

2021 SPOKANE COUNTY CONSERVATION FUTURES PROGRAM

Enclosed: Program Overview,
Nomination Form, Evaluation Criteria,
Appraisal Guidelines & Process
Flowcharts



Program
Overview &
Nomination
Form

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2021 Conservation Futures Program

Spokane County Parks, Recreation, & Golf

Conservation Futures Program - Introduction

"Conservation Futures" is a property tax on all lands within Spokane County. Enabled by the Washington State Legislature in 1971, the Spokane County Board of County Commissioners adopted and began a local program in 1994. The Program levies up to a \$6.25 tax per \$100,000 value (the 2021 levy amount was \$3.60 per \$100,000 value) on all properties within Spokane County. This equates to approximately \$2 million dollars a year. Spokane County's Conservation Futures Program was created to protect, preserve, maintain, enhance, restore, limit the future use of or otherwise conserve selected open space land, farmland, forests, wetlands, wildlife habitats, and other lands having significant recreational, environmental, social, scenic or aesthetic values within the boundaries of Spokane County.

Acquired properties will not be developed as a typical park (no ball fields, playgrounds, irrigated turf, etc.), but kept in an enhanced natural state consistent with the Revised Code of Washington (RCW) Chapter 84.34.200. In 2016, State Law was amended to allow up to 25% of the revenue generated through the Conservation Futures Tax to be allocated for the maintenance and operations of Conservation Futures properties. This funding is used to care for and enhance these properties.

This is a fancy way of explaining how Conservation Futures funds can be used to acquire, maintain and enhance property and/or conservation easements that ensure public access and enjoyment of our natural heritage in perpetuity. To date, more than 9,000 acres of open space lands have been acquired and preserved in Spokane County using Conservation Futures funds.

The Process

Things to Know Before You Start

- 1. The Program Cannot Pay Over Appraised Value To Acquire Your Property** - The purchase price is determined through a process that involves two (2) mutually agreed upon independent MAI appraisers determining the appraised value of the nominated property. The two appraisals will be paid for by the Conservation Futures Program (consistent with Program Appraisal Guidelines found on page 28). The purchase price is determined through negotiation, but under **no circumstance, can exceed appraised value.**

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2. **Selling your property to the Conservation Futures Program is completely voluntary** – If you nominate your property to the Conservation Futures Program, you're not required to sell your property. Like all real estate transactions, a purchase price and terms must be mutually agreed upon through a signed and executed Purchase and Sale Agreement (PSA). And like all real estate transactions, once the PSA is signed by both parties, you will then be obligated to sell your property unless a party cannot satisfy the contingencies within the PSA. At any time, you may remove your property from consideration by the Conservation Futures Program through written notice to Spokane County Parks, Recreation & Golf.
3. **Seller-Imposed Special Restrictions of Use or Conditions Are Strongly Discouraged -** Owners selling property to be part of this Program should not expect to add "special conditions" or "stipulations" otherwise known as encumbrances to the property that have the potential to impact the management or usage of a property once it has been purchased/sold. Unique encumbrances on a property stand to reduce the value, which is based on highest and best use. It is in the public interest to maximize flexibility of stewardship and usage within the legal confines of the Conservation Futures Program as stipulated by the Revised Code of Washington (RCW Chapter 84.34).
4. **Conservation Easements** – While all Program purchases to date have been fee simple land acquisitions, Conservation easement nominations will be evaluated with all other nominations following the process laid out below. Please note that a "conservation easement" may include trails. Please contact Spokane County Parks, Recreation & Golf staff for additional information.
5. **We're here to help** – If you have any questions about the program or need assistance in nominating your property to be considered, don't hesitate to contact Spokane County Parks, Recreation & Golf Department at (509) 477-4730 or email at Parks Special Projects Manager Paul Knowles at pknowles@spokanecounty.org.

Step 1 - Nominate a Property

May 1st – July 31st, 2021

The Open Nomination Round

Nominations are submitted by the property owner or a third party working with the property owner (both referred to herein after as "Nominator") for review and consideration by the Conservation Futures Land Evaluation Committee (LEC). The LEC is comprised of four Spokane County residents serving as volunteers on the Spokane County Parks Advisory

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Committee (PAC) and three representatives City of Spokane and one representative from the City of Spokane Valley.

Utilizing several forms of local news media, the Committee calls on the community for nominations of properties to be considered for acquisition. Staff is available to assist property owners and nominators with the completion of their nomination forms. Spokane County Parks, Recreation & Golf Department will accept completed nomination forms from **May 1st, 2021 through July 31st, 2021 at Midnight.**

Complete a Nomination Form

The Nomination Form ("Form") can be found on page 13, complete with instructions. The Form can also be found online by going to <https://www.spokanecounty.org/1592/Conservation-Futures> and following the links to download the Form. Hardcopies may also be picked up in person at the Spokane County Parks, Recreation & Golf Department Administration Office (**404. North Havana Street, Spokane, WA 99202**). Nominations must be complete and accurate with all of the information requested in order to be considered by the Conservation Futures Land Evaluation Committee.

Helpful Hint – Utilize the Evaluation Criteria found on page 30 when answering the questions on the nomination form.

Who Can Nominate a Property?

The Nominator can be the property owner or an individual, group, association, city, town or organization working with the property owner. **Please note:** The property owner must consent to having their property nominated for consideration by the Conservation Futures Land Evaluation Committee.

Submit a Completed Nomination Form

Nominators must:

1. **Complete** all fields within the Nomination Form in either Microsoft Word or online PDF Form (available [here](#)); and
2. **Submit** completed Nomination Form (including pictures and optional letters of support) on a thumb drive or CD if submitting in person or by mail, or email to:

Spokane County Parks, Recreation and Golf
C/O Paul Knowles, Parks Special Projects Manager
404 North Havana, Spokane, WA 99202-4663
pknowles@spokanecounty.org

Please note: Additional information and supporting materials beyond that outlined in the nomination form will NOT be accepted. **Nomination Forms must be submitted by no later than July 31st, 2021 @ Midnight.**

For your information only. Do not return.

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Nominators who prefer to complete and submit a hardcopy of the Form may schedule an appointment with Spokane County Parks, Recreation & Golf staff for assistance in transferring completed nomination forms to the appropriate electronic format. At the time of submittal, all nominators are encouraged to schedule an appointment with staff to go over the Form to ensure completeness.

The LEC and staff reserve the option to separate or otherwise group multi-parcel nominations under single ownership for purposes of facilitating evaluation and ranking. An example of when this might occur may be when two parcels are nominated under the same ownership, but those parcels are not contiguous with each other and / or possess significantly different attributes that may be difficult for the LEC / staff to evaluate the nomination.

