



Appendix G

Full Proposal Instruction Example

This is an example of the instructions we provided to final candidates for the North Beaver Valley Farmland project. This can be used and modified for other projects.



Opportunity to Purchase North Beaver Valley Farmland

Instructions for Full Proposal

December 2024



Overview:

Thank you again for submitting a pre-application to purchase 47 acres of protected farmland in Beaver Valley, Chimacum. In this document you will find an overview of the selection process and who is involved; property details; information on the permanent conservation easement and resale restrictions; instructions for what to include in your full proposal; technical assistance resources for writing the proposal; and additional resources to explore.

The North Beaver Valley Farmland (NBVF) volunteer selection committee has invited eight applicants to submit full proposals based upon the strength and relevance of their pre-applications. The committee recognizes that only one of these applicants will be awarded the opportunity to purchase the farmland. If you are not selected, that does not mean that you do not have a strong proposal. In fact, we see value and importance in each of you. If you are not awarded the opportunity to purchase NBVF, we would like to connect you with the Jefferson LandWorks Collaborative and/or the

Farm to Farmer Network that can continue to work with you to meet your local agricultural land and business goals.

The volunteer selection committee was brought together by Jefferson Land Trust and is made up of a group of people with a diversity of age, ethnicities, experiences, and professions related to the food-system sector. These volunteers have helped in planning and implementing this process and will continue to be engaged in the decision of the selected buyer from the pre-application to the interviewing and selection stage.

Jefferson Land Trust, a nonprofit, has been involved in at least five local farm transfer projects in the last decade and has protected over 1,800 acres of farmland since 1992. Working with the Jefferson LandWorks Collaborative, we seek to prioritize not only protecting farmland forever, but to ensure that the farmland remains active, viable, and productive. To promote and encourage this, the Land Trust, other local service providers, and WA State agencies have created initiatives to support the Buy+Protect+Sell model of farmland protection. This model is beginning to be used by land trusts across the nation and helps to ensure that protected farms stay in production, while also helping farmers access more affordable farmland. The principles that are leading the North Beaver Valley Farmland sale process are: accessibility, equity, transparency, and promoting agricultural productivity.

Through the assistance of two Washington State programs (the Farmland Protection and Affordability Investment program and the Farmland Protection and Land Access program), and landowner donations, **the sale price of the NBVF Property is \$381,000.** However, if necessary, the Land Trust is open to holding a short term loan for up to \$120,000 directly with the selected buyer; terms to be negotiated.

Jefferson Land Trust anticipates the closing date to be mid-2025. In the effort to keep farmland productive forever, there will be an additional recorded document in place that will limit the increase on future resale value of the land. More information will be provided on this by the end of January 2025.

Property Details:

- 47 acres located at 7903 Beaver Valley Road. Jefferson County tax parcel numbers: 901133005, 901242002, and 901242006.
- Certificate of water right provides for irrigation of 40 acres.
- Infrastructure includes: driveway, functioning well pump, pump house, buried irrigation mainline, irrigation risers, and some boundary fencing.
- Historic agricultural uses include growing sweet corn, corn silage, cannabis, and hay.
- The soils are predominantly San Juan gravelly sandy loam and hydric soils with existing drainage ditches. Agricultural cultivation is possible on a majority of the property, except for the wetland conservation zone, described below.

- The existing well on the south end of the property appears to have adequate flow for future domestic use in addition to irrigation uses. The water quality has been lab tested and passed as potable. A water filter will likely be necessary. Jefferson County staff has indicated that new and existing wells in this watershed subbasin are allowed to be used for domestic purposes. Please contact Jefferson Land Trust directly with any questions.
- A septic feasibility study has shown that multiple types of systems are feasible within the building envelope. See more septic considerations below.
- There has been an annual lease held on the property by the Tri-Area RC Gliders Club (non-passenger aircrafts) for several years. The club members access the property via the driveway and utilize the airspace, a shipping container and small shed for their storage and operations. Jefferson Land Trust will renew the lease through mid-2025 or until whenever the property is sold to the selected farmer. The next farmer has the choice of whether to renew the lease with the club or not.

Conservation Easement Information:

The entire property will be subject to an agricultural conservation easement held by Jefferson Land Trust that runs with the land in perpetuity. This means that the property will always be available for agricultural use. Under the terms of the easement the property cannot be subdivided and will also retain one development right (there are no home structures on site at this time). Future residential and nonagricultural structures and improvements will be limited to a 1.8-acre building envelope in the NE corner of the property.



The conservation easement also protects a 3.5-acre Wetland Conservation Zone (WCZ) in the northwest portion of the property. Jefferson Land Trust will retain a 20-year right to access and enhance the wetland habitat values in the WCZ. Agricultural cultivation is not permitted in the WCZ.

Below is a general overview of permitted and prohibited uses of the property once the conservation easement is in place. This overview is not comprehensive, and you will have the opportunity to review the full 41-page conservation easement after it is recorded in February 2025. Jefferson Land Trust stewardship staff will work with the next landowner to develop a stewardship plan that aligns their farm plan with the terms of the conservation easement.

