

## Rod Fleck

---

**From:** Contezac, Jonathan <jon.contezac@wsu.edu>  
**Sent:** Wednesday, November 29, 2023 10:11 AM  
**To:** Rod Fleck  
**Subject:** Re: new Forks Weather Station  
**Attachments:** Temporary License Agreement Template CLEAN.docx

Hi Rod,

I thought I sent this, but I guess it failed to send for some reason. Sorry about the delay.

I've attached a clean copy of the licensing agreement that WSU put together. Let me know if you think this agreement will work.

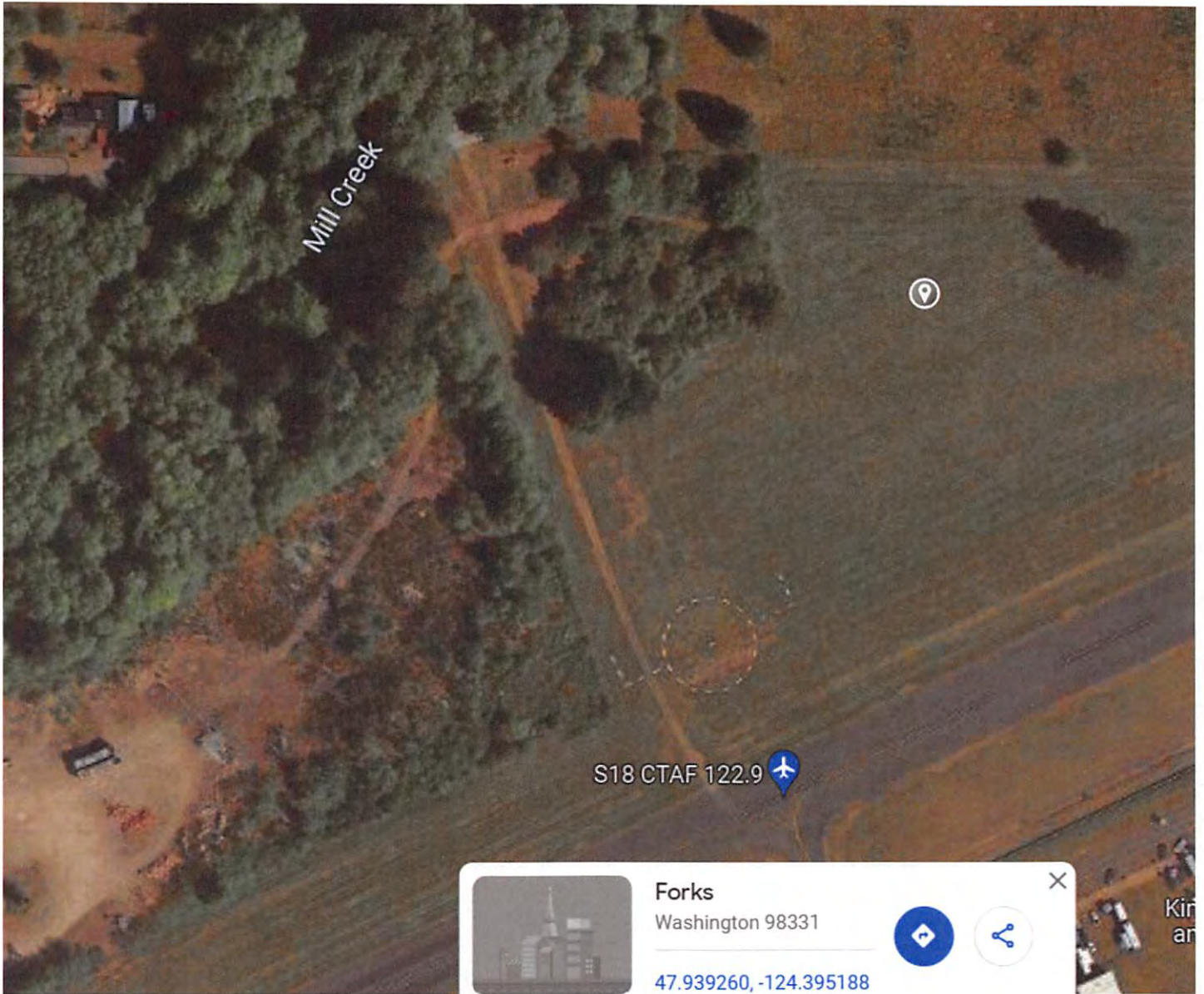
Best,  
Jon

Jon Contezac  
Field Meteorologist  
AgWeatherNet/Washington Mesonet  
WSU Mount Vernon  
Phone (office): 360-848-6123  
[Twitter](#)