For Questions & Assistance

If you have questions, comments or need assistance related to property nominations, please contact:

Paul Knowles, Parks Special Projects Manager
404 N. Havana St., Spokane, WA 99202
(509) 477-2188 or pknowles@spokanecounty.org

Step 2 – Preliminary Review & Evaluation Process

August 1st – September 29th

Staff Review & the Go-No Go

County staff will review all nominations for completeness. Staff will provide all nominations within each jurisdiction to that jurisdiction's parks staff. Each jurisdiction's designated parks committee will review and identify which projects they would be open to owning should the nomination successfully compete in the nomination process and be ranked high enough on the Prioritized Acquisition List (See Page 8) to be potentially acquired. County staff will then compile a list of nominations to be evaluated.

Public Meeting

A public meeting will be scheduled and held in a central location to provide the public an opportunity to comment (verbally and/or in writing) on the nominations received. The Land Evaluation Committee will be in attendance to listen to public comment. Written public feedback will be received and provided to the Land Evaluation Committee. The Land Evaluation Committee will be present at the meeting and the meeting will be advertised beforehand. **Location: To Be Announced.**

Please note: *The public meeting may be solely conducted via an online platform depending on group gathering restrictions in place at the time.*

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Property Tours and Evaluation Criteria Scoring

County staff will meet with property owners to “pre-tour” each property to determine how best to show each nominated property to The Land Evaluation Committee (LEC). The LEC will tour each property and complete designated evaluation criteria questions. The property owner and/or the nominator should not be present during the property tour so as to prevent lobbying on behalf of the property and to ensure a consistent environment for evaluators to review nominated properties in a timely manner.

The **Evaluation Criteria** (found on page 30) will be completed for each property toured in three sections: a Washington State Department of Fish and Wildlife biologist scored portion, a Staff scored portion, and an LEC scored portion. Scoring for the three sections will be combined to produce an overall score for each nomination toured and evaluated.

Preliminary Recommendation

The Land Evaluation Committee (LEC) will meet and develop a ranked preliminary list of the nominated properties based on the results of the public input, evaluation criteria scores, and property tours.

Step 3 – Final Review, Final Recommendation & Approval

September 27th – November 16th

Final Review

Utilizing the LEC’s preliminary ranked list of nominated properties, County staff will research and review the top 15 nominations, plus or minus as requested by the LEC, and identify any potential issues, challenges, and/or liabilities for each property. If issues are identified, staff will contact property owners and request additional information as applicable. Upon completion of the additional review, staff will share research results for the aforementioned “Top 15” that are located within municipal jurisdictions with each applicable jurisdiction’s parks department for their formal review and seek re-confirmation of that jurisdiction’s willingness to accept ownership should the nomination be ranked high enough on the Prioritized Acquisition List (See *Below*) to be potentially acquired.

Final Recommendation

Utilizing the results of the Final Review, County staff will provide a recommendation for the Land Evaluation Committee’s consideration. The LEC will meet and consider staff’s research and recommendation and make a final recommended 2021 Prioritized Acquisition List for the Board of County Commissioners to consider on November 8th.

2021 Prioritized Acquisition List Approval

The Spokane County Board of County Commissioners (BoCC) will be briefed by staff with regards to the Final Recommendation on or about November 8th, 2021. On or about November 16th, the BoCC will review and consider the Conservation Futures Prioritized Acquisition List (“List”) as recommended by the the Land Evaluation Committee. The BoCC may consider public comment on the List prior to final adoption by resolution.

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The BoCC, solely at their discretion may adjust the List as they deem appropriate. Once adopted, the BoCC will typically direct Spokane County Parks, Recreation & Golf staff to initiate appraisals of property(s) at the top of the List according to rank.

Staff will notify all of the Nominators of the results of the review and ranking of the nominations. From this point forward, no further correspondence will likely be sent to Nominators of nominations ranked below the Top 15.

Any property that has been sold or the landowner is no longer interested in selling will be removed from the List. When properties are removed from the List, lower-ranked properties shall be moved up and ranked accordingly. Staff shall maintain an official updated List at all times. The List and all nominations on it shall be valid through **March 30th, 2027** or as otherwise established / adjusted by the Board of County Commissioners. Upon expiration of the List, all nominations not currently under active acquisition shall become void. Nominators will be encouraged to resubmit a nomination in the next nomination round as may be applicable.

Conservation Futures Program funds have effectively leveraged additional outside dollars through competitive grant programs enabling the acquisition and preservation of top ranked properties on the List. Recognizing this success and the desire to maximize public tax dollars, the Board of County Commissioners may choose to amend the List at any time to take full advantage of outside funding opportunities that may arise. To this effect, the Conservation Futures Program has been and will continue to be an effective and efficient use of public funds.

2021 Land Evaluation Committee (LEC) Attendance Commitment / Guidelines

In order to maintain the integrity of the program and to ensure a fair and objective process, LEC members have developed the following guidelines to follow when conducting the formal review and evaluation of nominated properties as follows:

1. All LEC Members shall attend the "Public Meeting" (in person, phone, remote, etc.) as outlined herein, "Step 2 –Preliminary Review and Evaluation Process."
2. All LEC Members shall tour in person, all nominated properties per an agreed upon schedule in order to fairly evaluate the properties against each other.
3. All LEC Members shall attend the "Preliminary Recommendation" meeting (in person, phone, remote, etc.) as outlined herein, "Step 2 – Preliminary Review and Evaluation Process."
4. All LEC Members shall attend the "Final Recommendation" meeting (in person, phone, skype, etc.) as outlined herein, "Step 3 – Final Review, Final Recommendation and Approval."

Staff will work with the LEC to establish a formal tour schedule along with a limited number of "make-up" property tour dates. In the event that an LEC member is unable to tour every property per the agreed upon schedule (inclusive of established "make-up" property tour

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dates) **OR** in the event that an LEC member is unable to attend (in person, phone, remote, etc.) each and every applicable LEC meeting* up to the LEC's final recommendation, said member shall excuse himself/herself from the remainder of the evaluation process and shall be prohibited from voting on the Preliminary Recommendation and/or the Final Recommendation as applicable.

**To include the "Public Meeting," "Property Tours," "Preliminary Recommendation" meeting and the "Final Recommendation" meeting.*

Step 4 – Property Acquisition (Post-List Approval)

Acquisition Process

Acquisitions shall be pursued immediately beginning with the top ranked property(s) on the List and subsequently working through the List, as properties are purchased or otherwise removed from the List. Staff shall work directly with the property owner or their designated representative through the process outlined below.

Please note: The top, initial three (3) to five (5) ranked properties typically have the best opportunity to be purchased.

The series of steps outlined below will be followed by Staff to acquire each property on the Prioritized Acquisition List.

"Deal or No Deal"

In completing the following steps, land owners wishing to utilize a representative to assist them may do so provided said land owner is present and actively participating in any discussions that occur regarding their property. In the event of multiple owners, at least one of the owners shall be present.

