in-house business coaching, networking with other entities, including the Small Business Development Center, could transform local ideas into local jobs.



6.3.8 Environmental Restoration

One specific opportunity primarily led to the selection of Environmental Restoration as a strategy for McCleary. Opposite City Hall on the main intersection in town, the site of a former gas station has long sat derelict in a highly-visible part of town. City officials have had communications with the Department of Ecology related to potential environmental contamination at the site, but to date no one has taken the initiative to fully investigate the extent of such environmental problems.

One concern has been that any investigation that would happen to identify the certainty of such environmental contamination would then lead to other mitigation requirements that the City or others might not be able to afford. Brownfield cleanup programs funded by the U.S. Environmental Protection Agency could offset the cost of the environmental remediation activities that may be required. The Steering Committee **recognizes the valuable business development potential at this intersection**, and it would also contribute to the successful implementation of many of the other selected strategies.



6.3.9 Infrastructure Development

The City selected the Infrastructure Development strategy recognizing that its existing municipal water and sewer systems have excess capacity. One specific opportunity would be to **extend sewer and waterline connectivity** to the large, vacant industrial site located northwest of the Simpson Door Company property.

The development of such infrastructure would not only **create short-term construction jobs**, but it would **make the industrial land more marketable and immediately developable to businesses that might consider McCleary** as a result of its Business Recruitment strategy activities. At a minimum, the initial implementation of this strategy would give the community more certainty as to the extent of the problem, the probable cost of the solution, and the availability of funding programs to offset environmental remediation costs.





6.3.10 Local/Regional Tourism

McCleary is known for its Bear Festival. Members of the Steering Committee considered the many benefits of **adding additional events and activities in the community**. Scheduled annual events such as those involving running, biking, motorcycles, and other activities **would not only contribute to the economy, but also add to the vibrancy of the community**.

Recognizing the limitation of local staffing to coordinate the events, Steering Committee members discussed reaching out to individuals and organizations that might coordinate such events from outside the community, yet utilize the community as the base for positive activity and economic development. Another potential way to address the need for volunteerism is the community's effort to explore internships and activities that would meet high school senior community service requirements.



6.3.11 Pass-Through Visitor Services

McCleary is on the primary route between the Seattle/Tacoma metropolitan area and the Pacific Ocean/Olympic National Park. Unfortunately for McCleary, most of the motorists are passing through – or even bypassing – McCleary, without stopping by for food, gas, or other visitor conveniences.

Increasingly, communities on the Olympic Peninsula are desiring to take a more regional, coordinated approach to promoting the region as a visitor destination. Aberdeen, for example, has made it a priority to develop the Discovery Center as a front door to the peninsula. McCleary can participate as part of a larger regional area to promote the scenic byway, and perhaps to create large-scale, professional



freeway signage that would increase the visibility of McCleary as **“the real front door” to the Olympic Peninsula**. This may provide a local business with an opportunity to sell Discovery or National Park access passes.

This strategy also offers the Old McCleary Hotel **increased visibility** and even an **opportunity for new development and job creation**. The existing owners of the hotel have lovingly maintained, promoted, and operated the historic hotel for decades, and desire to see it continue to benefit the community. Potential future investors in the hotel can recognize that tourism is a key element of the local economic development strategic plan, and be assured that their investment is in conformance with the future direction of McCleary. One specific opportunity discussed by the Steering Committee would be to inform McMenamins of the development opportunity in McCleary. With investment and additional historic preservation, up to 24 rooms could be developed within the hotel, as well as other dining and events opportunities.



6.3.12 Value-Added Forest Products

This economic development strategy recognizes that the forest products industry has been at the foundation of McCleary’s

economy since day one. **Generations of employees** working to fabricate doors **have** decades of **woodworking experience, creating a knowledgeable and motivated community sector** in support of this strategy.

Changes in management at Simpson Door Company will require the community to be proactive in its discussions with the company to find win-win opportunities for direct and/or indirect job creation. Supporting the company’s operations and looking for spin-off opportunities could be at the heart of this strategy’s implementation. Changes over the last few decades in the timber industry have shown that single-function lumber mills are not as reliable an employer for local high or low skilled labor as before, so diversification of wood products and skills will be necessary. This strategy acknowledges that there are **new jobs to be created out of alternative forest/wood products other than primarily milling and lumber production**.

6.4 Economic Development Goals and Policies

These goals and policies, adapted from the twelve strategies identified in the 2018 Economic Development Comprehensive Plan, are intended to drive McCleary’s economic development while also reflecting the City’s vision statement.



Goal ED-1: Attracting Funding

Seek out and apply for government appropriations and grant funding that can help create jobs and improve the overall quality of life in McCleary.

- ♦ *Policy ED-1.1:* Leverage McCleary's demonstrated track record of securing grant funding to advance civic infrastructure and economic development.
- ♦ *Policy ED-1.2:* Revisit existing known sources of funding and investigate other potential sources to secure foundation and/or government funding for community priorities.

Goal ED-2: Business Recruitment

Proactively solicit existing businesses to expand or relocate into McCleary, fostering a diversity of businesses and industry that support McCleary's residents.

- ♦ *Policy ED-2.1:* Commit to a long-term recruitment endeavor; invest in marketing materials and other public relations efforts to advance recruitment activity.
- ♦ *Policy ED-2.2:* Refine the City's targets for the types of businesses and/or industries to pursue in order to bring in a highly trained and skilled labor force.
- ♦ *Policy ED-2.3:* Perform a gap analysis to discover business niches in the existing market that need to be filled.



Goal ED-3: Business Retention and Expansion

Employ a methodical engagement strategy to foster the retention and expansion of existing businesses.

- ♦ *Policy ED-3.1:* Continue supporting the existing business base by conducting systematic outreach to identify their needs, challenges, and opportunities.
- ♦ *Policy ED-3.2:* Continue working with Greater Grays Harbor as a partner in this effort, leveraging their experience with supporting existing businesses and start-up enterprises.
- ♦ *Policy ED-3.3:* Routinely follow up on specific priorities identified by participating businesses.
- ♦ *Policy ED-3.4:* Identify opportunities to encourage the expansion of new and existing companies.

Goal ED-4: Downtown Development

Establish the City's downtown core as a mixed-use area that supports a diverse assortment of businesses.

- ♦ *Policy ED-4.1:* Dovetail the Downtown Development Strategy with the Business Recruitment strategy to identify desired businesses and land uses that are compatible with a livable and sustainable downtown.
- ♦ *Policy ED-4.2:* Consult the Washington State Main Street Program for a framework toward creating a downtown development organization.
- ♦ *Policy ED-4.3:* Use the Main Street Four-Point Approach for downtown advocacy to help increase vitality and a sense of pride in McCleary's downtown.



Goal ED-5: Education Development

Promote economic benefit through enhanced provision of educational services at all levels.

- ◆ *Policy ED-5.1:* Develop a community development and political strategy to create educational services at all levels.
- ◆ *Policy ED-5.2:* Collaborate with the School District to strengthen educational opportunities for both young people and adults in McCleary.
- ◆ *Policy ED-5.3:* Work with Evergreen State College to explore educational program opportunities that could have an off-site base in McCleary for either general classes or a specific educational niche for the community.
- ◆ *Policy ED-5.4:* Work with Grays Harbor College to explore development of a modestly scaled establishment of higher education resources in the school and/or community center.

Goal ED-5: Energy Development

Seek to recruit or locally establish new energy production facilities and pursue opportunities to use renewable energy wherever possible.

- ◆ *Policy ED-6.1:* Investigate approved federal and state programs and incentives to promote the use of renewable energy sources in McCleary, including solar, wind, geothermal, biomass energy production, and hydro power.
- ◆ *Policy ED-6.2:* Investigate and contact startup companies that might benefit from

proximity to renewable energy supplies and local market demand.

- ◆ *Policy ED-6.3:* Implement land use and building practices that reduce reliance on fossil fuels, such as proper site analysis and placement of buildings for solar gain or wind generation.
- ◆ *Policy ED-6.4:* Explore the potential of implementing building code requirements to use solar power on roofs of commercial buildings and homes, and building design that allows for maximum daylight to illuminate rooms, cutting down on the need for electrical lighting.
- ◆ *Policy ED 6-5:* Explore the idea of a community smart grid system to monitor and distribute power as needed.

Goal ED-5: Entrepreneurial Development

Work with economic development professionals and organizations to assist start-ups and help small businesses grow.

- *Policy ED-7.1:* Work with Greater Grays Harbor to identify aspiring entrepreneurs, and to connect such individuals to the type of workforce training, business planning, and other technical expertise available in the region.
- *Policy ED-7.2:* Network with other entities, including the Small Business Development Center, to connect aspiring entrepreneurs with business coaching opportunities.
- *Policy ED-7.3:* Improve the quality and connection of high-speed internet services so access to information is stronger and better.



Goal ED-8: Environmental Restoration

Work to restore properties formerly used for industrial purposes and other derelict sites for redevelopment.

- ◆ *Policy ED-8.1:* Identify abandoned and/or vacant sites and assess whether there is contamination in the soils and water around them.
- ◆ *Policy ED-8.2:* Encourage environmental remediation of contaminated sites, and help property owners seek out state and federal funding to pay for their bioremediation.
- ◆ *Policy ED-8.3:* Develop marketing strategies with planning and design consultants to weave redeveloped sites into the urban fabric again with new purposes.
- ◆ *Policy ED-8.4:* Secure funding for brownfield decontamination from state and/or federal sources.

Goal ED-9: Infrastructure Development

Ensure that adequate infrastructure is available to accommodate both current residents as well as any new development that is proposed.

- ◆ *Policy ED-9.1:* Take advantage of McCleary's accurate analysis and understanding of long-term infrastructure needs and costs to access long-term infrastructure loans and grants.
- ◆ *Policy ED-9.2:* Leverage the excess capacity in the City's water and sewer systems to extend connectivity to the large vacant site zoned for Master Planned Development (MPD), making it more marketable to businesses considering a move to McCleary.
- ◆ *Policy ED-9.3:* Continue to complete stormwater/drainage upgrades to set up new areas for improvement and redevelopment, particularly around downtown McCleary.

Goal ED-10: Local/ Regional Tourism

Leverage existing community events and recreational amenities to attract tourists and new visitors.

- ◆ *Policy ED-10.1:* Draw on strong local support for community events and highlight existing local recreational and visitor attractions to bring in visitors from Grays Harbor County and beyond.
- ◆ *Policy ED-10.2:* Invest in marketing efforts for existing events, such as the annual Bear Festival, to maximize tourism expenditures.
- ◆ *Policy ED-10.3:* Recognizing the limitation of local staffing to coordinate events, explore the potential of providing internships and activities that would meet high school senior community service requirements to encourage volunteerism.



Goal ED-11: Pass-Through Visitor Services

Engage in specific marketing and outreach efforts targeted to have an impact on pass-through visitor expenditure patterns.

- ◆ *Policy ED-11.1:* Increase McCleary's visibility with enhanced highway signage on SR 8 signifying the community as a gateway point to Olympic National Park and the Pacific coast.
- ◆ *Policy ED-11.2:* Promote redevelopment of the historic McCleary Hotel as a place to stay in McCleary; consider contacting McMenamins or similar hospitality businesses regarding the development opportunity.
- ◆ *Policy ED-11.3:* Beautify the community with street tree planting programs and litter control.
- ◆ *Policy ED-11.4:* Develop an online presence through which the City can promote visitor activity.

Goal ED-12: Value-Added Forest Products

Encourage economic diversification by seeking opportunities to produce and promote value-added wood products.

- ◆ *Policy ED-12.1:* Work with Simpson Door Company to develop win-win agreements for diversification of forest products and jobs created directly within the mill itself and/or development of outside businesses with similar products for the local employment base.



- ◆ *Policy ED-12.2:* Work to secure long-term contracts for forest materials, to ensure the availability of land and infrastructure, and to hire/retain an appropriate workforce for industry retooling.
- ◆ *Policy ED-12.3:* Identify other wood-related products to build and sell in McCleary, along with local training in new wood product creation technologies.
- ◆ *Policy ED-12.4:* Develop other income-generating streams from forest-related products with potential co-benefits; for example, fuel for biomass energy, hardwood for furniture manufacturing and flooring, and miscellaneous forest products such as mushroom growing media.
- ◆ *Policy ED-12.5:* Investigate the potential of tying forest practices to local economic sustainability and energy independence; for example, industries like biomass energy plants use waste forest products for power production.

6.5 Implementation Strategies

The **success** of these economic development strategies **relies on the private sector creating and sustaining a diverse array of employment opportunities**, ensuring the tax base currently enjoyed by the City endures and is strengthened. The economic health and well-being of the City are tied to commitments to promote a wide range of employment opportunities for the citizens of the community and to provide a setting and quality of life that attract businesses and residents. Successful economic development is

reliant upon implementation and improvements found in **other Comprehensive Plan elements, plans, city regulations, programs and even the annual budgeting process**. Capacity and variety in commercial and residential densities and uses facilitates balance development patterns. Policies in the housing element provides policy direction for a range of housing choices. The Transportation Element provides policy direction for motorized and non-motorized solutions between the commercial and residential areas within McCleary including pedestrian-scale streets, adequate parking for commercial uses, and an interconnected system of sidewalks, trails, and bicycle routes between neighborhoods.

Each of these elements and many other city efforts **demonstrates the complexity and interrelatedness of economic development efforts**. While each goal and policy is considered important and should be addressed eventually, it is unrealistic to attempt everything at the same time, which leads to certain failure. Instead, **successfully implementing this economic development plan requires a focused, intentional and long-term effort**. The City cannot afford to burn up valuable resources and political capital recklessly, or in a diluted manner.

Successful implementation of this plan will require a **sustained, intensive effort**. The most critical asset necessary to succeed with this effort is **political will**. When community leaders exert political will, they place in context the many fundamental programs and improvements necessary to be competitive, mobilize the community's resources and implement programs that foster public-private partnerships, which are crucial for long-term success.



7. Transportation Element

7.1 Purpose and Intent

McCleary's transportation system provides for the movement of people and goods, ranging from the travel of an individual on foot to commuters traveling by car to large trucks carrying supplies to market. The Transportation Element specifically considers the **location and condition of the existing traffic circulation system**; the **cause, scope, and nature of transportation issues**; and **plans for addressing all transportation needs while maintaining established level of service standards**.

The type and availability of transportation resources are major factors in the development of land use patterns; conversely, the way land is used influences the need and location for new transportation facilities. Because the relationship between transportation and land use is one of continuous interaction, planning must always be coordinated. Rights of ways for transportation corridors are for movement; and

they are also corridors for public services such as electrical power, telecommunications, storm and sanitary sewer systems, and potable water distribution networks.

Annexations of new land cannot be done without expansion of streets and services and must be tied to transportation planning. By considering the potential future growth in and around the community, the City can prioritize new street construction and improvement projects while mitigating any adverse effects that may result from increased traffic.

7.2 Existing Transportation System

The majority of transportation facilities to, from, and within the City of McCleary are **state roads** and **city streets** and **sidewalks**. There are **11.29 miles of roadway in McCleary**, 1.57 miles of which are WSDOT-owned roads (SR 108) and the remaining 9.72 miles of which are city streets.