---

**From:** Rod Fleck <rodf@forkswashington.org>  
**Sent:** Tuesday, March 28, 2023 9:48 AM  
**To:** Contezac, Jonathan <jon.contezac@wsu.edu>  
**Subject:** RE: new Forks Weather Station

[EXTERNAL EMAIL]



William R. Fleck  
City Attorney/Planner  
500 East Division Street  
Forks, WA 98331  
[rodf@forkswashington.org](mailto:rodf@forkswashington.org)  
360/374-5412  
*"Fortes Fortuna Juvat"*

---

**From:** Rod Fleck  
**Sent:** Tuesday, March 28, 2023 9:44 AM  
**To:** Contezac, Jonathan <[jon.contezac@wsu.edu](mailto:jon.contezac@wsu.edu)>  
**Cc:** Tim Fletcher <[timf@forkswashington.org](mailto:timf@forkswashington.org)>  
**Subject:** RE: new Forks Weather Station

Jon,

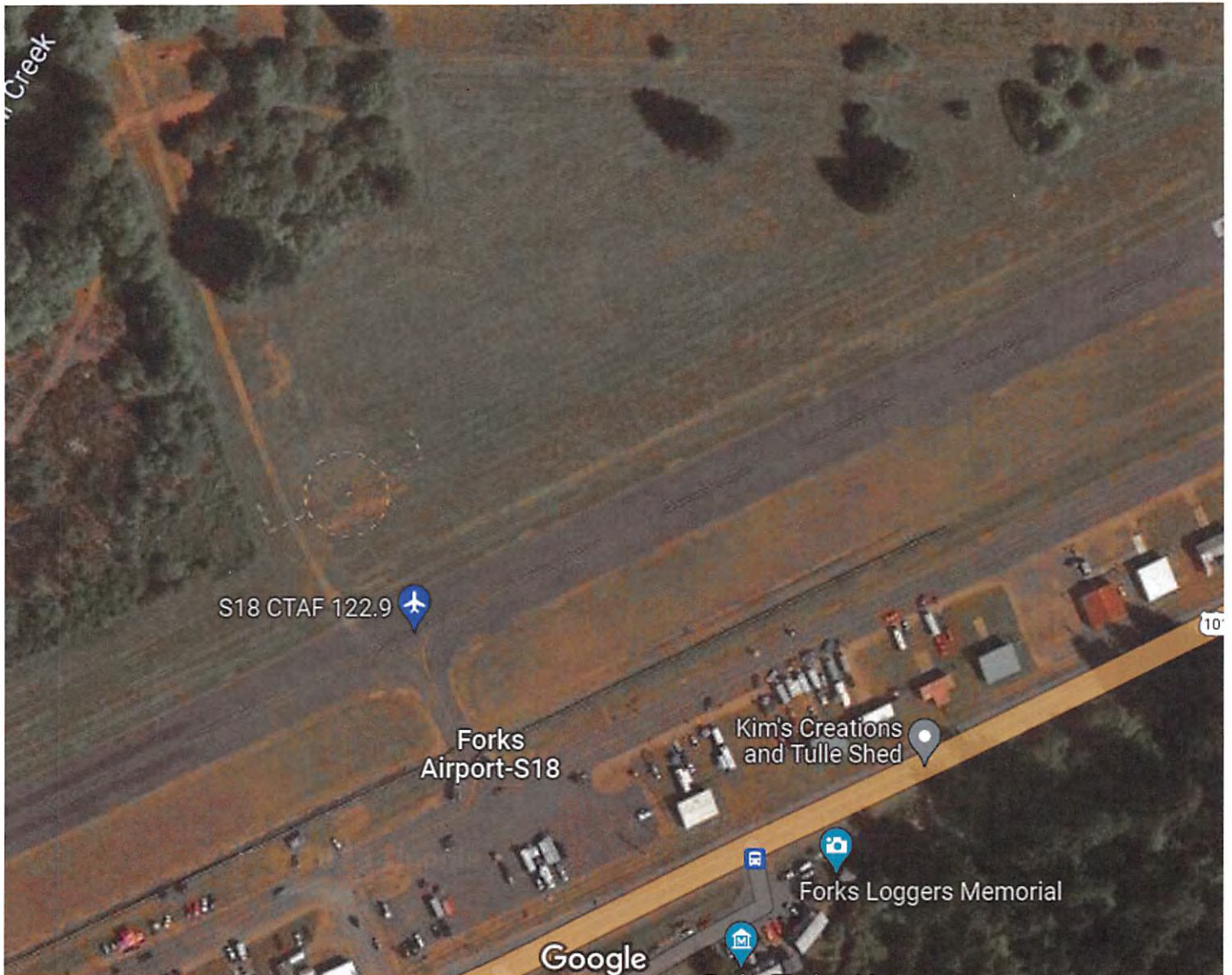
Good talking with you. So, after the various aspects need for this type of near instant weather information from such a station, this could be a location to the North North East of the Segmented Circle and Windsock. It would provide very