1. **Appraisals** - County and / or City staff will work with the property owner to select two (2) mutually agreed upon MAI appraisers who will each conduct an independent appraisal of the property. The two appraisals will be paid for by the Conservation Futures Program. The applicable Parks Director or designee may elect to utilize one appraisal under special circumstances (**See:** Appraisal Guidelines on page 28 for more detail).
2. **Purchase & Sale Agreement** - A formal meeting will be set up with the land owner to discuss the general terms of the offer. Staff will work with the results of the two (2) appraisals to determine a purchase price to be offered to the land owner. ***It is important to note that under no circumstance can the Program pay more than appraised value.*** If for any reason a Purchase and Sale Agreement cannot be executed within 180 days of the initial formal meeting, the property may be removed from the List and an official notification sent advising the land owner of such action. Staff will then evaluate the Conservation Futures Fund and the timing of

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the next nomination round and may commence acquisition of the next ranked property.

3. **Closing** - Once a Purchase and Sale Agreement has been executed, Staff will work with the Seller to satisfy contingencies typical of a real estate transaction, including but not limited to: Title Reports, Environmental Site Assessments (ESA), and Property Boundary Surveys and resolving any issues prior to closing (**Typically, costs for ESA and Boundary Survey will be paid by the Program.**)*

**These costs typically range from \$10,000-50,000.*

Unforeseen Opportunities

In the interest of making the Spokane County Conservation Futures Program the most effective program possible for the citizens of Spokane County, the Conservation Futures Program has established a process to provide for the rare occurrence of unforeseen acquisition opportunities that may present themselves after the Open Nomination period has closed. An “unforeseen opportunity” could occur due to a change in ownership, foreclosure proceedings, or other unforeseen events that may significantly change the criteria of which a nomination was evaluated or ranked upon or make a property available for public ownership, that was not available during previous Open Nomination period(s).

In order for an unforeseen opportunity nomination to be considered, a nominator must submit a completed nomination form and a written request for consideration to the LEC. The LEC shall complete a review of the request and vote on whether or not they wish to further consider the unforeseen opportunity nomination. Further consideration shall require a majority vote in favor of the request. Those unforeseen opportunity nominations approved for further review shall be evaluated against the highest ranked property on the Prioritized Acquisition List, consistent with the evaluation procedure outlined herein (**See:** pages 7-8 for detailed process). Unforeseen opportunity nominations that are not considered for further review or not ranked higher than the top ranked property on the List shall be encouraged to be resubmitted in the next open nomination round.

If an unforeseen opportunity is ranked higher by the LEC than the top ranked property on the List, the property may be added to the top of the List pending approval by the Board of County Commissioners and will be pursued using the acquisition process outlined above (**See:** “Deal or No Deal” section on page 10).

Administrative Acquisitions

Properties on the Prioritized Acquisition List that are acquired or have been acquired in the past may come with issues or conditions such as legal / public access constraints or public safety concerns or other aspects that may only be effectively addressed through additional land acquisition or less than fee simple transaction (e.g. easement). Staff will utilize the same or similar acquisition process described herein (**See:** “Deal or No Deal” section on page 10)

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to acquire property under this section pending approval by the Board of County Commissioners.

NOTE: Please note that the specific dates (timeline) outlined herein may be subject to change.



2021 Conservation Futures Nomination Form

Instructions

1. **Complete** Nomination Form in Microsoft Word or online PDF Form*; and
2. **Submit** completed Nomination Form (including pictures and optional letters of support) on a thumb drive or CD if submitting in person or by mail, or email all nomination materials to:

Spokane County Parks, Recreation and Golf Department
C/O Paul Knowles, Parks Special Projects Manager
404 North Havana, Spokane, WA 99202-4663
pknowles@spokanecounty.org

*Nominators who do not have access to a computer or the software necessary to complete the nomination may schedule an appointment with the Spokane County Parks, Recreation & Golf Department staff for assistance in completing the nomination form. Please call (509) 477-4730 to schedule your appointment.

Property Maps will be developed by Staff utilizing the parcel numbers provided in this nomination form to create a map of your nominated property to facilitate the evaluation process. Staff may contact the nominator if additional information is needed (e.g. if the nomination includes portion(s) of parcel(s)).

Nomination Form



2021 Conservation Futures Consent Agreement

I hereby provide Spokane County staff and the Conservation Futures Land Evaluation Committee members permission to enter my property for the purpose of site inspection(s)/evaluation(s) for possible acquisition under the Conservation Futures Program.

I understand the underlying guidelines for acquisition through this Program are as follows:

1. Spokane County **cannot** pay more than appraised fair market value for the property as determined through appraisals completed/reviewed by mutually agreed upon appraisers who are Members of the Appraisal Institute (MAI).
2. Owners selling land to be part of this Program should not expect to add “special conditions” or “stipulations” otherwise known as encumbrances on property that have the potential to impact the management or usage of a property once it has been sold/purchased. Unique encumbrances on property stand to reduce the property’s value, which is based on highest and best use. It is in the public interest to maximize flexibility of stewardship and usage within the confines of the Conservation Futures Program as stipulated by the Revised Code of Washington (RCW) Chapter 84.34.200.
3. This Program will not fund the purchase of “Common Open Space” lands that have been or are proposed to be set aside as a condition of approval for a plat and/or development.
4. Spokane County may choose to terminate the negotiation of an acquisition should the nominated property become involved in litigation or the parties are unable to reach an agreement.

I further understand this Agreement makes no representation of an offer to purchase my property and that typically only the top 3-5 of all lands nominated and evaluated in the 2021 Open Nomination Round will actually be acquired. I may notify Spokane County in writing at any time should I choose to withdraw the property from consideration or the prioritized acquisition list. As established here in on page 9, the 2021 Prioritized Acquisition List will expire on March 30th, 2027 or as otherwise established / adjusted by the Board of County Commissioners.

Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 14 2021 @ Midnight.

Nomination Form

Land Owner Signature

Printed Land Owner Name

Date

Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 15
2021 @ Midnight.

Nomination Form

Nominator Information		
Name:		
Organization (if applicable):		
Address:		
City:		State:
Zip Code:		Day Time Phone:
Cell Phone:		Email:
Owner Information (If different from the nominator)		
Owner's Name:		
Owner's Address:		
Owner's City:		Owner's State:
Day Time Phone:		Zip Code:
Cell Phone:		Email:
Owner's Name:		
Owner's Address:		
Owner's City:		Owner's State:
Day Time Phone:		Zip Code:
Cell Phone:		Email:
Property Information		

Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 16 2021 @ Midnight.

Nomination Form

Property Street Address (if none, enter nearest public road or private road that the property has frontage on):

Property Parcel Number(s) (**Please Note:** if your nomination proposal includes portions of parcel(s), please include a map with your nomination depicting the boundary lines of your proposal):

Is this nomination part of a larger nomination proposal?

Yes No

If yes, project name:

Total size of the nominated property (in acres):

Are there any buildings or structures on the property?

Yes No

If yes to the above question, please describe the structures:

Is the property currently listed for sale?

Yes No

If it is currently listed, with whom (*Please provide Agent's name, firm, and contact info*)?

Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 17 2021 @ Midnight.

Nomination Form

Is the property involved in litigation of any kind?