7.2.1 State Routes

State Route 8 (SR 8) is a limited access road crossing through the southwest corner of the city for a little over a mile. This **is a major road linking traffic from the southern Olympic Peninsula and Grays Harbor County to the City of Olympia and Interstate 5 (I-5)**. Washington State Department of Transportation (WSDOT) traffic counts just west of the city limits (milepost 6.03) indicate this route had an annual average daily traffic (AADT) count of 19,000 daily trips in 2022.

SR 108 serves as a link north from SR 8 to U.S. Highway 101. It begins just west of the city and terminates four miles south of Shelton in Mason County. SR 108 serves as the **main east-west arterial road** through the city along Simpson Avenue to Curran Street as well as the **main north-south route** on Summit **to the city limits**. SR 108 is a limited access route for 1.1 miles from Beck Street north. Traffic counts along SR 108 reflect both inter- and intra-city travel.

7.2.2 City Streets

McCleary’s street pattern is a **classic grid** with most streets having an **asphalt or chip seal surfacing**. Streets in the downtown core and south along Third Street to the transit center have sidewalks. There is a small public paved parking lot at the corner of Fir and Curran Streets serving the City Hall complex and Beerbower Park.

The Washington State Transportation Improvement Board (TIB) tracks the condition of pavement

in the City of McCleary’s street system through its Small City Street Preservation Initiative. TIB rates pavement condition in McCleary according to its Small City Pavement Rating Manual, which incorporates information about the following pavement attributes to produce a composite score called the Pavement Condition Rating (PCR) for most streets in the City:

- ◆ **Type of defect** (e.g., rutting, alligator cracking, longitudinal cracking, etc.)
- ◆ **Severity** of the defect
- ◆ **Extent** to which the road surface is affected by the defect Streets are given a PCR between 0 and 100 and are categorized by TIB as shown in Table 6.1 above.

Generally, **McCleary’s road conditions average a 68% on the PCR scale**, which reflects the “fair” rating of much of the city core and some surrounding roads. Those streets with an “excellent” rating reflect recent construction in annexed areas and in improvements to the southern city entrance. Many of the surrounding streets in the main part of town are in poor condition.

Table 7-1: City of McCleary Pavement Condition Summary		
Pavement Condition	Street Length (Miles)	% of Total Rated Street Length
Excellent (PCR >90)	1.34	13.9%
Good (PCR 70–90)	2.96	30.7%
Fair (PCR 50–70)	2.95	30.6%
Poor (PCR 25–50)	2.39	24.8%
Reconstruction (PCR <25)	0.00	0.0%
TOTAL	9.65	100.0%

Source: TIB Small City Street Preservation Program, Performance Management Dashboard



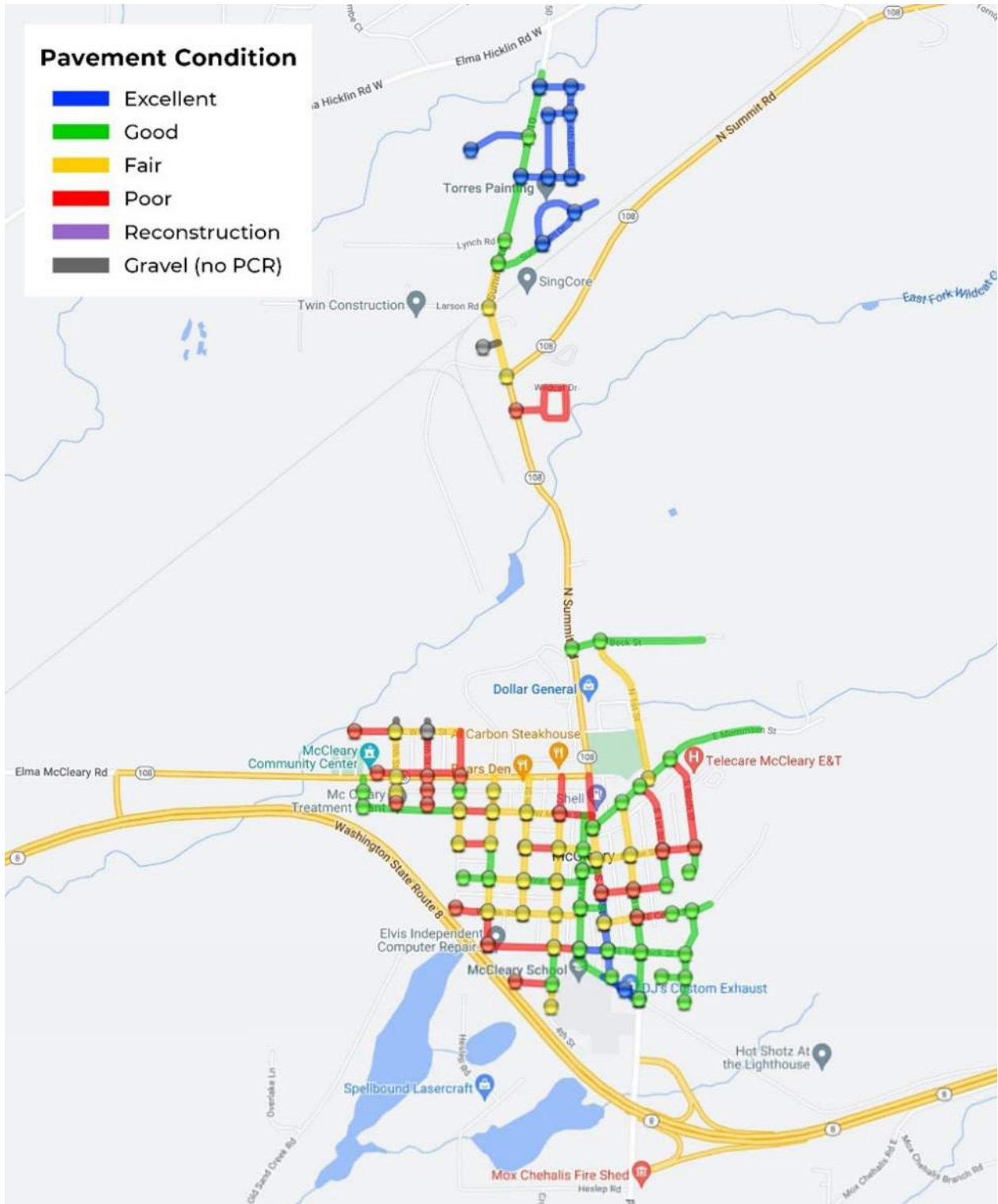


Figure 7-1: City of McCleary Pavement Condition Map



7.2.3 Sidewalks

As shown in Figure 7-2, the commercial area along West Simpson Avenue (SR 108) has sidewalks on both sides of the street that are in good condition, while many of the residential areas within the City do not have sidewalks. The City of McCleary has six blocks which have been identified by TIB as having sidewalks in poor condition, including:

- ◆ **W. Ash Street:** Western terminus to N 9th Street
- ◆ **S. 7th Street:** W Simpson Avenue to W Maple Street
- ◆ **S. 6th Street:** W Simpson Avenue to W Maple Street
- ◆ **W. Fir Street:** S 6th Street to S 7th Street (south side)
- ◆ **W. Maple Street:** S. 5th Street to S. 4th Street
- ◆ **W. Maple Street:** S. 4th Street to S. 3rd Street

Many of the key intersections along Simpson Avenue are currently slated for improvement in WSDOT’s six-year Transportation Improvement Program (TIP). The first four projects aim to complete the 3rd Avenue spine from Oak Street to the Simpson/Summit Road intersection, improve that intersection, and Summit Road to Wildcat Creek Road. With improvements to Simpson Road west to the McCleary Cemetery, **pedestrian safety and bicycle safety will be enhanced.** In addition, new sidewalk and road projects will **expand pedestrian and bicycle network in the city core.** New bicycle lanes on the 3rd Avenue and Summit Road corridor will greatly help **define and ease nonmotorized mobility** to northern neighborhoods of McCleary.

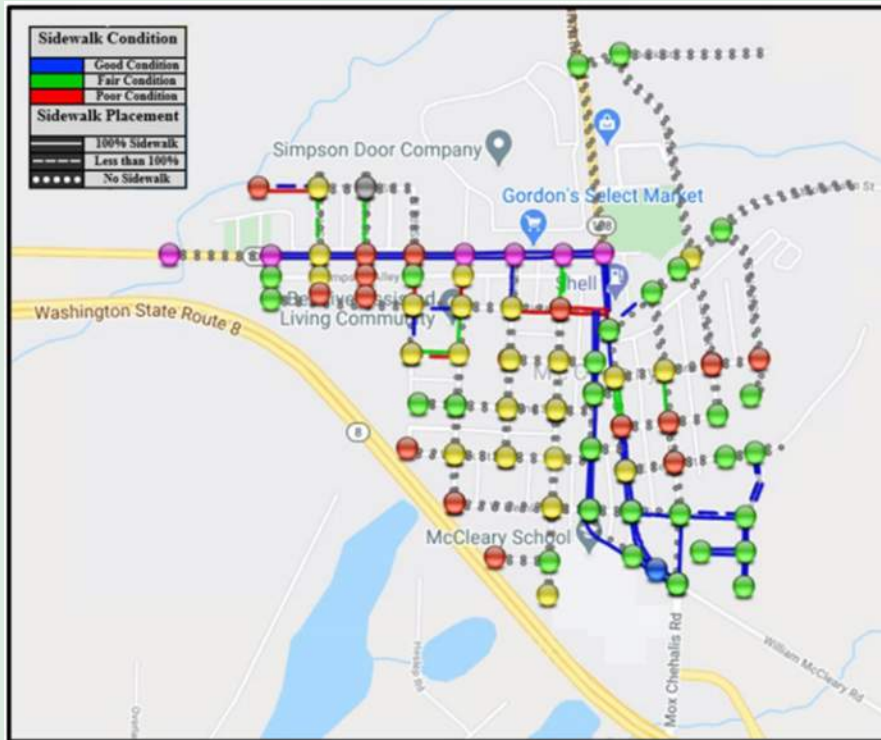
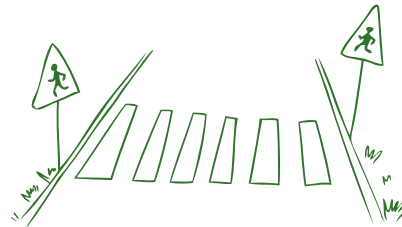


Figure 7-2: City of McCleary Sidewalk Condition Map



7.2.4 Freight Facilities

The Washington State Freight and Goods Transportation System (FGTS) is a classification system established by the Washington State Department of Transportation (WSDOT) for roadways, railways, and waterways based on freight tonnage. The FGTS is used to establish funding eligibility for Freight Mobility Strategic Investment Board grants, support transportation planning processes, and plan for pavement needs and upgrades.

Freight Roadways

The FGTS classifies roadways using five truck gross tonnage classifications, T-1 through T-5, as follows:

- ◆ **T-1:** More than 10 million tons per year.
- ◆ **T-2:** 4 million to 10 million tons per year.
- ◆ **T-3:** 300,000 to 4 million tons per year.
- ◆ **T-4:** 100,000 to 300,000 tons per year.
- ◆ **T-5:** At least 20,000 tons in 60 days and less than 100,000 tons per year.

The City of McCleary has three truck freight corridors classified under this system:

- ◆ **State Route 8** (T-2)
- ◆ **State Route 108** (T-3)
- ◆ **Mox-Chehalis Road** (T-3)

Freight Railways

Railroads in Washington play a major role in the movement of a broad range of products and commodities--consumer electronics to heavy bulk goods--for local production and consumption, as well as for consumer markets in the U.S. and internationally. The FGTS classifies railways using five railway gross tonnage classifications, R-1 through R-5, as follows:

- ◆ **R-1:** More than 5 million tons per year.
- ◆ **R-2:** 1 million to 5 million tons per year.
- ◆ **R-3:** 500,000 to 1 million tons per year.
- ◆ **R-4:** 100,000 to 500,000 tons per year.
- ◆ **R-5:** Less than 500,000 tons per year.

The **Burlington Northern Santa Fe Railroad**, which runs through the City of McCleary, is **classified as R-4**.



7.2.5 Public Transit

Grays Harbor Transit provides public bus service to and from the City of McCleary. Service is available throughout Grays Harbor County and to the City of Olympia, with connections available to Lewis and Pacific Counties.

The City of McCleary is served via **Grays Harbor Transit Route 40**. This bus line runs from downtown Hoquiam to Olympia and back, with stops in Aberdeen, Montesano, Satsop, Elma, and McCleary. It makes **14 round trips Monday through Friday**, with reduced service on the weekends. In McCleary, the bus makes several stops along Simpson Avenue and at McCleary Transit Center on South 3rd Street. McCleary Transit Center offers amenities including **a park-and-ride lot, covered benches, and restrooms.**

Grays Harbor Transit also offers Dial-a-Ride services to residents of McCleary. Dial-a-Ride is an on-call, door-to-door transportation service for seniors and people with disabilities.

7.2.6 Pedestrian and Bicycle Trails

The City recognizes the many benefits of a non-motorized transportation system. In addition to individuals' enjoyment and health benefits and a safe means for children to travel to and from school, having fewer vehicles on the roads results in less pollution and a healthier environment. There is also a positive economic return in increased property values and marketability for property located near trails and open space. Beyond property values, people generally enjoy the experience of shopping at businesses located in pedestrian friendly downtowns or centers.

For most of McCleary's history, transportation improvements have emphasized the movement of motorized vehicles, especially automobiles and trucks. Alternative modes, such as bicycling and walking, have been receiving additional emphasis in recent years.

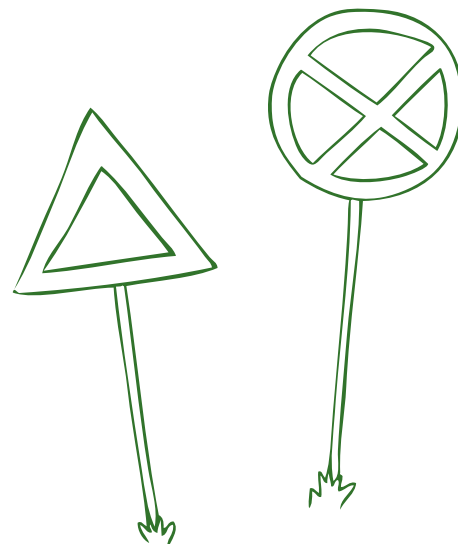
While pedestrian and bicycle facilities have not been developed consistently throughout the City, bicycle racks are available at a few locations around town and many residential

areas are connected by a sidewalk to recreational areas, schools, and retail locations.

It is expected that the automobile will continue to account for the majority of transportation trips in the foreseeable future. However, there is a growing recognition that alternative non-motorized modes can play an important role in the transportation system, especially for relatively short trips. Encouraging these modes can **lessen congestion, reduce maintenance of the existing roadway infrastructure, and reduce air pollution while providing health benefits to users.** Continued development of paths and trails for pedestrian and bicycle use remains an important part of the Transportation Element.