important information to pilots, but I would think that it could be extremely helpful in dealing with storm related issues for the City as well.

Give it some thought and while you are doing that, we can talk about this here at City Hall.

Take care,

Rod



William R. Fleck  
City Attorney/Planner  
500 East Division Street  
Forks, WA 98331  
[rodf@forkswashington.org](mailto:rodf@forkswashington.org)  
360/374-5412  
*"Fortes Fortuna Juvat"*

---

**From:** Rod Fleck

**Sent:** Monday, March 27, 2023 10:36 AM

**To:** Contezac, Jonathan <[jon.contezac@wsu.edu](mailto:jon.contezac@wsu.edu)>; Moulton, Laurel Anne <[laurel.moulton@wsu.edu](mailto:laurel.moulton@wsu.edu)>

**Subject:** RE: new Forks Weather Station

Jonathan,

Unfortunately, I will be in Victoria BC on Wednesday. We could try a phone call tomorrow if that works for you?

Rod

William R. Fleck

City Attorney/Planner

500 East Division Street

Forks, WA 98331

[rodf@forkswashington.org](mailto:rodf@forkswashington.org)

360/374-5412

*"Fortes Fortuna Juvat"*

---

**From:** Contezac, Jonathan <[jon.contezac@wsu.edu](mailto:jon.contezac@wsu.edu)>

**Sent:** Monday, March 27, 2023 10:34 AM

**To:** Rod Fleck <[rodf@forkswashington.org](mailto:rodf@forkswashington.org)>; Moulton, Laurel Anne <[laurel.moulton@wsu.edu](mailto:laurel.moulton@wsu.edu)>

**Subject:** Re: new Forks Weather Station

Hi Rod,

I will be in the Forks area on Wednesday and was wondering if you might be available to chat about prospective sites (or maybe visit some). Let me know if there is a time that works for you, and I can rearrange my route to accommodate.

Best,

Jon

Jon Contezac

Field Meteorologist

AgWeatherNet/Washington Mesonet

WSU Mount Vernon

Phone (office): 360-848-6123

[Twitter](#)

---

**From:** Contezac, Jonathan <[jon.contezac@wsu.edu](mailto:jon.contezac@wsu.edu)>

**Sent:** Tuesday, March 21, 2023 4:25 PM

**To:** Rod Fleck <[rodf@forkswashington.org](mailto:rodf@forkswashington.org)>; Moulton, Laurel Anne <[laurel.moulton@wsu.edu](mailto:laurel.moulton@wsu.edu)>

**Subject:** Re: new Forks Weather Station

Hi Rod,

It'd be great to co-locate our equipment with NOAAs. Their sensors would provide a good calibration check against our own. And our sensors could provide backup data if one of theirs should fail.