Yes No

If **yes**, please explain:

What do you estimate your nominated property is worth?*

**Providing this value does not lock owner into a selling price, but allows staff to estimate total value of all nominations for administrative purposes only.*

Type of Estimate:

Opinion Assessed Appraisal

If appraisal, list date:

Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 18 2021 @ Midnight.

Nomination Form

Wildlife and Aquatic Habitat Value: In one page or less, please provide a detailed description of the site explaining the merit of protecting the property and the benefit to the community. Please provide detailed information addressing wildlife and aquatic habitat attributes of this property:

Helpful Hint: *This question is intended to assist evaluators in scoring your property on the following Evaluation Criteria: 1, 2, 4, 10*



Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 19 2021 @ Midnight.

Nomination Form

Recreational Value: In one page or less, please provide a detailed description explaining how this property provides for passive recreation opportunities, taking care to share details addressing connectivity, expansion of existing park land, accessibility, public support, and anticipated usage:

Helpful Hint: *This question is intended to assist evaluators in scoring your property on the following Evaluation Criteria: 3, 4, 5, 10, 12*

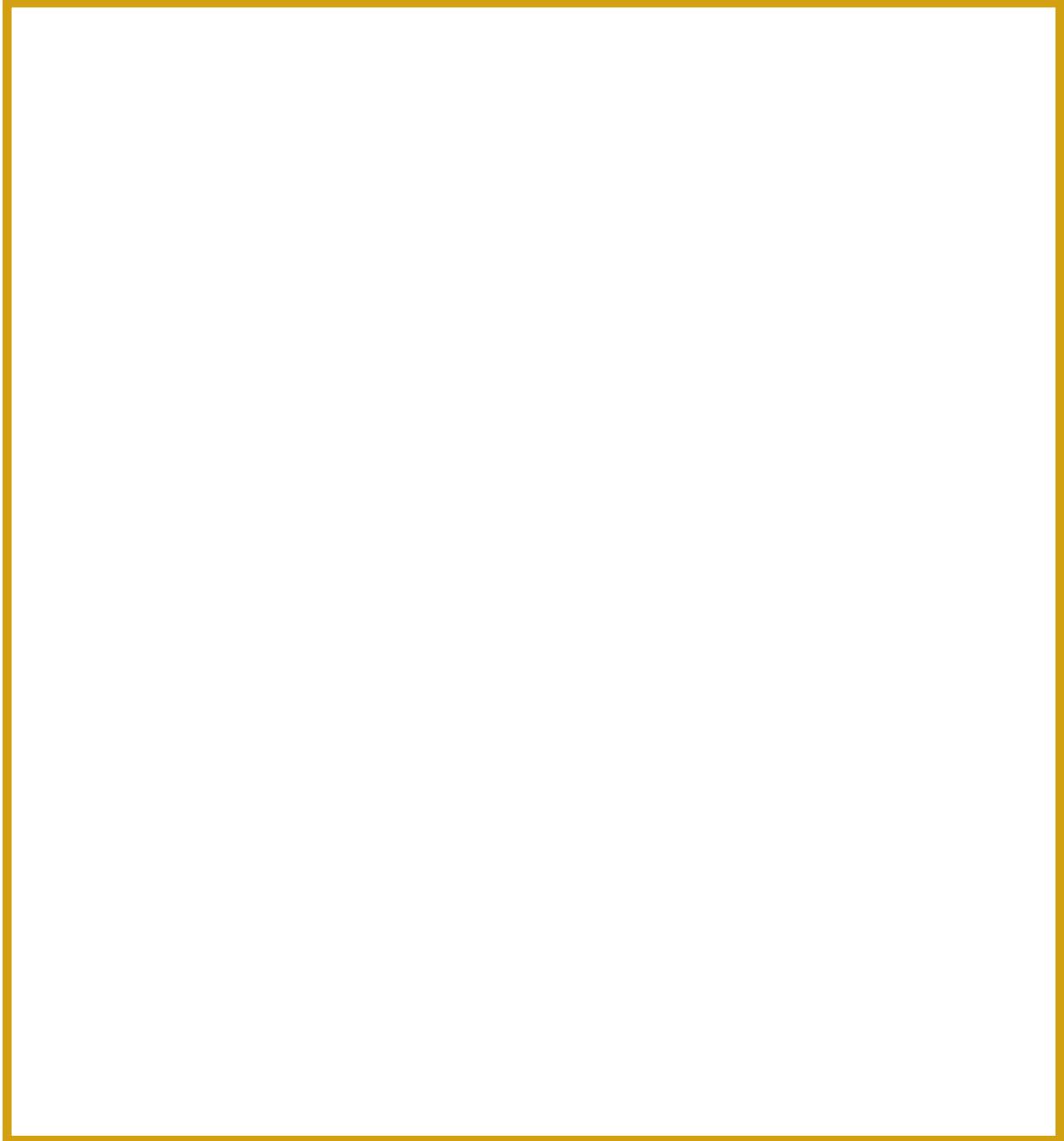


Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 2021 @ Midnight.

Nomination Form

Property Details: In one page or less, please describe access to the property (e.g. there's a gate blocking vehicular access, access is via a paved county road, etc.), what improvements are on the property (e.g. well, structures), what the property has been used for in the past, available utilities and/or other property details that would affect ownership / management of the property.

Helpful Hint: *This question is intended to assist evaluators in scoring your property on the following Evaluation Criteria: 6, 7, 10*