7.3 Level of Service Standards and Projected Demand

Land use and transportation are fundamentally linked. Development generates trips that place demands on local and regional transportation systems, and the ability of the transportation system to provide a range of mobility alternatives is likewise reliant on these land use patterns. To ensure that transportation infrastructure is adequate to accommodate future growth, McCleary's transportation planning efforts are based on the same land use and population growth assumptions that underpin all other elements of the Comprehensive Plan.



7.3.1 Level of Service Standards

Transportation Level of Service (LOS) is a qualitative description of the operating performance of a given element of transportation infrastructure. It is typically expressed as a letter grade from LOS A, representing free flow operations with almost no travel delay, to LOS F, representing complete breakdown of flow and high delay. The standard is based on the ratio of peak hour demand volume (V) to peak hour capacity (C) for a roadway segment or intersection, as shown in Table 7-2. **LOS establishes a basis for comparison between streets and intersections and helps guide the prioritization of improvement projects.**

Roadway LOS

McCleary’s road network needs to maintain consistency with Grays Harbor County’s network while recognizing the City’s transportation needs and vision. In order to establish and maintain this consistency, **the City’s LOS standards should be similar to those in the adjacent unincorporated County while recognizing the transportation goals and needs specific to the City.** Table 7-2 describes the Level of Service standards for the streets and intersections on the City’s arterial street network.

The City’s adopted minimum LOS for all streets is LOS C. New development will be prohibited unless transportation improvements or strategies to accommodate the impacts of development are made concurrent with the development.

Table 7-2: Adopted Roadway Level of Service Standards

LOS	Description	V/C Ratio
A	Primarily free-flow traffic operations at average travel speeds. Vehicles are completely unimpeded in their ability to maneuver within the traffic stream. Stopped delays at intersections are minimal.	< 0.60
B	Reasonably unimpeded traffic flow operations at average travel speeds. The ability to maneuver within the traffic stream is only slightly restricted and stopped delays are not bothersome. Drivers are not generally subjected to appreciable tensions.	0.60-0.70
C	Stable traffic flow operations. However, ability to maneuver and change lanes may be more restricted than in LOS B, and longer queues and/or adverse signal coordination may contribute to lower average travel speeds. Motorists will experience appreciable tension while driving.	0.70-0.80
D	Small increases in traffic flow may cause substantial increases in approach delays and, hence, decreases in speed. This may be due to adverse signal progression, inappropriate signal timing, high volumes, or some combination of these factors.	0.80-0.90
E	Significant delays in traffic flow operations and lower operating speeds. Conditions are caused by some combination of adverse progression, high signal density, extensive queuing at critical intersections, and inappropriate signal timing.	0.90-1.00
F	Traffic flow operations at extremely low speeds. Intersection congestion is likely at critical signalized locations, with high approach delays resulting. Adverse signal progression is frequently a contributor to this condition.	> 1.00



Pedestrian and Bicycle LOS

Because pedestrian and bicycle facilities have not been developed consistently throughout the City, McCleary does not currently have LOS standards adopted for these modes of transportation. As McCleary works to improve its pedestrian and bicycle connections, the following LOS goals should be kept in mind when developing pedestrian and bicycle facilities:

- ◆ **Establish the** Infill Housing Overlay (IHO) district **as a “pedestrian priority district.”**
- ◆ Within the pedestrian priority district, **prioritize sidewalk and trail projects.**
- ◆ **Provide bicycle facility linkages** throughout McCleary, including consideration of roadway restriping to accommodate bicycle lanes.
- ◆ **Prioritize bicycle safety features**, such as arterial crossings.

Transit LOS

As discussed above, public transit in the McCleary area is provided by Grays Harbor Transit. Therefore, the City has not adopted a LOS standard for transit, instead relying on regional transit providers to establish and adopt LOS standards for that system.

7.3.2 Concurrency

Land use changes have a direct impact on transportation. One of the legislatively stated goals of the GMA is to have transportation systems in place concurrently with development. Concurrency management

procedures will be developed to ensure sufficient transportation system capacity is available for all proposed development. As new development takes place, it must not negatively affect the current LOS defined by the community. If a negative impact is expected, mitigation measures should include transportation demand management (TDM) strategies, possible land use changes, and/or review of adopted LOS standards.

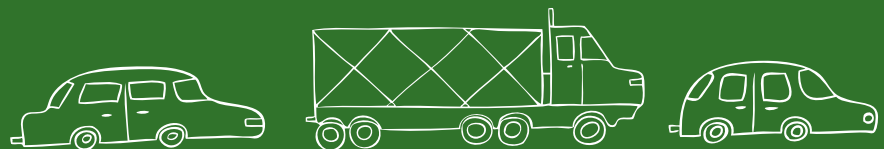
7.3.3 Projected Demand

Estimating traffic patterns related to land use and population growth is a useful tool for most communities. McCleary recognizes the importance of informed and thoughtful development and its many impacts on transportation.

When funding is available, **the City will seek to expand the transportation plan to include travel demand analysis, land use impacts, traffic counts, and additional forecasting, when development or population increase warrant.** Additionally, new developments will provide analysis of the impact of the proposal to the existing transportation system.

7.4 Future Transportation Needs

The City has identified needed transportation improvements as part of the WSDOT Transportation Improvement Program. Projects from the City’s current 6-Year Transportation Improvement Program (TIP) document are described and listed in Figure 7-5.





McCleary has **a good street grid that would support a viable new downtown plan that supports the safety and mobility of pedestrians and bicyclists.** This is a major step toward developing the framework for a new downtown community core. This may be a good time to consider combining the transportation planning and infrastructure improvements as part of a downtown sub-area planning process to re-envision what McCleary's Third Place could become. Public input indicates the need for a gathering place and/or urban park for meetings, markets, community events not associated with the Bear Festivals or Beerbower Park. Studies of many small-scale communities in Washington state make mixed use a core part of a viable downtown to bring diversity of uses and people to their cities.

As part of making this new area and transportation plan related to sustainable planning for energy and mobility alternatives, **consider new construction to include stations for electric vehicle charging** as part of a local electric vehicle infrastructure plan. Downtown planning should consider compatible land uses that would support a passerby vehicle charging station such as eating, tourism and resting/visiting businesses.

The McCleary Economic Comprehensive Plan speaks of how the City can participate as a part of a larger regional area to promote the scenic byway, and perhaps to create large-scale, professional freeway signage that would increase the visibility of McCleary as "the real front door" to the Olympic Peninsula. This may provide a local business with an opportunity to sell Discovery or Park access passes.

Increasing safety and better conditions of local roads and intersections in McCleary will be able to better serve tourists and visitors from outside the region.

Transportation Project Funding

The City of McCleary endeavors to fund the development and construction of transportation projects to provide continued mobility and maintain adopted LOS. The City utilizes grant programs at the state and federal level, as available, to supplement City-generated revenue. The proposed improvements associated with planned growth are found in the TIP. Improvements scheduled in the next 6 and 20 years are addressed in the Capital Facilities Element.

Six-Year Transportation Improvement Plan (TIP)

The City's Six-Year Transportation Improvement Program (TIP) balances the goals of all Comprehensive Plan elements (Table 7-3). In addition, the goals and policies of the Transportation Element have been modified to reflect their financial feasibility. Financial planning for transportation uses the same process as the financial planning for other capital facilities; however, the timing and funding for transportation improvements are affected by the requirement that transportation improvements and new development be in place concurrently.



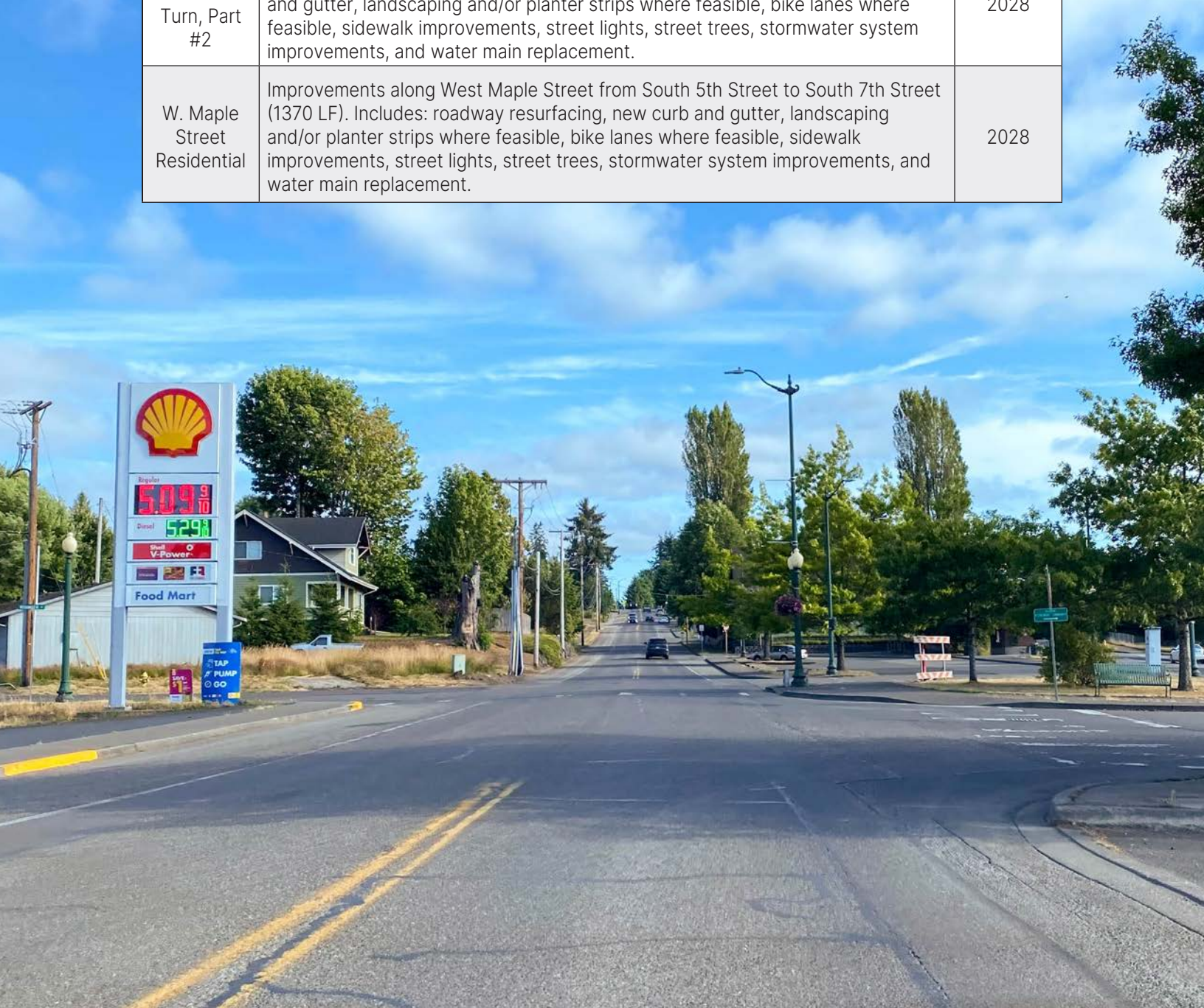
Table 7-3: McCleary Six-Year TIP Projects

Project Name	Description	Year Planned
S. 3rd Street Lower	Improvements along South 3rd Street between Oak Street and Simpson Avenue (1320 LF). Includes: Roadway resurfacing and repair, new curb and gutter, new planter strip where feasible, sidewalk improvements on both sides with ADA compliant ramps, shared bike lane markings, stormwater system improvements, and water main replacement.	2024
Summit Road Downtown	Improvements along Summit Road between Simpson Avenue and Beck Street (1478 LF). Includes: Roadway resurfacing, new curb and gutter, new landscaping and/or planter strips where feasible, new bike lanes where feasible, parallel parking along both sides of roadway where feasible, sidewalk improvements, street lights, street trees, stormwater system improvements, and water main replacement.	2025
Intersection of Simpson and Summit	Improvements at the intersection of Summit Road and Simpson Avenue. Includes: Possible roundabout with ADA compliance ramps and walkways, improved crosswalks, installation of landscaped center island, improvement of walkability and bicycle access for increased access to local businesses and park.	2025
S. 4th Street Downtown	Improvements along South 4th Street between Simpson Avenue and West Fir Street (740 LF). Includes: Full depth reclamation of existing pavement, roadway resurfacing, roadway widening, new curb and gutter, sidewalk improvements on both sides of road separated from parking areas with planter strips, bicycle lanes where feasible, and stormwater system improvements.	2025
Summit Road North	Improvements along Summit Road between SR 108 and East Bear Street (2220 LF). Includes: Full depth reclamation of existing pavement where feasible, roadway resurfacing, roadway widening, new curb and gutter, planter strips, sidewalk improvements, bike lanes where feasible, and stormwater system improvements.	2025
Summit Road "S" Turn, Part #1	Improvements along Summit Road between Beck Street and the existing bridge over East Fork Wildcat Creek (1742 LF). Includes: Roadway resurfacing, new curb and gutter, landscaping and/or planter strips where feasible, bike lanes where feasible, sidewalk improvements, street lights, street trees, stormwater improvements, and water main replacement.	2026
W. Ash Street, Part #1	Improvements along West Ash Street between North 9th Street and North 7th Street (686 LF). Includes: Roadway resurfacing, new curb and gutter, landscaping and/or planter strips where possible, bike lanes where feasible, sidewalk improvements, street lights, street trees, stormwater improvements, and water main replacement.	2026
S. 4th Street Residential	Improvements along South 4th Street between West Fir Street and the southern city limits (1900 LF). Includes: Full depth reclamation of existing pavement, roadway resurfacing, new curb and gutter, new sidewalks on both sides of roadway, and stormwater system improvements.	2026
W. Ash Street, Part #2	Improvements along West Ash Street between North 9th Street and end of North 10th Street (630 LF). Includes: Roadway resurfacing, new curb and gutter, landscaping and/or planter strips where feasible, bike lanes where feasible, sidewalk improvements, street lights, street trees, stormwater system improvements, and water main replacement.	2027



Table 7-3: McCleary Six-Year TIP Projects

Project Name	Description	Year Planned
W. Maple Street Downtown	Improvements along West Maple Street from South 3rd Street to South 5th Street (900 LF). Includes: Roadway resurfacing, new curb and gutter, landscaping and/or planter strips where feasible, bike lanes where feasible, sidewalk improvements, street lights, street trees, stormwater system improvements, and water main replacement.	2027
Summit Road "S" Turn, Part #2	Improvements along Summit Road between the existing bridge over East Fork Wildcat Creek and SR 108 (1640 LF). Includes: Roadway resurfacing, new curb and gutter, landscaping and/or planter strips where feasible, bike lanes where feasible, sidewalk improvements, street lights, street trees, stormwater system improvements, and water main replacement.	2028
W. Maple Street Residential	Improvements along West Maple Street from South 5th Street to South 7th Street (1370 LF). Includes: roadway resurfacing, new curb and gutter, landscaping and/or planter strips where feasible, bike lanes where feasible, sidewalk improvements, street lights, street trees, stormwater system improvements, and water main replacement.	2028





20-Year Capital Facilities Plan

Table 7-4: McCleary 20-Year Capital Facilities Plan		
Project Name	Description	Year
Simpson Rail Trail	Create a pedestrian walkway/trail from Summit Road area near Beck Street to City property and back to Summit Road.	2030-2045
Simpson Ash Trail	Create a pedestrian walkway/trail from Ash Street to City Property and back to Summit Road	2030-2045
Wildcat Drive - Lowest Rated Street in City	Reconstruct Wildcat Drive including replacement of storm drains and related storm-water facilities. Possible curb gutter and sidewalks on both sides. Water and Sewer Main replacements. Possible underground power and communication utilities. Could potentially use a cement treated base if existing ground is sufficient.	2030-2045
Spruce Street - 2nd Lowest Rated Street	Reconstruct Spruce Street including replacement of storm drains and related storm-water facilities. Possible curb gutter and sidewalks on both sides. Water and Sewer Main replacements. Possible underground power and communication utilities. Could potentially use a cement treated base if existing ground is sufficient.	2030-2045
8th Street - 3rd Lowest Rated Street	Resurface, landscaping and/or planter strips and bike lanes where possible; install needed curb, gutter, sidewalk, street lights, street trees, and stormwater improvements. Water Main replace.	2030-2045
Birch Street - 4th Lowest Rated Street	Resurface, install needed curb, gutter, sidewalk, street lights, street trees, and stormwater improvements. Water Main replace. Sewer extension	2030-2045



7.5 Transportation Goals and Policies

Goal T-1

Provide for a system of public and private transportation choices that complement the community's character and reinforce the land use element of McCleary's Comprehensive Plan.