But I also like the idea of having the site be situated more locally within the town itself. The data is collected on behalf of the community and it is always a good thing for people to be able to see the weather station and be able to then connect with the data on our website ([weather.wsu.edu](http://weather.wsu.edu)).

So I could go either way. I checked out both the transit center and city hall on satellite images and street views. The site requires a 32'x32' area. So I think that the yard on the east side of city hall could work, but I don't see the necessary space at the transit center.

We are looking to build a reference grade weather station. This station meets World Meteorological Organization standards. The mast stands at 10 meters tall and it is supported with guy lines. This is why the site needs 32'x32'. The base is concreted in with a 20"x20"x20" cube. The site is full self contained: it operates on solar power and communicates via cell modem. Data is transmitted every 5 minutes and is updated on our webpage every 15 minutes.

We do have a few siting requirements to ensure we are able to capture the best data. The first is an exposure requirement. To collect accurate wind data, we require a 10:1 exposure ratio. This means that if a nearby tree or building is 30 feet tall, the site should ideally be no closer than 300 feet to said tree/building. Given the density of vegetation in the area, we would be willing to bend on this requirement a bit. The second requirement is that there can be no nearby irrigation. Irrigation will cause bias in just about all the measurements, and we are trying to measure as close to ambient conditions as possible.

Let me know if you think one of these locations would work better given these metrics. And here is a photo of one of the sites.

Best,  
Jon

Jon Contezac  
Field Meteorologist  
AgWeatherNet/Washington Mesonet  
WSU Mount Vernon  
Phone (office): 360-848-6123  
[Twitter](#)

---

**From:** Rod Fleck <[rod@forkswashington.org](mailto:rod@forkswashington.org)>  
**Sent:** Tuesday, March 21, 2023 3:37 PM

**To:** Moulton, Laurel Anne <[laurel.moulton@wsu.edu](mailto:laurel.moulton@wsu.edu)>

**Cc:** Contezac, Jonathan <[jon.contezac@wsu.edu](mailto:jon.contezac@wsu.edu)>

**Subject:** RE: new Forks Weather Station

[EXTERNAL EMAIL]

Hi Laurel,

So we have a pretty robust array of weather stations at UIL – what with the NOAA facility there and its ASOS. But, it's an option for sure.

I am wondering if maybe we should consider the Forks Transit Center as a location or even Forks City Hall?

Rod

William R. Fleck  
City Attorney/Planner  
500 East Division Street  
Forks, WA 98331  
[rodf@forkswashington.org](mailto:rodf@forkswashington.org)  
360/374-5412  
*"Fortes Fortuna Juvat"*

---

**From:** Moulton, Laurel Anne <[laurel.moulton@wsu.edu](mailto:laurel.moulton@wsu.edu)>

**Sent:** Tuesday, March 21, 2023 2:08 PM

**To:** Rod Fleck <[rodf@forkswashington.org](mailto:rodf@forkswashington.org)>

**Cc:** Contezac, Jonathan <[jon.contezac@wsu.edu](mailto:jon.contezac@wsu.edu)>

**Subject:** new Forks Weather Station

Hi Rod,

I've been working with the WSU [AgWeatherNet](#) team and the Clallam Conservation District to expand the network of weather stations on the Olympic Peninsula. Their planned location at Forks High School fell through, and I wondered if the Quillayute Valley Airport could be a viable location.

I've CC'd Jonathan Contezac on this email. He is the AWN field meteorologist coordinating the new weather stations. He can fill you in about the capabilities of the AWN system and other information. I am happy to chime in on some of the benefits that local farmers, livestock owners and others may get from the station.

Stations have recently been updated in Sequim and added in Port Angeles and Clallam Bay as well. The Clallam Conservation District has access to funding to pay for the stations and installation.