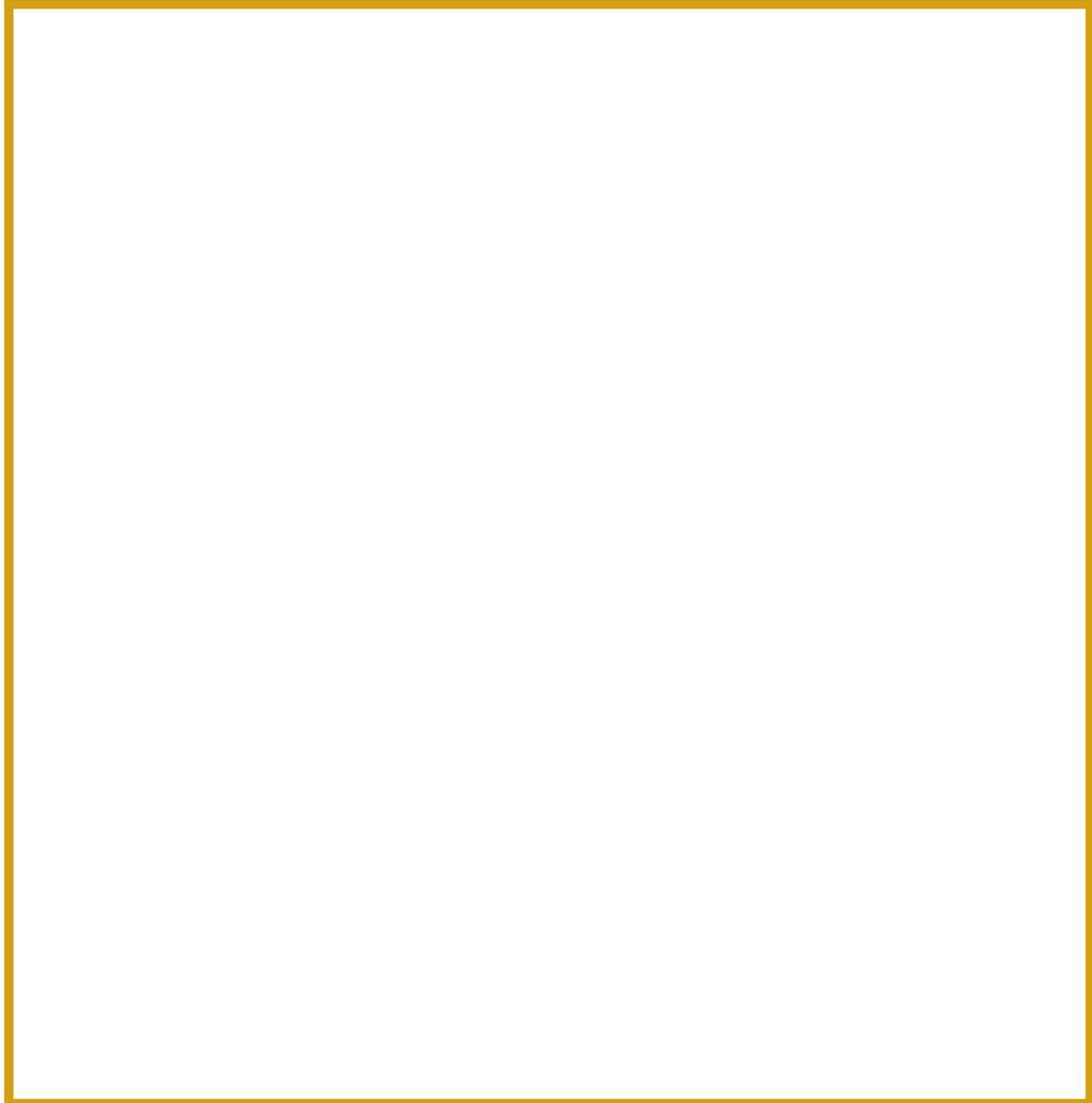


Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 21
2021 @ Midnight.

Nomination Form

Liabilities/Additional Considerations: In one page or less, please address any potential issues associated with acquisition of this property that may require additional attention or cost to the purchaser. Furthermore, please describe any items that warrant additional consideration of this property such as level of threat, special assets, special commitments (e.g. donation), or other special features not addressed in the previous questions (e.g. historic significance):

Helpful Hint: *This question is intended to assist evaluators in scoring your property on the following Evaluation Criteria: 8, 9, 11, 13*



Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 22 2021 @ Midnight.

Nomination Form

Pictures of the Nominated Property

Required – A minimum of four (4) pictures and a maximum of six (6) pictures of the nominated property must be submitted with your completed nomination form and should:

- Highlight special features of the property (views, creeks, ponds, rock formations, etc.);
- Show any structures on the property; and
- Give a general sense of what the property has to offer.

Pictures may be included on a thumb (flash) drive, CD, or emailed to pknowles@spokanecounty.org **together with** the completed nomination form and letters of support (*optional*) for the nomination. You must provide an informative, descriptive name for each picture (e.g. "Basalt formations at north end of property").

Letters of Support

Optional - You may desire to include "letters of support" with this completed nomination form. Letters of support should be submitted at the same time as the completed nomination form (**No later than July 31st, 2021 at Midnight**) and should:

- Address the specific property being nominated; and
- Be addressed to the "Land Evaluation Committee"

All letters of support for a particular nomination must be submitted WITH the completed nomination form as a separate, attached file (example: PDF). For assistance, please contact Paul Knowles at pknowles@spokanecounty.org or (509) 477-2188.

Please return to: Spokane County Parks, Recreation & Golf Department no later than July 31st, 23 2021 @ Midnight.



Appendix

Glossary of Terms

B

Boundary Survey - A survey to establish the boundaries of a parcel using its legal description which typically involves the setting or restoration of monuments or markers at the corners or along the lines of the parcel, often in the form of iron rods, pipes, or concrete monuments in the ground, or nails set in concrete or asphalt. A map or plat is then drafted from the field data to provide a representation of the parcel surveyed.

C

Comprehensive Plan - A land use document that provides the framework and policy direction for land use decisions within cities and counties.

Conservation Easement - An interest in real property that provides for agreed upon existing or future uses by the landowner without further/future development occurring. Monitoring of conditions assures the adherence to the conservation values being protected.

Conservation Futures Fund – An account into which may be deposited up to 6.25 cents-per-\$1,000 in assessed property value revenues collected annually across the County to be expended exclusively for open space purposes and managed by Spokane County Parks or other public agency. The 2021 levy rate was 3.6 cents-per-\$1,000 (RCW Chapter 84.34.200).

Conservation Futures Enabling Legislation - In accordance with the authority granted in RCW [84.34.200 et seq.](#), a county, city, town, metropolitan park district, metropolitan municipal corporation, nonprofit historic preservation corporation as defined in RCW [64.04.130](#), or nonprofit nature conservancy corporation or association, as such as defined in RCW [84.34.250](#), may specifically purchase or otherwise acquire, except by eminent domain, rights in perpetuity to future development of any open space land, farm and agricultural land, and timber land which are so designated under the provisions of chapter [84.34](#) RCW and taxed at current use assessment as provided by that chapter.

Appendix

Connectivity - The degree to which physical connections are maintained between large areas of habitat and patches of habitat, and between different types of habitat. Connectivity increases biodiversity and enhances reproduction and survival of species.

Critical Area – Areas are generally defined and addressed and identified in the adopted Critical Areas Ordinance (CAO), which may include, but are not limited to: Wetlands, Fish and Wildlife Habitat, Geologically Hazardous Areas, and Critical Aquifer Recharge Areas.

E

Environmental Assessment - A report prepared for a real estate holding which identifies potential or existing environmental contamination liabilities. The analysis, often called an ESA, typically addresses both the underlying land as well as physical improvements to the property; however, techniques applied in a Phase I ESA never include actual collection of physical samples or chemical analyses of any kind. Scrutiny of the land includes examination of potential soil contamination, groundwater quality, surface water quality and sometimes issues related to hazardous substance uptake by biota.

Endangered or Threatened Species - Species of plants or animals that receive special protection under state and/or federal laws. Also referred to as “listed species” or “endangered species.”

F

Fee Simple - Ownership of *most or all* property rights upon a segment of land.

G

Geologically Hazardous Areas - Areas susceptible to erosion, sliding, earthquake, or other geological events.

H

Hazardous Waste - Waste that poses substantial or potential threats to public health or the environment.

L

Land Donation - An opportunity for the County or municipality to receive interest in a property through donation/gift with related tax benefits to the donor.

M

For your information only. Do not return.

Appendix

Member of Appraisal Institute (MAI) - Professional designation by the American Institute of Real Estate Appraisers of the National Association of Realtors, given to real estate appraisers who meet qualifying standards and are certified by the institute.