- ◆ *Policy T-1.1:* Plan for a coordinated street system that maximizes the safety and efficiency of the movement of people and goods within and through the city.
- ◆ *Policy T-1.2:* Integrate amenities such as landscaping, coordinated signage, and street lighting into street system projects to complement the visual appeal of the city.
- ◆ *Policy T-1.3:* Encourage efforts to maximize public transit opportunities for residents and employers.

Goal T-2

Provide and promote avenues for non-motorized travel.

- ◆ *Policy T-2.1:* Bicyclists and pedestrians should be considered in street and subdivision standards, parking standards, parking lot design (allowing protected access to storefronts), and other related standards.
- ◆ *Policy T-2.2:* Support a pedestrian friendly community by seeking funding for sidewalk maintenance and encouraging development to include pedestrian friendly design, such as lighting, trees and low shrubs.
- ◆ *Policy T-2.3:* Encourage development to increase connections within the community by adding trails.

- ◆ *Policy T-2.4:* Coordinate trail development with neighboring jurisdictions and interested parties to support regional trails.
- ◆ *Policy T-2.5:* Provide crosswalks and/or rectangular rapid flash beacons (RRFB) for pedestrian visibility at all intersections in a school zone.

Goal T-3

Provide an effective roadway network with adequate capacity to meet, at the adopted level of service, the demand for travel in the City.

- ◆ *Policy T-3.1:* As far as possible, require that new development bear the cost of mitigating the traffic problems it generates.
- ◆ *Policy T-3.2:* Emphasize roadway, bicycle lane, and sidewalk maintenance on a continuous basis.

Goal T-4

Plan and develop a transportation system that reduces unwanted commercial traffic in neighborhoods and creates safe pedestrian and bicycle connectivity throughout the City of McCleary.

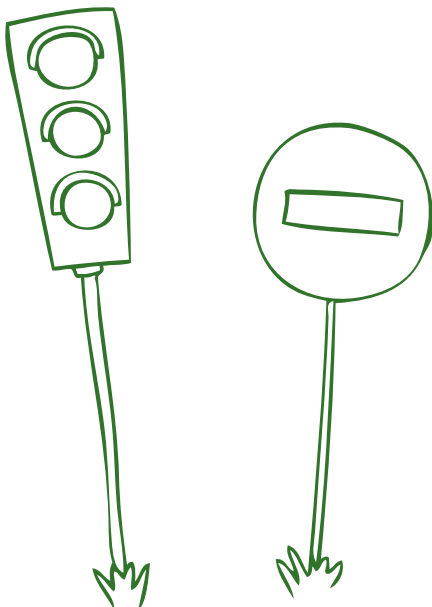
- ◆ *Policy T-4.1:* Implement traffic calming measures on residential streets as circumstances warrant, and institute access control policies to improve safety and circulation on busy streets.
- ◆ *Policy T-4.2:* Ensure that new subdivisions are designed to have more than one point of access at full build-out of the subdivision and adjacent area.
- ◆ *Policy T-4.3:* Seek to implement the Complete Streets Program.



7.5.1 Implementation Strategies

The following implementation strategies include specific actions, both legislative and administrative, that the City can take to implement the Comprehensive Plan’s transportation goals and policies.

1. **Adopt design standards** for both public and private street improvement or expansion **that provide safety, efficient traffic flow, and adequate off-street parking.**
2. Work with WSDOT to provide **safe pedestrian and bicycle improvements along SR 108.**
3. Plan and coordinate any expansion of the street system in a manner that will provide for **extensions and connections with existing streets.**
4. Require all land uses to have **safe access to a public street.**
5. **Restrict truck traffic in neighborhoods.**
6. **Support bicycle paths** on city arterial streets and state roads passing through the city.
7. **Incorporate sidewalks** into all new street construction projects and require the installation of sidewalks in all new developments.



8. Parks and Recreation Element

In all communities, recreation serves an important function for residents and visitors alike, providing places for exercise, sports, children's play, relaxation, and community gatherings. Parks and recreation areas also enhance McCleary's aesthetic qualities, adding value to surrounding neighborhoods and commercial areas.

As with other facilities and services that the City provides, **parks and recreation planning must take place to advance community goals and address population growth.** Adequate land must be set aside for these purposes, and capital funds must be secured to develop and maintain the facilities. In addition to more detailed parks planning, this Parks and Recreation element **helps ensure the future of recreational facilities in McCleary, improving the quality of life for the community as a whole.**

This element serves to summarize the community's objectives, needs, and priorities for recreation planning, coordinating these objectives with other planning considerations. The City Council adopted McCleary's Comprehensive Parks and Recreation Plan



in 2022. That plan is hereby incorporated by reference, and is summarized in the following sections.

8.1 Existing Parks and Recreation Facility Inventory

Existing parks and recreation facilities in the City of McCleary are described in detail in the 2022 Comprehensive Parks and Recreation Plan, and are summarized in this section. The Comprehensive Parks and Recreation Plan estimates that based on the City's established parks and recreation Levels of Service (LOS), McCleary's open space may not be adequate to meet the population's needs. **Demand for parks, recreation programs, and open space will increase with the City's anticipated population growth.**

8.1.1 City Owned Parks and Recreation Facilities

The City of McCleary owns and operates two parks and recreation facilities: **Beerbower Park** and the **McCleary Community Center open space**. Additionally, the City owns undeveloped land at the north end of McCleary that is intended for future park development. Each of these sites is described on the following page, and their facilities are listed in Table 8-1.



Beerbower Park

Beerbower Park encompasses approximately **6.6 acres** and is located near downtown, immediately northeast of the intersection of 3rd Avenue and Simpson Avenue. This park **contains the most recreational opportunities for McCleary residents and consequently is well used.**

McCleary Community Center Open Space

The Community Center, located on Simpson Avenue at the west end of town, is located on an approximately **1.0-acre site** that includes an outdoor recreational area. This open space includes a **small fenced playground** with a **play structure** as well as a **small open field** that accommodates both youth soccer and general play activities.

N. Summit Road Site

The City owns an **undeveloped 8.6-acre site at the north end of town to be developed for future park use.** While no planning has yet been done for this site, it was acquired with the intent of being developed as a park when the need arises.

Table 8-1: City Owned Parks and Recreation Facilities			
Facility/Site Name	Location	Amenities	Size
Beerbower Park	100 3rd Street	<ul style="list-style-type: none"> ◆ Softball field ◆ Baseball field ◆ Soccer field (during soccer season) ◆ Basketball court ◆ Tennis court ◆ Playground ◆ Park kitchen w/ covered eating area ◆ Restrooms 	6.6 acres
McCleary Community Center Open Space	726 W. Simpson Avenue	<ul style="list-style-type: none"> ◆ Meeting hall ◆ Kitchen ◆ Playground ◆ Restrooms 	1.0 acre
Additional Land	N. Summit Road	None/Undeveloped	8.6 acres





Figure 8-1: Beerbower Park



Figure 8-2: McCleary Community Center



8.1.2 Open Space in McCleary Owned by Others

McCleary School Recreational Facilities

The campus of the McCleary School, located on the south side of the city, offers a **football field, running track, softball diamond, playground equipment, playfield, and four basketball hoops.**

8.1.3 Recreation Programs and Events

A small number of recreation programs and events are offered in the City of McCleary, including **organized sports leagues, passive recreation opportunities, and special events.** These programs and events are listed in Table 8-4.

Table 8-2: City of McCleary Recreation Programs and Events	
Event	Sponsor
Organized Sports	
Little League Baseball	Elma Little League
Little League Softball	Elma Little League
Junior Soccer	Elma/McCleary Soccer
Bear Festival Softball Tournament	Bear Festival Committee
Passive Recreation	
Movie Night in the Park	McCleary Civil Renewal Council (MCRC)
Special Events	
Bear Festival	Bear Festival Committee
Annual Tree Lighting	City of McCleary

8.1.4 Regional Parks and Trail Systems

In addition to the previously identified parks and recreational facilities within the City of McCleary, **other governmental and private agencies in McCleary and Grays Harbor County offer additional spaces for recreation.** While outside the scope of this plan, these sites work in tandem with City efforts to benefit the community. These regional facilities are identified in the Comprehensive Parks and Recreation Plan, and Table 8-4 prior to the Needs Assessment section lists facilities, location, ownership, and size of each site.

8.2 Level of Service Standards and Needs Assessment

While the goals and objectives articulated in this plan reflect the vision for McCleary’s park system, specific standards must be developed to measure the level of service the system provides and identify future deficiencies. Park and recreation standards are set to determine **how much parkland and facilities, relative to population, is enough to meet community need.**

A needs assessment, also referred to as a Level of Service (LOS) analysis, is **the investigation and measurement of how well the parks and recreational needs of the community are being met.** This assessment took both a quantitative and qualitative approach to identifying specific park needs within the City. Evaluation was conducted using the following standards and information:

- ◆ National Recreation Guidelines
- ◆ Washington State Recreation Guidelines
- ◆ City Plans and Projections
- ◆ Community Input

8.2.1 Level of Service Standards

Level of Service (LOS) Standards for McCleary's parks and recreation facilities are outlined in Table 8-3. Standards provide detailed targets, which allow the City to assess the progress toward meeting community goals. Table 8-3 also provides a categorization of park types, with the aim of providing a variety of park types to satisfy the broad range of community recreational needs.

Table 8-3: City of McCleary Parks and Recreation LOS Standards			
Park Type	Description	Maximum Service Radius	Recommended Acreage
Regional Park/ Reserve	Areas of natural quality for resource-oriented outdoor recreation, such as hiking, fishing, boating, camping, and swimming. These sites may include active play areas, but are typically largely managed for natural resource preservation.	1 hour drive time	5-10 acres per 1,000 population
Community Park	Recreation areas capable of supplying a broad range of active and passive activities. Community parks typically contain both natural settings and developed play areas. Facilities may include swimming pool/beach, field/court games, and may serve as nodes for a citywide pathway system.	0.5-3 miles	5-8 acres per 1,000 population
Neighborhood Park	Recreation areas providing primarily active recreation opportunities. Facilities may include softball and baseball diamonds, playground equipment, tennis courts, basketball goals, and other intensive facilities. Park sites should be located so that people living within the service area have easy and safe pedestrian access.	0.25-0.5 miles	1-2 acres per 1,000 population
Pocket/Mini Park	Typically located on a small lot within a residential neighborhood or commercial business district. May serve as gardens, small social gathering facilities, or neighborhood playgrounds.	less than 0.25 miles	0.25-0.5 acres per 1,000 population
Special Use Site	Provide facilities for unique activities. There are no size requirements, but the site should be large enough to provide support facilities for the activity.	Variable	Variable
Open Space	Undeveloped public or private land that is protected from development. Typically set aside for the preservation of natural or significant resources or as visual buffers. Uses tend to be limited to those activities that do not require highly developed facilities.	Variable	Variable



Table 8-4: Inventory and Classification of Public Recreation Sites Serving McCleary Residents

Classification	Site Name	Location	Ownership	Size
Regional Park/ Reserve	Capitol State Forest	Thurston/Grays Harbor Counties	DNR	92,000+ acres
	Lake Sylvia State Park	1812 Lake Sylvia Road N., Montesano	WSPRC	233 acres
	Lower Chehalis State Forest	Thurston/Grays Harbor Counties	DNR	22,000+ acres
	Olympic National Forest	Olympic Peninsula	USFS	633,000 acres
	Olympic National Park	Olympic Peninsula	NPS	922,000 acres
	Schafer State Park	1365 W. Schafer Park Road, Elma	WSPRC	119 acres
	Vance Creek County Park	Wenzel Slough Road, Elma	Grays Harbor County	88 acres
Community Park	Beerbower Park	100 3rd Street, McCleary	City of McCleary	6.6 acres
	McCleary Community Center	726 W. Simpson Avenue, McCleary	City of McCleary	1.0 acre
	N. Summit Road Site (Potential)	N. Summit Road	City of McCleary	8.6 acres
Neighborhood Park	McCleary Elementary	611 S. Main Street, McCleary	McCleary School District #65	2.0 acres
Mini/Pocket Park	None	-	-	-
Special Use Site	Grays Harbor County Fairgrounds	32 Elma McCleary Road, Elma	Grays Harbor County	68 acres
Open Space	Grays Harbor National Wildlife Refuge	1000 Airport Way, Hoquiam	USFWS	1,800 acres
Urban Malls and Squares	None	-	-	-
Urban Pathways	None	-	-	-



8.2.2 Needs Assessment

A thorough needs assessment for McCleary’s park system was completed as part of the 2022 Comprehensive Parks and Recreation Plan. The needs assessment involves the **comparison of the existing supply of recreation land, facilities, and programs to the anticipated demand for recreation.** Based on this analysis, specific recommendations will emerge that will guide the community toward the attainment of the recreation goals identified earlier, providing residents and visitors with a balanced and sound recreation system. Assessment methods used in the Comprehensive Parks and Recreation Plan include a **review of national and local trends affecting recreation; needs identified in other planning efforts; the application of standards; and public involvement.**

As part of this needs assessment, an inventory of public recreation sites – both those owned and operated by the City, and those owned by other agencies that provide recreational benefit to McCleary’s residents – was conducted to determine what types of additional facilities are needed to serve the community. These public recreation sites are listed and classified in Table 8-4 on the previous page.

8.2.3 Parks and Recreation Recommendations

Based on the needs assessment, a set of recommendations for parks and recreation facilities and events was provided in the Comprehensive Parks and Recreation Plan. Those recommendations are summarized in Table 8-5 below.