General terms:

- The water right must remain active.
- Impervious surfaces (pavement, foundations, gravel, driveways, roofed infrastructure, etc.) are limited to 3% of the total property acreage. Hoop houses are not considered impervious surfaces.

Permitted Uses:

- Agricultural and habitat-enhancing activities.
- Agricultural businesses and accessory uses.
- Development and use of the one remaining development right, according to current county code. This currently includes a residence, accessory dwelling unit, and farmworker housing according to Jefferson County Code 18.20.030. The number of bedrooms desired determines the septic system size within the building envelope. Please conduct your own research related to your proposal, using [Jefferson County's Department of Community Development](#) (link) resources.

Prohibited Uses:

- Subdividing the property (all three tax parcels will remain as one property forever).
- Impervious surfaces outside of the building envelope (except for necessary agricultural structures).

Requirements for Proposal:

To submit a full proposal for consideration by the selection committee, please provide the following information in a combination of narrative format and attached documents on or before **Sunday February 23, 2025**. Submitting all materials as one PDF document is preferred.

1. Please describe why you are seeking this opportunity.
2. Reflecting on your lived experiences and what has impacted and made you who you are, how will the opportunity to purchase and farm the NBVF property be significant and meaningful to you? How do you imagine your land

stewardship and farm business plan will contribute to the local community? What do you hope will be the legacy of your endeavors in 20+ years?

3. Description of your whole farm plan. Please be sure to address:
 - a. Description of the products you intend to produce.
 - b. Simple site plan sketch (suggested, but not required).
4. Provide a business plan for the farm, and if relevant, how it relates to any other farm operation you have. Please be sure to include:
 - a. Your relevant experience or what makes you prepared to accomplish your plan.
 - b. Your proposed business and land ownership structure. Does this business plan include other farm operations you're currently engaged in? Are multiple businesses engaged on this property?
 - c. Market analysis
 - d. Describe where you plan to market your products. What percentage will be local sales and what percentage wholesale?
 - e. Address: product, price, place, promotion, and competition.
 - f. SWOT analysis (optional)
5. Provide documentation to demonstrate the financial feasibility of your proposal. Please be sure to include:
 - a. For groups applying, indicate your organizational structure and who would be on the land title and financing.
 - b. A three-year expense projection including financing and servicing anticipated debt. Describe on- and off-farm income.
 - c. A property acquisition budget and capital budget.
 - d. Describe who or which entities are financing the purchase. Please try to provide letter(s) of pre-approval for your financing plans. Lenders should be notified that there will be a permanent agricultural conservation easement placed on the property prior to sale.
6. Describe your approach to land stewardship. Please be sure to address:
 - a. How you plan to enhance the conservation values of the property over time.
 - b. Best management practices (BMPs) that you will utilize on this property in relation to your whole farm plan. Please be specific (i.e. if you use the term "regenerative", describe which management actions you plan to use that make your farm plan regenerative).
7. Any other information that you think is important for us to consider. This could include press regarding your past agricultural operations, awards, or reflections on personal and professional accomplishments.
8. Provide up to three references (name, phone and/or email); agricultural-related references are helpful.

The volunteer selection committee will rank each proposal using the Ranking Criteria (Attached). Top proposals may be invited for a virtual interview with the selection committee in mid March 2025 followed by the selection of the buyer(s) after all

interviews are conducted. Any needs for language translation during interviews will be accommodated.




Please email or mail your proposal materials to:

North Beaver Valley Farmland Selection Committee



Technical Assistance Resources:

Business Advising

- Economic Development Council Team Jefferson – [visit their website](#) (link).
- Center for Inclusive Entrepreneurship (Olympic Peninsula Region) –
 or 
- Small Business Development Center (Olympic Peninsula) –


Financing & Loans

- Craft3, Regional non-profit lender – www.craft3.org
- LION (Local Investing Opportunities Network)- lion.opportunity@l2020.org
- [USDA Loans](#) (link) for Beginning Farmers and Ranchers
- AgWest Farm Credit - contact Leslie Sanford leslie.sanford@AgWestFC.com
- USDA Farm Service Agency, [Farm Loans](#) (link)

Additional Resources to Explore:

For questions about the property or the conservation easement, please contact Jefferson Land Trust: info@saveland.org.


Funding for this opportunity comes in part from: the [Farm Protection & Affordability Investment](#) program and the [Farmland Protection and Land Access](#) program.

[USDA Resources](#) (link) for Historically Underserved Farmers & Ranchers.

Jefferson LandWorks Collaborative, a network of partners working to make local working lands productive and profitable. Contact info@jeffersonlandworks.org or visit www.jeffersonlandworks.org.

WSU-Extension Jefferson County, Small Farms resources. Contact 



Jefferson County Conservation District, Farm and Natural Resource conservation plans. Contact 

Port Townsend Food Co-op, market demands. Contact Deb Shortess,
deb@foodcoop.coop

Chimacum Corner Farmstand, market demands. Contact [REDACTED]
[REDACTED]



North Beaver Valley Farmland CE Stewardship Zones

0 150 300 600 Feet

2023 Aerial imagery (NAIP)
For informational purposes only. All data represented are from varying sources and approximate.
Map created in September, 2024.