P

Passive Recreation - Recreational activities that can be described as informal, non-motorized and human powered. Examples include hiking, bird watching, bicycling, horseback riding, and other non-motorized use. Does not include team activities.

Priority Habitat and Species (PHS) – Defined and published in a list by the Department of Fish and Wildlife. Priority species include: [State Endangered](#), [Threatened](#), [Sensitive](#), and [Candidate](#) species; animal aggregations (e.g., heron colonies, bat colonies) considered vulnerable; and species of recreational, commercial, or tribal importance that are vulnerable. A priority habitat may consist of a unique vegetation type (e.g., shrub-steppe) or dominant plant species (e.g., juniper savannah), a described successional stage (e.g., old-growth forest), or a specific habitat feature (e.g., cliffs).

Purchase and Sale Agreement - The "contract" that defines the real estate transaction. This legal instrument identifies the property, the purchase price, the parties to the contract, and every additional detail of the transfer of title from the seller to the purchaser.

R

Riparian - Areas of land immediately adjacent to streams and rivers. Riparian also describes plants and animals associated with these areas. The riparian zone is a characteristic association of substrate, flora, and fauna within a 100-year floodplain of a stream, or if a floodplain is absent, a zone hydrologically influenced by a stream or river. Riparian ecosystems are maintained by high water tables and periodic flooding.

S

Shoreline - All of the water areas of the state, including reservoirs, and their associated shore lands, together with the lands underlying them, except: (i) shorelines of statewide significance; (ii) shorelines on segments of streams upstream of a point where the mean annual flow is twenty cubic feet per second or less and the wetlands associated with such upstream segments; and (iii) shorelines on lakes less than twenty acres in size and wetlands associated with such small lakes.

U

Urban Growth Area (UGA) – Mandated by the Growth Management Act and adopted by the Board of County Commissioners, these are designated areas within which urban growth

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Appendix

shall be encouraged and outside of which growth can occur only if it is not urban in nature.

W

Wetland - Wetlands are defined by the U.S. Army Corps of Engineers as those areas that are inundated or saturated by surface or ground water 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.

Wildlife - All non-domesticated plants, animals and other organisms.

Wildlife Corridor - Habitat that provides connectivity over different time scales (including seasonal or longer) among areas used by animal and plant species. Wildlife corridors can exist within unfragmented landscapes or join naturally or artificially fragmented habitats, and serve to maintain or increase essential genetic and demographic connection of populations. Wildlife corridors can include: 1) Connections that may not be fully and routinely occupied by species of interest but serve to ensure that such species are able to use disconnected tracts of habitat; and 2) Habitat that serves as permanently occupied stepping-stones to facilitate multi-generational movement between larger habitat areas.

Appendix – Appraisal Guidelines



Appraisal Guidelines - 2021

Spokane County Parks, Recreation, & Golf

Step 1 – Selecting Appraisers

The property owner(s) of a “Prioritized Acquisition List” property will work with the Spokane County staff or appropriate municipal jurisdiction to select two mutually agreed-upon *Local*¹ appraisers or teams of appraisers, licensed in the State of Washington, at least one of which (on any team) is an *MAI*² appraiser, to complete two independent Complete Appraisal Reports (similar to the previous “self-contained” style). The appraisals shall assign a value to the property consistent with the Uniform Standards of Professional Appraisal Practice, the reporting requirements of the Appraisal Institute and guidelines for federally insured lending institutions. The appraisers selected to complete the appraisal shall be mutually agreeable to both the property owner(s) and the Spokane County Parks Director or designee or the Municipal Parks Director or designee of whichever jurisdiction is providing direct oversight of the appraisal process, property acquisition negotiations and subsequent ownership. Under the special circumstances listed below, the Director or designee of the applicable jurisdiction may pursue the following alternative options in the public’s interest:

1. Consistent with the guidelines above, the applicable jurisdiction may elect to obtain and utilize one appraisal when the property is being offered for sale at a discount of 75% or more off of market value. This is in the interest of saving public dollars during the acquisition process; or
2. While the guidelines outlined above are intended to address most acquisition scenarios, unforeseen special circumstances or outside requirements may arise that may necessitate a deviation from said guidelines. The Spokane County Parks, Recreation & Golf Director may deviate or authorize a deviation from the appraisal process when appropriate. Examples of such a scenario may include a grant funding opportunity that requires a different type of appraisal report, the availability of local appraisers qualified to conduct certain types of appraisals, and/or other factors that justify a deviation from the appraisal process in order to best serve the public’s and the Conservation Futures Program’s interest.

¹ **“Local” shall be defined as having appraisal business based within Spokane County.**

² **“MAI” = Member of Appraisers Institute**

Appendix – Appraisal Guidelines

Step 2 – Using the Appraisal Reports

When the appraisal(s) are completed, the applicable jurisdiction may meet with the appraisers to review the appraisal report(s) in order to develop an understanding and comfort level with the methods used to reach their conclusions of value. The applicable jurisdiction shall use the information in the appraisal report(s) in putting together a potential purchase offer (purchase price) for the property.

Please Note

1. Under no circumstance shall the Conservation Futures Program pay higher than appraised value for a property, consistent with the appraisal guidelines above.
2. Program Integrity. Appearance of fairness is of the utmost importance in preserving the integrity of the Conservation Futures Program. For example, it would be unacceptable for an appraiser to be related to any party directly connected with the acquisition of a Conservation Futures property. It would also be equally unacceptable for a participant in the facilitation of the Conservation Futures Program to financially benefit from the selection and/or acquisition of a property through this program.
3. In the unlikely event that the results of the two appraisals are unsatisfactory to the Seller for use in reaching agreement, per the guidelines above and upon approval by applicable Parks Director or designee, a property owner may, at their sole expense, have a third appraisal completed on a property to be considered by the Conservation Futures Program (in addition to the other two appraisals) when establishing a mutually agreed upon purchase price and other terms.

Appendix – Evaluation Criteria



Evaluation Criteria - 2021

Spokane County Conservation Futures Program

Property Nomination: _____

Section 1 - Washington State Department of Fish and Wildlife Scoring

Department Biologist: _____

1. Wildlife Habitat Quality

(A) For property outside of the Urban Growth Area:

Points

- 0 Property contains little or no habitat for native species and would be very difficult to restore habitat.
- 1 Property contains little-to-no habitat for native species.
- 2 Property contains common habitat for species such as field mice, robins, crows, non-migratory waterfowl, coyotes, or deer.
- 3 Property contains important habitat for hawks, eagles, migratory waterfowl, or uncommon plant species, but does not provide linkage to a larger block of existing natural habitat or wildlife corridor.
- 4 Property contains habitat for small and large species and provides a linkage to a larger block of existing diversified natural habitat or wildlife corridor.
- 5 Property contains significant natural resources providing a diversity of natural habitats and on its own could sustain a larger diversity of species.

Points awarded: _____.