Table 8-5: Parks and Recreation Recommendations	
Site Recommendations	Pursue acquisition and development of land that can serve new development with neighborhood pocket parks with additional playgrounds.
	Acquire land or utilize current land space for other park facilities and trails.
	Preserve existing easements and seek additional easements and right-of-way that can accommodate walking trails and other types of pedestrian walkways and sidewalks.
Facility Recommendations	Add new regional-serving facilities, including a swimming pool, nature/interpretive trail, larger community center, and sports complex.
	Add a new baseball/soccer field when a new neighborhood park site can be acquired.
	Establish a permanent trail system to benefit local residents and others from outside the area.
	Improve the existing sidewalk network and create pathway linkages throughout the city.
	Add pocket parks to accommodate additional playgrounds, and upgrade existing playgrounds for appeal and safety.
Maintenance Recommendations	Fund a full-time maintenance position.
	Fund maintenance supplies to keep fields in top shape and facilities and equipment clean and repaired.
Recreation Program Recommendations	Continue coordination with McCleary School District #65, city organizations, and private organizations to provide recreation programs that satisfy local demand, while eliminating duplication.



8.3 Future Parks and Recreation Improvements

Parks and recreation capital improvement projects are identified and described in the 2022 City of McCleary Capital Facilities Plan; the proposed projects are summarized in Table 8-6. **This project list incorporates public input and reflects current needs and priorities as identified by the City.**

Table 8-6: Parks and Recreation Capital Improvement Projects Summary		
Project		Initial Cost Estimate*
1	Plan for Walkways, Paths, and Sidewalks	\$70,000
2	Build Walking and Workout Trails	\$100,000
3	Build and Improve Sidewalks	\$4,150,000
4	Build an Indoor Swimming Pool	\$1,000,000
5	Acquire Land for a New Dog Park	\$100,000
6	Build a Community Garden	\$20,000
7	Build a Bicycle Trail	\$66,000
8	Build a Bicycle Lane on SR-108 and Elma-McCleary Road	\$910,000
9	Build an Outdoor Amphitheater	\$179,000
10	Build an Archery Range	\$50,000
11	Acquire and Develop Four New Pocket Parks	\$200,000
12	Develop an Urban Forestry Program with Tree Development/Implementation	\$15,000 annually
13	Build a Skate Park	\$150,000
14	Build a Botanical Garden	\$150,000, plus \$15,000 annually for ongoing upkeep
15	Build an Outdoor Pickleball Court	\$40,000
16	Build a Campground	\$400,000
17	Revitalize Baseball/Soccer Fields	\$20,000
18	Build a New Tennis Court	\$85,000
19	Build a New Basketball Court	\$76,000
20	Build a Treehouse in Beerbower Park	\$50,000
21	Build an 18-Hole Miniature Golf Course	\$250,000
22	Build an Indoor Sports Complex	\$60,000,000
23	Air Activities Range	\$20,000
24	Outdoor Beach and Regular Volleyball Court	\$385,000

*Conceptual planning-level cost estimate provided in City of McCleary Capital Facilities Plan (2022)



8.4 Parks and Recreation Goals and Policies

The following goals and policies, adapted from the City's Comprehensive Parks and Recreation Plan, provide a framework to guide the development of parks and open space and the expansion of recreation opportunities in the community. They **reflect the City's vision and mission to provide quality recreational experiences to residents and visitors alike.**

Goal PR-1

Coordinate efforts to match city and state plans to provide new and improved facilities and activities to McCleary.

- ◆ *Policy PR-1.1:* Coordinate with the Washington State Recreation and Conservation Funding Board for state policy requirements.
- ◆ *Policy PR-1.2:* Utilize the updated Comprehensive Parks and Recreation Plan when developing activities and/or facilities.
- ◆ *Policy PR-1.3:* Establish a priority list for work, based on the community survey, for activities and facilities to revitalize or construct.

Goal PR-2

Maintain adequate park acreage to meet the present and future needs of the entire City's population.

- ◆ *Policy PR-2.1:* Conserve current land space and plan for the growth of new land and park areas where recreation and community events can take place and execute the facilitation in gaining those properties.





- ◆ *Policy PR-2.2:* Encourage easements, long-term leases, or land trades for land considered highly desirable for recreational developments and trails and community event areas, and discourage vacation or abandonment of any rights-of-way.
- ◆ *Policy PR-2.3:* Coordinate recreational and community event opportunities and site development with other entities to provide a balanced and efficient park system.
- ◆ *Policy PR-2.4:* Encourage the preservation of high value scenic vistas, wildlife habitat areas, and other natural areas.

Goal PR-3

Provide a broad spectrum of recreation and community event facilities and experiences to meet the needs of all residents in McCleary and the surrounding area.

- ◆ *Policy PR-3.1:* Coordinate with adjacent local governments, school district, state agencies, and nonprofits to provide year-round recreational and community event facilities that have region-wide benefits.
- ◆ *Policy PR-3.2:* Ensure existing facility redevelopments and new developments accommodate all users with physical and mental disabilities.
- ◆ *Policy PR-3.3:* Promote development of a multi-use pathway system linking existing recreation and community event sites and a region-wide pathway system, while enhancing pedestrian safety.
- ◆ *Policy PR-3.4:* Actively seek state and federal funds, and private donations of money and labor, for recreation facility

development that support multiple types of events as not every event will be appropriate for all users.

- ◆ *Policy PR-3.5:* Develop new signage, access points, parking, and other amenities that make facilities and the city easy to find and inviting.

Goal PR-4

Provide efficient and cost effective maintenance of parks, open space, and recreation and community event facilities to ensure a secure and aesthetically pleasing recreational experience for all residents of McCleary and the surrounding area.

- ◆ *Policy PR-4.1:* Maintain adequate park maintenance and operations funding, including seeking grants.
- ◆ *Policy PR-4.2:* Develop facilities in a manner that minimizes maintenance costs.
- ◆ *Policy PR-4.3:* Encourage volunteer efforts to assist with park litter clean up, and promote a local watch for vandalism.
- ◆ *Policy PR-4.4:* Provide facilities that balance cost effectiveness, user safety, and visual acceptance.

Goal PR-5

Establish and provide recreational and community event programs sufficient to meet the needs of all resident age groups in McCleary and the surrounding area.



- ◆ *Policy PR-5.1:* Encourage and promote a working relationship with the City of McCleary, McCleary School District, local service organizations, businesses, and volunteer individuals for joint recreation and community event programs.
- ◆ *Policy PR-5.2:* Revitalize and promote current or previous recreational programs, festivals, and community events that draw on other communities to attend and increase our impact revenue from tourism.
- ◆ *Policy PR-5.3:* Develop and promote new recreational programs, festivals, and community events that draw on other communities to attend and increase our impact revenue from tourism.

Goal PR-6

Create, support, or revitalize services that support the community and quality of life initiatives that the city and the surrounding area demand.

- ◆ *Policy PR-6.1:* Identify current services that exist, are lacking, and find ways to revitalize and improve these services.
- ◆ *Policy PR-6.2:* Identify and create new services that do not currently exist but are needed to support the city residents and surrounding area.
- ◆ *Policy PR-6.3:* Find ways to support current organizations such as the McCleary Food Bank, McCleary Chamber of Commerce, the McCleary School District, and other community organizations to help revitalize and support as a total community effort.
- ◆ *Policy PR-6.4:* Develop a solar farm that can reduce city electric rates and have a positive impact for resident utility bills. Revenue raised would be reinvested back into community projects.

Goal PR-7

Identify gaps in current facility and activity needs in order to provide effective solutions.

- ◆ *Policy PR-7.1:* Identify all current facilities in the City to map out gaps and create a plan for those gaps.
- ◆ *Policy PR-7.2:* Identify previous improvements and how effective the improvements were before moving forward.
- ◆ *Policy PR-7.3:* Identify partners in the community that are property owners for potential collaborations on projects.
- ◆ *Policy PR-7.4:* Determine if a facility of activity that is nearby meets the needs of residents, or if the gap is too large.

Goal PR-8

Provide recommendations to the City for various projects for facilities and community activities.

- ◆ *Policy PR-8.1:* Establish partnerships at all levels for the development of facilities and community activities.
- ◆ *Policy PR-8.2:* Provide site recommendations for specific projects and solidify funding sources.
- ◆ *Policy PR-8.3:* Provide the City with facility maintenance recommendations for improvement of current infrastructure.
- ◆ *Policy PR-8.4:* Provide recommendations for new festivals and activities.



8.4.1 Implementation Strategies

The following implementation strategies include specific actions, both legislative and administrative, that the City can take to implement the Comprehensive Plan's parks and recreation goals and policies.

- ◆ **Implement a plan for parks and recreation development and upgrades.**
 - ◆ **Develop infrastructure and opportunities** that develop quality of life initiatives.
 - ◆ **Coordinate** with other organizations **to plan and provide community activities, events, and festivals year-round.**
 - ◆ Partner with private and public organizations in **grant funding efforts.**
 - ◆ List every facility and property that is owned by the City and other entities as part of the planning for new or improved structures and activities.
- ◆ **Use the public survey to establish the needs assessment and gaps in service** to prioritize organization work.
 - ◆ **Determine where improvements are needed, who is responsible, and how to close that gap.**
 - ◆ **Establish committees** for various community events, activities, and festivals and encourage those with special training and talents to participate.
 - ◆ **Develop sports programs** by bringing Little League Baseball and Softball back to McCleary.
 - ◆ Look into the **possibility of developing new sports** not organic to the area.
 - ◆ **Plan for and find funding for new projects** based on the needs expressed by residents through the survey.
 - ◆ **Apply for various grants and loans** to cover costs of construction or implementation of new facilities and activities.



9. Capital Facilities and Utilities Element

The Capital Facilities and Utilities Element identifies the needed capital facilities and utilities for the City of McCleary. It represents the community's policy plan for public facilities for the next twenty years. The goals and policies in this element will be used to guide public decisions on the use of capital funds. They will also indirectly guide private development decisions by providing a strategy of planned public capital expenditures.

This element has also been developed in coordination with all other planning elements to ensure consistency throughout the Comprehensive Plan. The City also maintains a comprehensive Capital Facilities Plan, which is incorporated by reference.

This element summarizes the various capital facilities and utilities needs within the planning area. If identified projects cannot be completed due to lack of funding, the City may need to review its land use element to determine whether changes are needed to ensure all residents are receiving adequate public facilities.

9.1 Statutory Requirements

Capital facilities generally have a long useful life and include City and non-City operated infrastructure, buildings, and equipment. The Capital Facilities Plan Element include an inventory of facilities, a forecast of the future needs for facilities, proposed expanded or new capital facilities, at least a six-year plan to finance capital facilities, and a requirement to reassess the land use element if probable funding falls short of existing needs. (RCW 36.70a.070(3))

The Utilities Element addresses the “general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines.” (RCW 36.70a.070(4))

The City of McCleary is responsible for capital facility planning for municipal buildings and facilities, parks and recreation, streets, and stormwater. Other capital facilities such as schools, water, sewer, fire and emergency services, and police services are provided by other municipal service providers. Utilities are provided through independent service providers. Therefore, **it is important that the City work collaboratively with the service providers to ensure that adequate facilities are provided** to meet LOS standards based on the City's land use plan that outlines the amount and location of future growth in housing and employment.



9.2 Existing Capital Facilities and Utilities

The City provides **basic government services and a municipal court; law enforcement; fire protection; public water and sewer; electricity; a community center; parks;** and a city **cemetery**. The City contracts for solid waste collection and disposal services with LeMay Enterprises.

9.2.1 City Owned and Operated Facilities

Public Buildings

Public buildings owned and operated by the City of McCleary include:

- ◆ **City Hall Complex:** McCleary's City Hall, Police Department, Fire Department, and City Shop are all located adjacent to each other on a parcel of land downtown at the corner of 3rd Street and Simpson Avenue.
- ◆ **McCleary Community Center:** The City completed a remodel of the Community Center, located at the west end of the city on Simpson Avenue, in the spring of 2001. The Center, with a capacity for approximately 80 people, is available for community events year round.
- ◆ **Float Shed:** The City has a storage warehouse known as the "float shed" adjacent to the wastewater treatment plant. This facility serves as a storage location for food bank supplies and the City's parade float.
- ◆ **McCleary Transit Center:** The City owns the Transit Center located south of City Hall on 3rd Street.
- ◆ **Gravel Pit Site:** In addition, the City owns a 12-acre former gravel pit on Mox-Chehalis Road East, south of State Route 8.

Police Department

The City of McCleary Police Department is responsible for law enforcement. The

Department is located directly adjacent to City Hall on 3rd Street. Staffing includes a chief, a sergeant, four commissioned officers, one reserve officer, and a part-time police clerk. The department has five vehicles: a chief's car, three black and white patrol cars, and one vehicle for the reserve force. **The City has an inter-local agreement with Grays Harbor County to house its prisoners at the County correctional facility.**

Fire Protection

The City of McCleary Fire Department, located in a free-standing building adjacent to City Hall, **provides fire suppression for the City. This is an all-volunteer department with a chief and approximately 25 volunteers.** The department has 1998 and 1972 pumper trucks and all new equipment. Grays Harbor County Fire District #12 stores a tanker truck in the department's building which is available for City use. Response time is 5 minutes or less. The City has a mutual aid agreement with Fire District #12 and the City of Montesano has a ladder truck available to respond to requests for assistance in case of fire at the Simpson Door Plant.

City Parks

City owned and operated parks and recreation spaces include:

- ◆ **Beerbower Park**, located adjacent to City Hall on 7 acres, is a fully developed active public recreation area. Facilities include a lighted ball field, tennis court, basketball half court with two goals, picnic area with shelter, fenced play area, restrooms, and horseshoe court. A covered display with a historic steam locomotive from the original Henry McCleary Mill and antique fire engine plus an adjacent information kiosk are at the park entrance on Curran Street. There is an off-street parking lot easily accessible to the park at the corner of Fir and 1st Streets. The park serves as the site for the annual McCleary Bear Festival every summer in July.
- ◆ **Eddie Biers Memorial Park** is a small passive recreational area that is 0.02 acres. It lies between South 1st and South Main Streets. The park has landscaping and a picnic table.





- ◆ The **one-acre parcel at the McCleary Community Center**, located on the corner of Simpson Avenue and North 10th Street, has an open lawn area and a small fenced-in playground.

There is **no planned expansion of the City's park system**; however, any large annexations to the City will require the acquisition of additional park land to meet minimum recreational standards. McCleary's park facilities are discussed in more detail in the Parks and Recreation Element, Chapter 8 of this document.

City Cemetery

McCleary's cemetery is located on Simpson Avenue directly to the west of the Community Center. The community uses approximately one acre of the cemetery; there is **some additional acreage available for expansion**. The cemetery is beginning to reach capacity and the City anticipates an expansion will become necessary within the next 20 years.

9.2.2 City Owned and Operated Utilities

Water System

McCleary Water / Wastewater manages both the water system from the wells into homes and businesses **and the sewer system** that takes wastewater to the treatment plant.

The City of McCleary owns and operates an aquifer-supplied water utility that supplies potable water to residents and businesses within and around the City. The City has **two wells** and **two welded steel reservoirs** containing 150,000 gallons and 500,000 gallons, on the highest point of ridge east of town. Water levels in the reservoirs are monitored remotely by transducers and a radio telemetry system that relays water levels to a Human Machine Interface (HMI) located at the water treatment plant (WTP) operations building.

The wells draw water from a shallow aquifer located north of the city near the intersection of Summit and Larson Roads. A third well, Well 1 was decommissioned in 2013. Wells 2 and 3 were inspected and rehabilitated in 2012 and 2013 using sonic and cleaning methods prior to installing new pumps. The city has water rights for Well 2 and Well 3. In 2013, the City filed a "Showing of Compliance Declaration" to allow the water rights of Well 1 to be used on Wells 2 and 3.

McCleary's **water distribution system is self-contained and does not have interties with other community water sources**. City water is delivered in a system comprised of mostly asbestos cement pipe with smaller quantities of polyvinyl chloride (PVC), ductile iron, cast iron, and steel pipe. The water system consists of over 65,000 lineal feet of piping. The City's water distribution system is shown in Figure 9-1. For additional information on the City's water system, please refer to the City of McCleary Capital Facilities Plan (2022).



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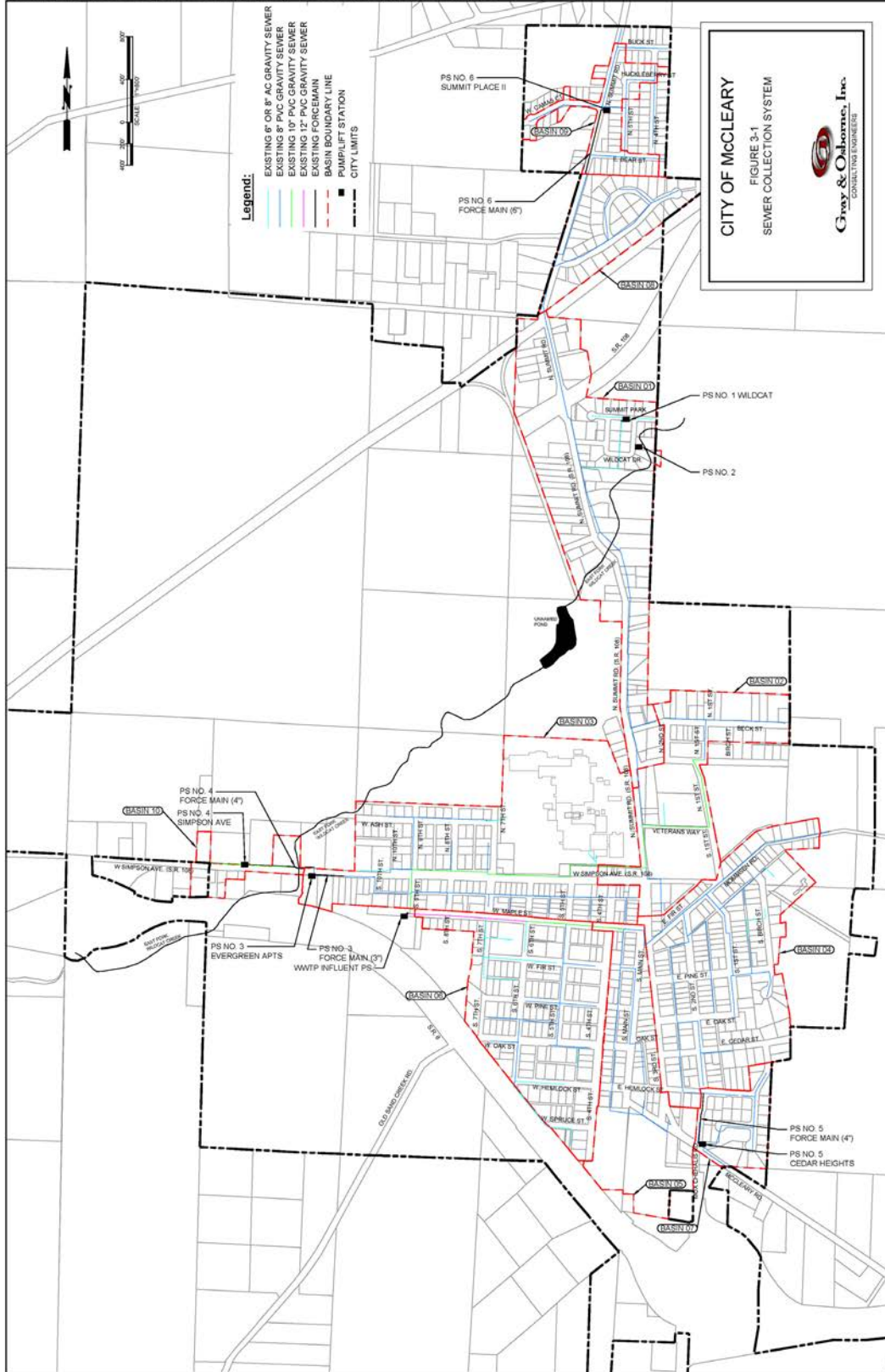


Figure 9-2: McCleary Wastewater System Map



Wastewater System

The **City of McCleary operates its own wastewater treatment plant**, located at 700 W. Maple Street. The wastewater system is comprised of pump stations, gravity sewers, and the plant, where all wastewater is treated.

The system is divided into **ten drainage basins**, comprising approximately 385 acres, and is supported by **six lift pump stations**. Gravity sewer lines in McCleary are primarily 8" PVC pipes installed in 1979 which replaced about 90%, or nearly 48,000 linear feet, of the City's original mainline pipe. Most of the side sewers in town were replaced and tested as part of this project. Since the 1979 project, additions to the system have been primarily new extensions or replacements by 8" PVC sewer pipe. A map of McCleary's wastewater collection system is shown on the previous page in Figure 9-2.

The municipal wastewater treatment plant was most recently upgraded in 2006 to address violations of outflow bacterial and effluent content. The plant's **flow capacity was improved** from 0.21 million gallons per day (MGD) **to 0.33 MGD and currently has the capacity to support new growth**. For additional information on the City's wastewater system, please refer to the City of McCleary Capital Facilities Plan (2022).

Stormwater System

McCleary Stormwater is a utility that collects surface water runoff. In the older part of the City there are many homes that have not yet upgraded to onsite retention and add to the volume the system must absorb.

All new housing and businesses are required by both state law, adopted building code, and McCleary Development Standards to retain and treat all water that comes onto the property. Most often this is accomplished through one or more drywells.

McCleary's stormwater utility system conveys and collects surface water runoff within the city. The system is comprised of open ditches, pipes, catch basins, culverts, detention ponds, bioswales, and sheet flow. The design of a storm water management system is based on runoff from a design storm event, which is the amount of precipitation experienced; design storms for the City of McCleary are based on NOAA isopluvial maps for precipitation totals. The severity of these design storm events is shown in inches of precipitation by storm classification in the table below.

Table 9-1: City of McCleary Storm Definitions

Storm	Precipitation (Inches)
2-year/24-hour	3.5
10-year/24-hour	4.5
25-year/24-hour	5.0
100-year/24-hour	6.5

A map of the City's stormwater management system is shown in Figure 9-3.

For additional information on the City's stormwater system, please refer to the City of McCleary Capital Facilities Plan (2022).



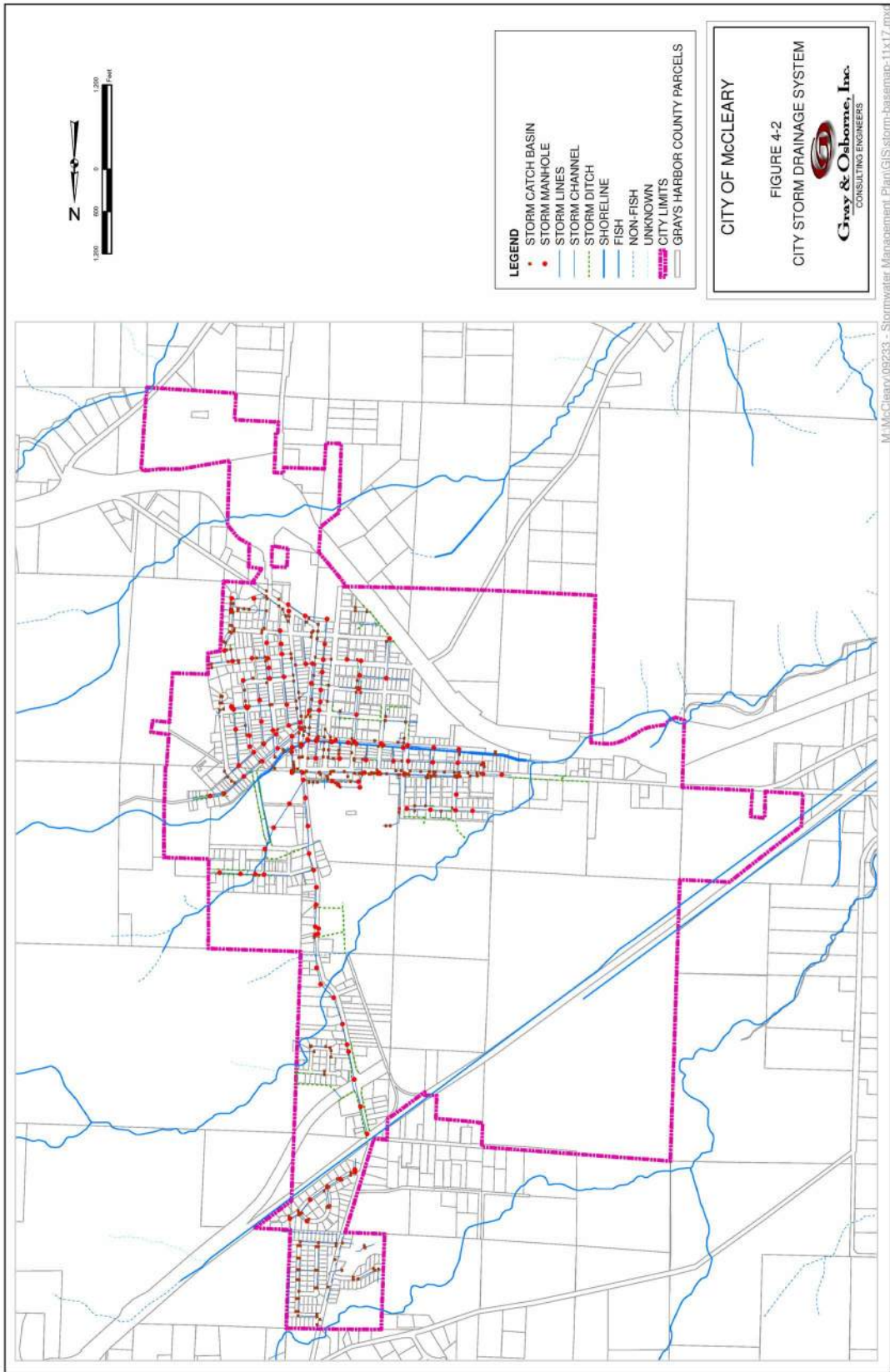


Figure 9-3: McCleary Stormwater Management System Map





Electrical System

McCleary Light and Power supplies electricity to all City homes and businesses, and to about 200 customers living just outside the city limits. McCleary purchases its electricity from the Bonneville Power Administration; transmission comes via a single feed from Elma, feeding two sub-stations that step down power for distribution to homes and businesses. The power distribution system uses a combination of above ground and underground lines. The City's substation is located on N. 7th Street, and the electrical system underwent a complete upgrade in 2004. **At this time, growth is not limited by the availability of electricity.**

McCleary employs three linemen and one line equipment operator (LEO) who do all the work necessary to maintain the system and provide hookups to new customers. The City has mutual aid agreements with both Grays Harbor County PUD and Mason County PUD #3 to ensure that when power outages occur, each is available to help the others restore electricity as quickly as possible.

9.2.3 Public Facilities and Services Provided by Others

Solid Waste Disposal

Garbage and recycling collection within McCleary's city limits **is provided by LeMay Grays Harbor.**

McCleary School District #65

McCleary School District #65 covers 20 square miles and **provides a full range of educational services for children in Pre-K through 8th grade.**

McCleary Timberland Library

McCleary's library is operated by Timberland Regional Library, a public library system serving the residents of Grays Harbor, Mason, Thurston, Pacific, and Lewis Counties. Timberland Regional Library has 27 community libraries and four kiosks serving most cities in its five-county area.

9.3 Level of Service Standards and Projected Demand

9.3.1 Level of Service Standards

Through McCleary's Capital Facility planning process, adopt level of service standards to measure system performance and evaluate future facility needs. Adopt requirements to ensure the facilities are expanded or improved concurrently with development.



9.3.2 Financing Capital Facilities and Utilities

The City of McCleary depends on a combination of revenues to finance City services. The major funds in the City's annual budget are **Current Expense, Parks and Cemetery, Street, Light and Power, Garbage, Water, and Sewer**. Expenditures from these funds are made for two purposes: operations and maintenance, and capital expenditures for items that are expensive and have a service life of more than one year.

General property taxes are a significant revenue source for the City. Other revenue sources include sales taxes, fines, and interest, and state shared revenues such as the motor vehicle fuel tax and sales tax equalization help pay annual expenses. Service charges cover operating expenses for water, sewer, electricity, and garbage. State and federal grants programs supplement local revenue sources.

Financing other new capital improvements will be a challenge for the City. The most common approaches are: **government grants and low-interest loans, bonds, and local improvement districts**. Current policy is to depend on grants to fund all new capital projects other than sewer and water. The City has been very successful to date in securing grant funding, but it is important to remember competition for limited public resources is always high. Developer agreements are a tool available to the City to deal with future growth. These agreements assure that growth pays its fair share of the necessary improvements to service their property.

9.4 Prioritization of Capital Needs

Regardless of the expected population growth over the 20-year planning period, McCleary will need to make changes to its water system, sewer system, and other capital facilities based on regulatory issues that will be expensive.

Selecting which projects to pursue will therefore require a thoughtful process of prioritization. The following list of questions

will be used by the City to determine the relative priority of proposed capital projects. If necessary, these criteria can be used to generate a more formal rating and ranking system.

♦ Public Health and Legal Requirements

- Is the proposed improvement needed to protect public health, safety, and welfare?
- Is the proposed improvement required to comply with a legal mandate?
- Is the proposed improvement consistent with the Comprehensive Plan, particularly the Capital Facilities and Utilities Element?

♦ Level of Service

- Will the proposed improvement raise levels of service for existing residents?
- Is the proposed improvement needed to meet forecasted demand?

♦ Economic Considerations

- Is the proposed improvement part of a service which generates revenue?
- Is funding available?
- Can the project be coordinated with other projects to achieve combined cost savings?
- Does the proposed improvement contribute to or directly improve the community's tax base?
- Does the proposed improvement have a clearly identified source of revenue for ongoing maintenance and operation?
- Is the proposed improvement necessary to allow for planned growth?



9.5 Siting Essential Public Facilities

Essential public facilities (EPFs) are usually capital facilities, typically difficult to site, including **airports**; state **educational facilities**; state and regional **transportation facilities**; state and local **correctional facilities**; **solid waste handling facilities**; and **inpatient facilities** including substance abuse, mental health, group homes, secure transitional facilities and other facilities defined by RCW 36.70A.200.

The State Office of Financial Management maintains a list of those state EPFs that are required or likely to be built within the next six years. The City's Comprehensive Plan and Development Regulations may not preclude the siting of such state facilities.