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Appendix – Evaluation Criteria

OR

(B) For property inside the Urban Growth Area:

Points

- 0 Property contains little-to-no habitat for native species and would be very difficult to restore habitat.
- 2 Property contains little-to-no habitat for native species.
- 3 Property contains wildlife habitat for common Species such a field mice, waterfowl, coyotes, and / or deer.
- 4 Property contains habitat for small and large species, but does NOT provide a linkage to an existing larger block of natural habitat or wildlife corridor.
- 5 Property contains habitat for small and large species and provides a linkage to a larger block of natural habitat or wildlife corridor.

Please note: If there's a commitment of funding or resources to restore habitat as part of the nomination, potential points would be awarded under Question 9 – Additional

Points awarded:_____.

2. Water Resources

Points

- 0 Property contains no surface water (seasonal or year-round).
- 1 Property contains only seasonal wetlands, springs, and / or streams.
- 2 Property contains a year-round wetland, spring, and / or stream.
- 3 Property contains several permanent wetlands, shoreline, streams, springs and / or other natural surface water source.
- 4 Property contains permanent wetlands, shoreline, streams, springs and / or other natural surface water source of regional significance.
- 5 Property contains significant permanent wetlands, shoreline, streams, springs or other natural surface water source of regional significance **and** provides public access to a major aquatic resource that could provide water-based recreational opportunities to Spokane County residents and visitors.

Points awarded:_____.

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Appendix – Evaluation Criteria

Section Score	Evaluator's Comments/Notes

Maximum Section Points Possible: 10

Appendix – Evaluation Criteria

Property Nomination: _____

Section 2 - Spokane County Parks, Recreation & Golf Staff Scoring

Department Staff: _____

3. Proximity for Maintenance and Oversight

Points

- 0 Property is located greater than 50-minutes travel time from applicable maintenance and oversight personnel or greater than 20 minutes travel time from existing, maintained park property.
- 2 Property is located greater than 40-minutes travel time from applicable maintenance and oversight personnel or greater than 15-minutes travel time from an existing, maintained park property
- 3 Property is located greater than 30-minutes travel time from applicable maintenance and oversight personnel or greater than 10-minutes travel time from an existing, maintained park property.
- 4 Property is located within 20-minutes travel time from applicable maintenance and oversight personnel or within 10-minutes or less travel time from an existing, maintained park property.
- 5 Property is located within 10-minutes travel time from applicable maintenance and oversight personnel or within 5-minutes or less travel time from an existing, maintained park property.
- 6 Property is located adjacent to or is an inholding within an existing, maintained park property.

Points awarded: _____.

Appendix – Evaluation Criteria

4. Property Size

(A) For property outside of the Urban Growth Area:

Points

- 1 Less than 25 acres.
- 2 25 - 79 acres.
- 3 80 - 159 acres.
- 4 160 - 499 acres.
- 5 500 + acres.

Points awarded: _____.

OR

(B) For property inside the Urban Growth Area:

Points

- 1 Less than 3 acres.
- 2 3 – 4 acres.
- 3 5 – 19 acres.
- 4 20 – 34 acres.
- 5 35 + acres.

Points awarded: _____.

Please note: If portion of a nominated property is located within the UGA, the nomination may be scored as if it's located within the UGA. Such determination shall be made by staff and may include such factors as but not limited to the percentage of nominated property located within the UGA (e.g. if 60% of the nominated property is located within the UGA, said property may be scored under 4(B)).

Appendix – Evaluation Criteria

5. Strategic Plan

Note: “Plan” means any plan or guiding document approved and/or adopted by an elected/government body (e.g. Spokane County Board of Commissioners). These plans are often municipal or county comprehensive plans, park plans, and/or state-wide plans.

Points

- 0 The property's acquisition would not further the goals and objectives of an adopted plan.
- 1 The property's acquisition would further the general goals and objectives found within an adopted plan.
- 2 The property's acquisition would further general goals and objectives found within two or more adopted plans.
- 3 The property's acquisition would further general goals and objectives found within three or more adopted plans.
- 6 The geographical area where the property is situated is specifically identified for preservation as a priority item in one or more adopted plans.

Points awarded:_____.

6. Access

Note: (1) If access can be attained from an adjacent, existing natural area, conservation area, or other park land, that access point may be considered for this question and (2) when the property is accessed via a gated, private road, the property may be scored as a “0” if public access does not practically exist.

Points

- 0 Property has no road access.
- 1 Property is accessed via an unimproved dirt or gravel roadway not suitable for general public use.
- 2 Property is accessed via a dirt or gravel roadway suitable for use by the general public with possible major improvements needed.
- 3 Property is accessed via a dirt or gravel roadway suitable for use by the general public without the need for major improvements.

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Appendix – Evaluation Criteria

4 Property is accessed via a paved public roadway.

Points awarded: _____.

7. Trailhead Feasibility

Note: If access can be attained from an adjacent, existing natural area, conservation area, or other park land, that access point may be considered and the property scored appropriately.

- 0 There appears to be no feasible location to develop a trailhead parking area on the subject property and/or the access road is private and gated which will limit public vehicular access to the subject property and may require the purchase of additional property.
- 1 There may be a reasonable location to feasibly develop a trailhead parking area on the subject property.
- 2 The subject property provides a suitable site to develop a future trailhead parking area and/or there is an area suitable for public parking with some limited improvements likely needed.
- 3 The subject property can be served by an established trailhead parking area, but said trailhead **may not have adequate capacity** to serve anticipated public usage.
- 4 The property can be served by an established trailhead parking area that has **adequate capacity** to serve anticipated public usage.

Points awarded: _____.

8. Liabilities

Note: If the nominator or property owner has offered to address the liability at their own expense, the property should be scored as if the liability does not exist.

Points

- (-2) Potential hazardous waste site or environmental problem present for which the purchaser must assume responsibility or existing structures are of no value and must be torn down
- 1 Property contains structures of value that provide no use to the public.
- 4 No costs for removal of dilapidated structures, metal debris, slash piles, etc. or no

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Appendix – Evaluation Criteria

restoration of the property needed.

Points awarded:_____.

9. Additional Consideration

Note: “Additional Consideration” may include: (1) a pledge to sell at a percentage discount off of the future agreed upon purchase price and/or (2) the value of other “assets,” which may include existing improvements, water rights, and/or voluntary, unsolicited commitments (e.g. donation(s) to help maintain / improve the property) that may provide a long-term revenue stream or savings associated with the ongoing care, maintenance, enhancement, and/or management of the property.

Points: Range 0 to 5 points

- 0 Additional Consideration is not applicable to this property.
- 5 The Seller and/or the Nominator have made a **significant commitment** that will help sustain the property and the Conservation Futures Program.

Points awarded:_____.