The following outlines a process for determining where essential public facilities could be located and what development standards are appropriate. This process is intended to avoid duplication in approval processes; consider the long-term as well as the short-term costs of alternative siting criteria; provide for effective public review for major facility location; and emphasize reasonable compatibility with neighboring land uses.

- ◆ **Community Involvement:** The City should use timely press releases, newspaper notices, public information meetings, and public hearings to notify citizens in all relevant jurisdictions. The City will notify adjacent jurisdictions of the proposed project and will solicit review and comment on the recommendations of the appropriate County-Wide Site Evaluation Committee.
- ◆ **Consistency with Existing Plans and Regulations:** Although McCleary's comprehensive plan and development regulations do not preclude the siting of essential public facilities, the City should develop and adopt a process, including standards, to ensure reasonable compatibility and consistency.

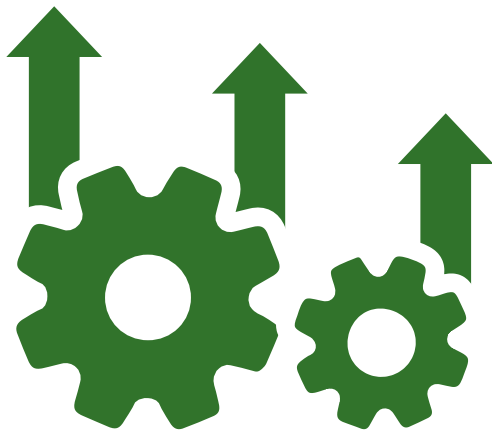


9.6 Capital Improvement Plan

The future capital facilities needs for the City of McCleary are dependent on the growth that may occur over the coming decades. The projected growth rate (see Chapter 2, Community Profile) indicates the City will experience slow growth over the next 20 years. Still, **it would be in McCleary's best interest to plan as if the community will experience a growth spurt.**

The Capital Improvement Plan (CIP) guides the development of infrastructure necessary to meet the needs of the City as it develops without causing levels of service to decrease below adopted standards. The Land Use Element dictates future zoning and potential land uses for the City, including residential and commercial uses. As more housing units are constructed, more residents come into the City that need roads, schools, utilities, and parks. **The CIP attempts to forecast future needs based on the Land Use Element and lays out a plan for planning, financing, and building public infrastructure.**

McCleary's CIP planning process is currently underway. The most current list of capital facilities, projects and funding need can be found in the City of McCleary Capital Facilities Plan (2022). Future Capital Improvement Plans will be incorporated into the Comprehensive Plan by reference.



9.7 Capital Facilities and Utilities Goals and Policies

Goal CF-1

Ensure that capital facilities and utilities meet the existing and future needs of homes, businesses, and industry.

- ◆ *Policy CF-1.1:* Carefully monitor the need for expanded or new capital facilities over the 20-year planning period to meet growth demands.
- ◆ *Policy CF-1.2:* Plan for all capital facilities and utilities in a fair and cost-effective manner.
- ◆ *Policy CF-1.3:* Site and design capital facilities to complement the quality of life and function of neighborhoods and commercial areas.
- ◆ *Policy CF-1.4:* Manage capital facilities and utilities so that adequate capacity is available for future growth needs within the city before extending them beyond the city limits.
- ◆ *Policy CF-1.5:* Strive to maintain adequate levels of police and fire service that meet acceptable health, safety, and public welfare standards.
- ◆ *Policy CF-1.6:* Actively plan for the clustering of future capital facilities that deliver direct services to the public, such as a new city hall, library, museum, police station, hospital, and schools. Prospective sites should offer convenient public access and room for future expansion.
- ◆ *Policy CF-1.7:* Preserve existing recreation and cultural facilities and develop new recreational facilities for residents and visitors of all ages.



Goal CF-2

Plan for capital system expansion which will allow for growth consistent with the Comprehensive Plan.

- ◆ Policy CF-2.1: Evaluate new development proposals for consistency with other elements of the Comprehensive Plan, especially the Land Use Element, and with existing capital spending programs.
- ◆ Policy CF-2.2: Through McCleary's Capital Facility planning process, adopt level of service standards to measure system performance and evaluate future facility needs. Adopt requirements to ensure the facilities are expanded or improved concurrently with development.
- ◆ Policy CF-2.3: Analyze future annexations for consistency with adopted level of service standards. Such expansions of the city limits shall not be approved if it cannot be shown to be financially feasible to develop these areas and maintain the adopted level of service standards.

9.7.1 Implementation Strategies

The following implementation strategies include specific actions, both legislative and administrative, that the City can take to implement the Comprehensive Plan's capital facilities and utilities goals and policies.

- ◆ *Strategy CF-1*: Make it a priority to implement sewer and water improvements in accordance with existing plans.
- ◆ *Strategy CF-2*: Plan and budget annually to address existing problems with the City's sewer and water systems.
- ◆ *Strategy CF-3*: Require the looping of new and existing water lines when possible.
- ◆ *Strategy CF-4*: Require annexation as a precondition to extending sewer and water service beyond the city limits.
- ◆ *Strategy CF-5*: Coordinate water and sewer projects with transportation projects to achieve cost savings.
- ◆ *Strategy CF-6*: Require adequate stormwater facilities that meet City standards.
- ◆ *Strategy CF-7*: Develop minimum landscaping design standards for stormwater facilities.
- ◆ *Strategy CF-8*: Encourage new power and telecommunication lines underground, at the rear of properties, or in alleyways.
- ◆ *Strategy CF-9*: Before approval of a land development permit, identify and require mitigation of negative impacts to police and fire services, parks, and the school.
- ◆ *Strategy CF-10*: Conduct an annual review of "needs and maintenance" for each city owned facility and property.
- ◆ *Strategy CF-11*: Bring all city-owned buildings up to code and make ADA accessible with some progress demonstrated each year.
- ◆ *Strategy CF-12*: The cost of new or expanded capital facilities for future private land development projects will be the responsibility of the property owner or land developer.
- ◆ *Strategy CF-13*: New development will pay its own way through requirements for infrastructure improvements in subdivision regulations, development charges for utility hook-ups and negotiated contributions for off-site impacts.





City of

McCleary

Home of the McCleary Bear Festival



ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MCCLEARY
REPEALING AND REPLACING MCCLEARY
MUNICIPAL CODE CHAPTER 2.72 “PUBLIC
RECORDS”; ADOPTING NEW RULES AND
REGULATIONS GOVERNING PUBLIC RECORDS IN
THE CITY OF MCCLEARY.**

R E C I T A L S:

WHEREAS, RCW 42.56, Washington’s Public Records Act (“Act”) allows the public to request public records from the City; and

WHEREAS, pursuant to the Act, the Washington Legislature requires that each local agency shall provide rules of procedure for the guidance of the public in making requests for inspection or copying of public records; and

WHEREAS, pursuant to the Act, a local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency’s compliance with the public records disclosure requirements of the Act; and

WHEREAS, the State Legislators made revisions to the Public Records Act and the City Council desires to adopt them and modify the City’s practices and policies to be consistent with the State law; and

WHEREAS, the City Council held a public hearing on _____ to consider this Ordinance; and

WHEREAS, the City finds that repealing and replacing MMC Chapter 2.72 with the proposed sign verbiage will ensure the City’s Municipal Code is aligned with the Supreme Court decision and will make the administration of the Sign Code more simple and equitable for City staff, citizens, and business owners alike;

NOW, THEREFORE, the City Council of the City of McCleary, Washington do ordain as follows:

SECTION I: MMC Chapter 2.72 titled “PUBLIC RECORDS”, last amended by Ordinance 646 sec. I, 1997, is repealed and reenacted as shown in Exhibit A.

SECTION II: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrase had been declared invalid or unconstitutional.

SECTION III: This Ordinance shall be published by an approved summary consisting of the title.

SECTION IV: This Ordinance shall take effect upon the fifth day following the date of publication.

PASSED THIS ____ DAY OF _____, 2024, by the City Council of the City of McCleary, and signed in approval therewith this ____, day of _____, 2024.

CITY OF McCLEARY:

CHRIS MILLER, Mayor

ATTEST:

JENNA AMSBURY, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

EXHIBIT A

Chapter 2.72

PUBLIC RECORDS REQUESTS

Sections:

- 2.76.010 Authority and purpose.
- 2.76.020 City clerk-treasurer as public records officer –Requesting records.
- 2.76.030 Processing of public records requests.
- 2.76.040 Providing records to requestor.
- 2.76.050 Exemptions.
- 2.76.060 Copying fees.
- 2.76.070 Index of public records – Findings and order.
- 2.76.080 Modifications to fees and charges.
- 2.76.090 Denials of Requests for Public Records – Internal Administrative Review – Judicial Review.

2.76.010 Authority and purpose.

- A. RCW 42.56.070(1) requires each agency to make available for inspection and copying nonexempt “public records” in accordance with published rules. The Act, RCW 42.56.010(3), defines “public record” to include a “writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained” by the agency regardless of physical form or characteristics and specifically excludes records that are not otherwise required to be retained by the agency. RCW 42.56.070(2) requires each agency to set forth " for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.
- B. The purpose of this chapter is to establish the procedures the city of McCleary will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the city of McCleary and establish processes for both requestors and the city of McCleary staff that are designed to best assist members of the public in obtaining such access.
- C. The purpose of the Act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The Act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the city of McCleary will be guided by the provisions of the Act describing its purposes and interpretation.
- D. The provisions of this chapter shall not apply to court case records and administrative records maintained by the McCleary municipal court in connection to judicial proceedings and records related to the management, supervision, or administration of the court. Access to these records is governed by Washington State Court Rules General Rule 31.1 and case law.

E. The provisions of this chapter shall not be construed to create any additional legal obligations upon the city or an independent cause of action against the city.

2.76.020 City clerk-treasurer as public records officer – Requesting records.

- A. The city clerk-treasurer is hereby designated as the public records officer (PRO) of the city.
- B. All persons desiring to inspect or receive a copy of public record of the city may make their request by submitting the form furnished by the clerk-treasurer, in person, by mail, email, or fax; or over the telephone.

2.76.030 Processing of public records requests.

- A. *Prompt Responses.* Responses to requests for public records shall be made promptly and pursuant to guidelines established in Chapter 42.56 RCW.
- B. *Acknowledging Receipt of Requests.* Within 5 business days of receiving a written public record request, not including the date on which the city clerk-treasurer receives the request, the city must acknowledge the request in one of the ways provided in this subsection:
 - 1. Provide the record;
 - 2. Provide an internet address or link on the city’s website to the specific records requested, except that if the requester notifies the city that he or she cannot access the records through the internet, then the city will provide access to copies. If copies are requested, provide the copies to the requestor after payment for the copies has been made by the requestor, or, if copies are being released in installments, after payment of a deposit is made pursuant to MMC 2.76.060;
 - 3. Acknowledge that the city has received the request and provide a reasonable estimate of the time the city will require to respond to the request. This estimate will take into consideration the large number or volume of records requested, the complexity of the request, the time it will take to coordinate departments to locate and assemble the requested records, third-party notice, review of records for exemption, and review of exemptions and records by legal staff;
 - 4. If the request is unclear or does not sufficiently identify the requested records, the city will request clarification from the requestor. Such clarification may be requested and provided by telephone. The city clerk-treasurer or designee may revise the estimate of when records will be available based on the clarification from the requestor. If the requestor fails to respond to the request to clarify and the entire request is unclear, the city of McCleary need not respond to the request. Otherwise, the city will respond to the portions of the request that are clear;

5. Deny the public record request. Denial must be accompanied by a written statement of specific reasons therefor.
- C. *Identifiable Record*. A public records request must be for identifiable records. A request for all, or substantially all, records prepared, owned, used or retained by the city is not a valid request for identifiable records; provided, that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of the city's records.
- D. *Automated Requests*. The city may deny an automated or "bot" request that is one of multiple requests from the requestor within a 24-hour period. "Bot request" means a request for public records that the city reasonably believes was automatically generated by a computer program or script.
- E. *Protecting Rights of Others*. In the event that the requested records contain information that may affect the rights of others and may be exempt from disclosure, the city clerk-treasurer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure pursuant to RCW 42.56.580. Such notice should be given so as to make it possible for those other persons to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request and shall allow the affected person no more than 10 business days to prevent or limit the disclosure of the record.
- F. *Records Exempt from Disclosure*. Some records are exempt from disclosure, in whole or in part. If the city believes that a record is exempt from disclosure and should be withheld, the city clerk-treasurer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the city clerk-treasurer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.
- G. *Privilege Log*. If the city determines that a record is exempt and should be withheld, in whole or in part, the city will prepare and maintain a privilege log of those records. The privilege log will identify the type of record withheld; the date of record; the number of pages withheld; the author and/or recipient; the exemption invoked; and a brief explanation of how the exemption applies to the withheld record. A copy of the privilege log will be provided to the records requestor.
- H. *No Duty to Create Records*. The city is not obligated to create a new record in order to satisfy a request for records.
- I. *Multiple Requests by the Same Party*. Where a requester makes multiple, separate requests or makes one or more additional requests while a prior request is open, the PRO may queue the requests in the order in which they were received. The PRO is not required to work on additional requests until the initial request is completed and closed. Requesters are solely responsible for requesting to re-prioritize the order of their requests.

- J. *Request for Information.* The city may deny a request for information as the request is not a request for a public “record” as required under Chapter 42.56 RCW.
- K. *No Duty to Supplement Responses; No “Standing” Requests.* The City is only required to provide records that exist at the time a request is made. The City cannot fulfill “standing” requests or requests for records that may be created at a future date.

2.76.040 Providing records to requestor.

- A. *Receiving Records.* The requestor may indicate to the city clerk-treasurer whether he or she wishes to inspect records, have the records copied, pick them up in person, or have the records sent via mail or email.
- B. *Inspection of Records.* If a requestor seeks an opportunity to inspect public records, the city clerk-treasurer shall make the records available for inspection at City Hall during regular business hours. The city clerk-treasurer, or designee, shall be present or otherwise monitor when records are being inspected. The requestor shall indicate which documents he or she wishes the agency to copy and the city clerk-treasurer will notify the requestor when the requested documents will be available to claim.
- C. *Providing Records in Installments.* Public records may be made available on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for public inspection or disclosure.
- D. *Revised Estimate of Time.* At any time while processing a request, the city clerk-treasurer may provide the requestor with a revised reasonable estimate of time within which the city will respond to the request. A revised estimate of time will be based on the factors detailed in MMC 2.76.030(B)(3). In addition, a revised estimate may be based upon any unexpected or unforeseen delays encountered during the request processing, additional requests submitted by the same requestor while the initial request is pending, and change circumstances or other considerations ascertained during processing.
- E. *Providing Electronic Records.* When a requestor requests records in an electronic format, if technologically feasible, the city clerk-treasurer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the city of McCleary and is generally commercially available; or will provide the records in a format that is reasonably translatable from the format in which the agency keeps the record. The requestor may also opt to have the records provided to them on digital storage media or device.
- F. *Withdrawn or Abandoned Requests.* The city may consider a request abandoned and close a request when the requestor either withdraws their request or fails to fulfill their obligations in

the processing of the request. The city may consider a request abandoned in the following circumstances:

1. If an entire request is unclear, and the requestor fails to clarify the request within 30 days of the city's request for clarification;
2. If the requestor fails to inspect records within 30 days of being notified that records are available for inspection;
3. If the requestor misses an appointment to inspect records and fails to contact the city within 30 days of the missed appointment;
4. If the requestor fails to view records within 30 days of being notified that records are available for electronic inspection;
5. If the requestor fails to pick up records at City Hall within 30 days of being notified that the records are available for in-person pick-up; or
6. If the requestor fails to pay a deposit or the final payment for the requested copies of records within 30 days of receiving an invoice from the city for payment thereof.

G. Closing a Request. After the city clerk-treasurer has completed a request for disclosure by providing the requestor with responsive documents and a redaction log, if applicable, the city clerk-treasurer will close the request and inform the requestor of this status. The closure of a request shall signify that the request has been completed and is considered determinative.

2.76.050 Exemptions.

The city adopts by reference the exemptions from public disclosure contained in Chapter 42.56 RCW, including any future amendments thereto or recodification thereof. In addition to exemptions found in Chapter 42.56 RCW, other statutes outside of the Act may prohibit disclosure of specific information or records.

2.76.060 Copying fees.

A requestor may obtain paper copies or electronic scans of public records under RCW 42.56.120; the city will charge for these according to the public records fee schedule established by resolution of the city council.

2.76.070 Index of public records – Findings and order.

A. Findings.

1. The Public Records Act requires all cities and public agencies to maintain and make available a current index of all public records.

2. RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome, but it must issue and publish a formal order specifying the reasons why the extent to which compliance would be unduly burdensome or would interfere with agency operations.
3. The city is comprised of numerous departments, their divisions, and subdivisions, many if not all of which maintain separate databases and/or systems for the indexing of records and information.
4. Because the city has records which are diverse, complex and stored in multiple locations and in multiple computer systems, formats and/or databases, it is unduly burdensome, if not physically impossible, to maintain a current index of all records.

B. *Order.* Based upon the findings set forth in subsection (A) of this section, and pursuant to RCW 42.56.070(4), the city council orders the following:

1. The city is not required to maintain an all-inclusive index of public records due to the undue burden and near-impossibility of maintaining such an index.
2. The city will make available for inspection and/or copying all public records, including any indexes that are maintained by the city, except to the extent that such records are exempt from public disclosure.

2.76.080 Modifications to fees and charges.

All fees and charges identified in this chapter may be modified by the clerk-treasurer or designee, as approved by resolution of the city council from time to time as deemed necessary to reflect increases in the costs of providing the services identified in this chapter. All fees and charges established pursuant to this chapter shall reflect the actual costs of the services provided.

2.76.090 Denials of Requests for Public Records – Internal Administrative Review – Judicial Review.

When a requester disagrees with the City’s decision to withhold or redact a record or portion thereof, the requester may petition in writing (including by email) to the PRO for a review of the decision. The petition must include a copy of the denial or reasonably identify the written denial or claim of exemption made by the PRO.

The PRO will promptly provide the requester’s petition and any other relevant information to the City Attorney to conduct an internal administrative review of the denial/exemption decision. Within two days of the City’s receipt of the petition, or within such other time period mutually agreed upon by City Attorney’s Office and requester, the City Attorney will affirm or reverse the

denial/exemption. If the denial/exemption is affirmed, the requester may seek judicial review pursuant to RCW 42.56.550. If the denial is reversed, the PRO will promptly produce the record for requester.

Ordinance # _____

AN ORDINANCE ADOPTING A NEW ECONOMIC DEVELOPMENT ELEMENT AND PARKS AND RECREATION ELEMENT, AND MAKING OTHER AMENDMENTS TO THE CITY OF MCCLEARY'S COMPREHENSIVE PLAN

RECITALS:

WHEREAS, City of McCleary adopted a Comprehensive Plan in 2002 for the orderly physical development of the City pursuant to RCW 35A.63.060; and

WHEREAS, RCW 35A.63.062 empowers the City to, as part of a comprehensive plan, approve additional optional elements relating to the physical development of the city; and

WHEREAS, the Economic Development Element and the Parks and Recreation Element relate to the physical development of the City; and

WHEREAS, the Land Use Element has been updated to include new land use designations for public and institutional properties and two new overlay districts to increase infill housing and accommodate master planning; and

WHEREAS, the Transportation Element and the Capital Facilities Element have been updated with a 6-year improvement programs; and

WHEREAS, this proposed update sets new 20 year goals for the City and provides updated policies and objectives to help guide decisions about growth, infrastructure and improving quality of life in McCleary; and

WHEREAS, the City of McCleary engaged in a public participation program in accordance with RCW 35A.63.070; and

WHEREAS, per RCW 35A.63.070, the City of McCleary City Council was briefed on the updates to the comprehensive plan at their meeting on March 13, 2024; and

WHEREAS, the City of McCleary held a public hearing on April 10, 2024 to approve the "McCleary Comprehensive Plan Update 2022-2042";

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of McCleary, Washington as follows:

SECTION 1: The City Council adopt the following findings in support of adopting the 2022 update to the McCleary Comprehensive Plan and Future Land Use Map that are the subject of this ordinance:

1. Extensive public outreach was conducted during the Comprehensive Plan update process. A group of citizens formed the Advisory committee and held numerous workshops in the process of reviewing and updating the 2002 comprehensive plan. The City hosted a Comprehensive Plan Update booth at the July 2023 Bear Festival. Information and draft documents were also posted on the city's Website.
2. Washington State Environmental Policy Act (SEPA) review for the Comprehensive Plan update was conducted and a DNS was issued on _____ 2024.
3. The City of McCleary is not fully subject to the Growth Management Act. Per RCW 35A.63.061, McCleary is required to prepare a comprehensive plan for the orderly physical development of the city. The comprehensive plan must have a land use element and a circulation element. The proposed comprehensive plan meets the requirement in that it has the two required elements and exceeds the requirement in that it has four other elements.

SECTION 2: The City Council of the City of McCleary do ordain as follows:

1. The attached "McCleary Comprehensive Plan Update 2022-2024" is hereby adopted in its entirety.
2. All public hearings required by law pertaining to the same, having been duly held, the city council adopts that certain McCleary comprehensive plan entitled McCleary Comprehensive Plan, dated February 2024, as the new comprehensive plan of the city, including any and all maps which are a part thereof.

One copy of the comprehensive plan, with maps which form a part thereof, is on file and shall remain on file in the office of the city clerk, and a copy thereof, with maps which form a part thereof, is also on file in the office of the director of public works of the city. The copies so filed shall be available for public inspection as required by RCW 35A.63.072.

SECTION 3: Severability.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and

phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION 4: Effective Date.

This Ordinance shall take effect upon the fifth day following date of publication.

Section 5: Corrections by the Clerk-Treasurer or Code Reviser.

Upon approval of the Mayor and City Attorney, the Clerk-treasurer and the Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state, or federal laws, codes, rules, or regulations, or ordinance number and section/subsection numbering.

PASSED THIS ____ DAY OF _____, 2024, by the City Council of the City of McCleary,
and signed in approval therewith this ____ day of _____, 2024.

CITY OF McCLEARY:

CHRIS MILLER, Mayor

ATTEST:

JENNA AMSBURY, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

Resolution No. _____

**A RESOLUTION ADOPTING THE CITY OF
MCCLEARY VIDEO SURVEILLANCE POLICY**

WHEREAS, the City of McCleary has installed video surveillance cameras to enhance public safety and protect city resources; and

WHEREAS, a policy is needed to govern the use of the City’s Video Surveillance, electronic recordings, and to set parameters restricting the non-court ordered use of video surveillance in public places in a manner consistent with accepted rights of privacy; and

WHEREAS, these policy recommendations have been reviewed by the policy committee and the City Attorney; and

THEREFORE, be it resolved, the City of McCleary shall adopt the Video Surveillance Policy labeled as Attachment #1 to this Resolution. The Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED THIS _____ DAY OF MAY 2024, by the City Council of the City of
McCleary, and signed in authentication thereof this ___day of May, 2024.**

CITY OF McCLEARY:

Chris Miller, Mayor

ATTEST:

Jenna Amsbury, Clerk-Treasurer

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

CITY OF MCCLEARY VIDEO SURVEILLANCE POLICY

For Video Surveillance Monitoring and Recording of Public Areas for Safety and Security Purposes

PURPOSE

The purpose of this policy is to govern the use of the City’s Video Surveillance and electronic recording. This policy applies to all use of the City’s video surveillance monitoring and/or recording devices affixed to city property. This policy is established to set parameters restricting the non-court ordered use of video surveillance in public places and to enhance public safety and security in a manner consistent with accepted rights of privacy.

DEFINITIONS

1. “Extracting” means copying images from the hard drive or Internet site to some other media (CD ROM, external hard drive, USB drive, etc.).
2. “Monitoring” means real-time viewing or viewing footage.
3. “Personnel” means authorized police officers or non-sworn police personnel.
4. “Recording” means capturing images on a computer disk or drive, Internet storage site, CD-ROM, or videotape 24 hours a day, seven days a week, yearlong.

GENERAL PRINCIPLES

The principle objectives of video surveillance monitoring and/or recording in public areas include:

1. Promote a safe environment by preventing/deterring acts of theft, vandalism, harassment, and/or assault.
2. Assist in identification of individuals involved in criminal activity on City owned or managed property.
3. Assist in the safe daily operation of City parks and related facilities.
4. Assist law enforcement agencies in investigating criminal activity.

To assure there is no violation of a person’s reasonable expectation of privacy, video surveillance cameras shall be focused on public areas and the images shall not be used or disseminated improperly.

The City shall comply with all local, federal and state law applicable to the use of surveillance cameras in public space.

Video surveillance monitoring and/or recording will be conducted in a professional, ethical, and legal manner. Personnel using the video surveillance camera system will be appropriately trained and supervised in the responsible use of this system. Violations of this policy and procedures may result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal law.

Information obtained through video monitoring and/or recording will be used exclusively for safety, security, and other legitimate purposes. Information obtained through monitoring and/or recording will only be released in accordance with this policy or as required by law or as required by the Public Records Act.

Video surveillance monitoring and/or recording of public areas will be conducted in a manner consistent with all City policies. Except for police investigations involving person(s) whose description is known, this policy prohibits monitoring and/or recording based solely on characteristics and classifications (e.g., race, gender, sexual orientation, national origin, disability, etc.).

Video surveillance monitoring of public areas, dwellings, and businesses in the City of McCleary is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

Video surveillance shall not be used to monitor city employees.

To maintain an informed community, the City will list on its web page information describing the purpose and location of video surveillance cameras and the policy for their use.

INSTALLATION AND APPROVAL

Placement of additional cameras at other City facilities or buildings, such as City Hall, other City properties, public parks, open space areas, public streets or other public locations, requires review by the Chief of Police and approval by the City Council.

When seeking approval, staff will address the following issues and concerns in supporting their request:

1. Explanation for why the camera is needed in the location.
2. Equipment needed, including:

- Type of camera needed.
 - Location of camera – where to be affixed.
 - Location of necessary equipment.
3. Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
 4. Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
 5. Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
 5. Appropriate consultation with stakeholders, including the public or reasons why this is not necessary.
 6. Approach to installing and maintaining the system.
 7. Fiscal impact and availability of funding.

Permanent, fixed-mounted cameras will not be placed in areas where a reasonable expectation of privacy is standard, such as inside restrooms.

1. Cameras located internally will not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals or deter criminal activity from occurring.
2. Cameras will not be directed to look into adjacent, non-City owned buildings.
3. Placement of cameras will also take into consideration physical limitations such as availability of power, cell reception and reasonable mounting facilities.

OPERATING PROCEDURES

Nothing in this policy is intended to limit the reasonable and legal use of the video surveillance cameras during exigent circumstances involving matters of public and/or officer safety. All recording or monitoring of public areas for security and safety purposes by City authorized cameras is limited exclusively to practices that will not violate the standards of a reasonable expectation of privacy as defined by law. All video recordings will be video only, no audio recording is allowed.

Oversight/Administration:

The City of McCleary Police Department (MPD) is the department authorized and responsible to oversee and coordinate the use of public cameras in the City. The MPD has primary responsibility for ensuring adherence to this policy and for disseminating the policy to persons requesting information on the policy and procedures.

The Chief of MPD, or his/her designee has the responsibility to authorize all video surveillance monitoring for safety and security purposes in the City. The Chief will have the administrative rights to the system including setting up staff access and log in credentials. City Council and the Mayor shall not have access to the system.

The MPD is responsible for following new developments in the relevant laws and in security industry practices to ensure that video surveillance monitoring and/or recording in the City is consistent with high standards and protections.

The MPD will assist in aiming and focusing the cameras during the installation phase and will view and manage data from the cameras.

Training:

1. All personnel operating the video surveillance system will be trained in the technical, legal, and ethical parameters of appropriate camera use.
 - a. Personnel will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
 - b. Personnel will receive updated training on this policy as needed. In circumstances in which video surveillance cameras are monitored, all personnel involved in monitoring and/or recording of public areas will perform their duties in accordance with the law and this policy.
2. The Chief of Police or his/her designee will ensure that responsible and proper camera monitoring/recording practices by personnel are followed by conducting periodic audits of the video surveillance camera system.

Operation:

1. The video surveillance cameras will be monitored by police department personnel. The Chief of Police will assign a designee to periodically review video systems to insure they are functioning properly and recording correctly using the proper date/time stamp.
2. An officer will be dispatched to any area in which a crime, offense, motor vehicle accident, public safety risk, traffic problem, or other incident which necessitates police intervention.
3. Video surveillance cameras shall be used to observe locations that are in public view and where there is no reasonable expectation of privacy. Any view provided by a video surveillance camera shall be no greater than what is available from the public vantage point.
4. Personnel shall not monitor/record individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or classification such as national origin, etc. protected by state and federal laws. Personnel will monitor/record based on suspicious

behavior, not individual characteristics. **EXCEPTION:** Police investigations involving person(s) whose description is known.

5. The monitoring equipment will be configured to prevent personnel from tampering or duplicating recorded information without authorization.

6. Personnel shall not disseminate information learned from monitoring video surveillance public cameras unless such release complies with the law, this policy of other information release laws or policies.

7. Camera positions and views of residential housing shall be limited. Any view given to housing will be no greater than what is available with unaided vision. Furthermore the view of a residential housing facility must not violate the standard of “reasonable expectation of privacy.”

RETENTION, EXTRACTION AND STORAGE

Recorded video records are stored on the cloud until the record is superseded by being overwritten with new records, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police. Images obtained through video camera monitoring/recording will be retained for a length of 30 days, unless such images need to be retained longer for the final resolution of a case.

Downloaded/ archived video recorded images will be stored in a secure location with access by authorized personnel only.

Only trained Staff authorized by the Chief of Police shall be authorized to extract video from footage from the Internet, computer disk, or drive.

Any video footage extracted for investigation purposes shall be stored in a manner that will exclude access by unauthorized personnel. Video footage, which is evidence, will be processed and stored in the evidence room with access by authorized personnel only.

EXCLUSIONS

This policy does not apply to the use of surveillance, or to the conduct of surveillance monitoring or recording by a law enforcement agency engaged in a legitimate criminal investigation. This policy does not apply to the use of hand-held video cameras, police body cameras or police dash cameras.