Section Score	Evaluator’s Comments/Notes

Maximum Section Points Possible: 34

Appendix – Evaluation Criteria

Property Nomination: _____

Section 3 – Land Evaluation Committee Member Scoring

LEC Member: _____

10. Connectivity

Points

- 0 Property is isolated and has no connection to an existing open space, park or trail system.
- 2 Property does not connect to an existing open space, park, or trail system, but is situated in between existing parklands/trail systems/private lands that allow public recreation and could one day serve as a connection to and/or an expansion of an open space, park, or trail system.
- 3 Property would add to an existing open space, park or trail system, either as an inholding or as an addition to.
- 5 Property would be a **strategic** addition to an existing open space, park or trail system, either as an inholding or as an addition to.
- 7 Property would provide a **significant** addition to an existing park or open space, greatly improving recreational opportunities and preserving a larger block of wildlife habitat to preserve large keystone species (e.g. moose).

Points awarded:_____.

11. Public Support

Points

- (-3) There is significant community opposition to and little or no demonstrated public support for acquiring the subject property.
- 0 There is no demonstrated public support for or there is an equal amount of support for and opposition to acquiring the subject property.
- 1 The subject property is supported by local residents or community group(s) with little or no opposition.
- 2 There is demonstrated, widespread support for the subject property's acquisition with

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Appendix – Evaluation Criteria

little or no opposition.

- 3 There is demonstrated, widespread support for the project **and** pledged donations to help care for, manage, and/or acquire the property with little or no opposition.

Points awarded:_____.

12. Destination

Points: Range 0 to 4 points

- 0 The property has no attraction or is unlikely to draw visitors to walk, bird watch, fish, picnic or use as an environmental classroom.
- 4 Property will likely become a destination, attracting a wide variety of visitors from throughout Spokane County.

Points awarded:_____.

13. Additional Qualitative Consideration

Note: “qualitative consideration” could include an important feature / quality inherent to the property not covered in the Evaluation Criteria above. Example: the property contains a site of cultural or historic significance.

Points: Range 0 to 3 points

- 0 The property does not warrant additional qualitative consideration.
- 3 The property contains significant qualitative considerations, such as cultural or historic sites/features.

Points awarded:_____.

Appendix – Evaluation Criteria

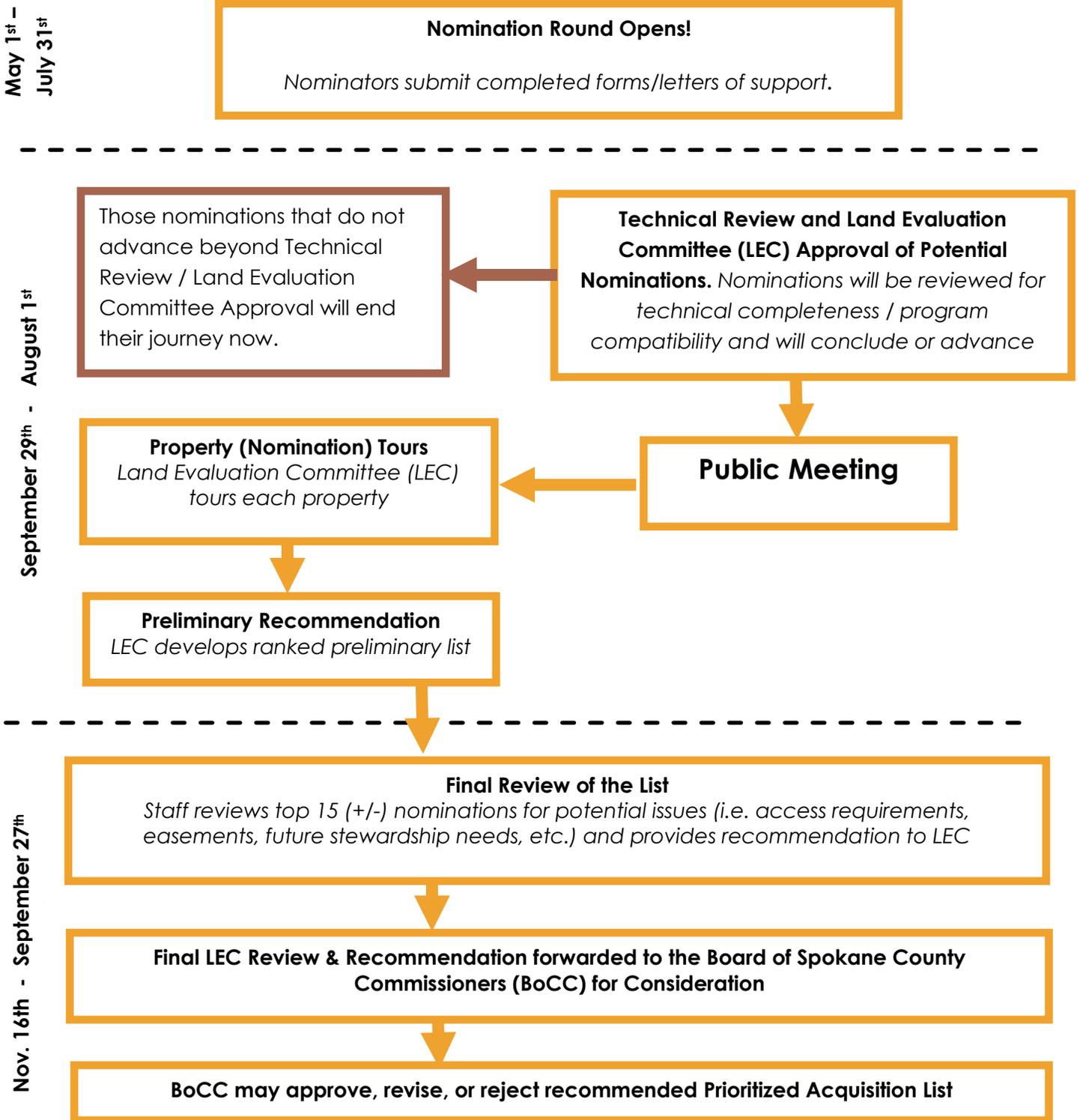
Section Score	Evaluator's Comments/Notes

Maximum Section Points Possible: 17

Please note: All LEC members' scores on this section will be added up and averaged with that average score being combined with the total scores of sections 1 and 2 to produce a total evaluation criteria score for a nominated property.

Property Nomination Process

Property Nomination Process Flowchart



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Property Acquisition Process (Post Nomination)

2021 Prioritized Acquisition List Approved!

Properties Ranked **Below**
the "Top 15"

Property Owners and Nominators will be notified of their rank on List and encouraged to re-apply in the next nomination round.

Properties Ranked in the
"Top 15"

Property Owners and Nominators **Notified of their Rank on the List.**

Appraisal - Beginning with the top-ranked property, Parks Staff contacts owner(s) and agrees on the selection of two (2) MAI Appraisers to conduct independent appraisals of property being pursued. According to rank, nominated property owners will be contacted & pursued as available resources permit.

"Deal or No Deal" - Staff works with owner/seller to execute a Purchase and Sale Agreement.

Contingency Elimination - Contingencies included within the Purchase and Sale Agreement are satisfied in preparation for closing such as: Phase I Environmental Site Assessment, Boundary Line Survey, and other matters as applicable.

Closing - Property is preserved!