Laurel

**From:** Contezac, Jonathan <[jon.contezac@wsu.edu](mailto:jon.contezac@wsu.edu)>  
**Sent:** Tuesday, March 21, 2023 11:20 AM  
**To:** Moulton, Laurel Anne <[laurel.moulton@wsu.edu](mailto:laurel.moulton@wsu.edu)>  
**Subject:** Forks Weather Station

Hi Laurel,

We are trying to find a suitable location in the Forks area for a new weather station. We attempted to work with the public schools there, but we weren't able to get the needed space for it. I thought maybe the Clallam County WSU extension might know someone in Forks who would be interested in this project and could help with networking. Do you think you could spread the word? I'll include a photo of the weather station we would build to support the community.

## Rod Fleck

---

**From:** Kevin Grant - NOAA Federal <kevin.grant@noaa.gov>  
**Sent:** Tuesday, October 17, 2023 11:49 AM  
**To:** Rod Fleck  
**Cc:** Helene Scalliet - NOAA Federal  
**Subject:** Sanctuary Trailer in Forks (airport?)

Hi Rod,

Following our conversation on Saturday, I wanted to send you a few more details about our needs for a 4-bedroom mobile home to house staff in Forks. As you know, we have a limited time window to purchase a mobile home that could be a base for OCNMS field operations, but would need to be able to lease property in or near Forks on which to place the trailer.

**1. Space and utilities for OCNMS 4-bedroom trailer.:**

We would need space for a double wide trailer and access to water, electricity (200 Amps are needed for bigger trailers) and sewer. Double wide trailers range in size, but 74 ft by 40 feet seems like a good estimate for the size of the trailer.

**2. Other options:**

We have not been able to find other long-term options for housing near Forks. Our biggest need is during the summer when our operations are based out of La Push, where our vessel is located during field season. While we used to be able to make reservations early in the season with the ONRC for summer field work, it is no longer feasible because we often need to cancel due to inclement weather that forces us to reschedule our field work. Making (or cancelling) reservations on short notice does not work with the ONRC. Our current practice is to pay for hotel stays for four staff every time we do field work, but it is expensive and it is difficult when we have to reschedule on short notice.

**3. Possible partnering:**

Our housing needs are mainly during the field work season, which runs from May to September. During the rest of the year, we may need housing for staff coming to Forks for meetings or teacher workshops, but no more than a few nights here and there. We would also offer housing to partners when we are not using it (e.g., researchers, etc) but would need to discuss this further with you.

In addition to the above, I have included Helene Scalliet in this email. Helene is our new Deputy Sanctuary Superintendent and will be spearheading the acquisition of the trailer and any leasing agreements we may need.

We'd like to get the ball rolling on this as quickly as possible. Please let me know if you need other information.

Thanks,  
Kevin

--

Kevin Grant  
Sanctuary Superintendent  
Olympic Coast National Marine Sanctuary  
Cell: (360) 565-6196  
(pronouns: he, him, his)



**RESOLUTION NO.  
A RESOLUTION OF THE CITY OF FORKS, WASHINGTON  
ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE 2025  
COMPREHENSIVE PLAN UPDATE.**

**WHEREAS**, the City exercises comprehensive land use planning pursuant to Washington's Growth Management Act (RCW 36.70A), and under that authority the City intends to amend the Forks Comprehensive Plan and Forks Capital Facilities Plan by June 2025; and

**WHEREAS**, RCW 36.70A.035 requires reasonable public participation efforts be conducted whenever comprehensive plans or development regulations are amended; and

**WHEREAS**, the City Council finds that the proposed Public Participation Plan is reasonably calculated to provide notice of the proposed amendments to comprehensive plans and development regulations to property owners and other affected and interested individuals, government agencies, businesses, the Quillayute Valley School District, and other organizations, and

**WHEREAS**, the City Council finds that the proposed Public Participation Plan is intended to broadly disseminate information about the procedures employed to amend the comprehensive plans and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A.130(2)(a) and RCW 36.70A.140, and

**WHEREAS**, the City Council finds that the proposed Public Participation Plan is consistent with the intent and the procedures for amending Forks Comprehensive Plan and Forks Capital Facilities Plan as described in the Forks Municipal Code. **NOW THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF FORKS, WASHINGTON**, hereby resolves as follows:

The public participation plan attached hereto and incorporated herein as Exhibit A, shall guide public participation efforts during completion of the 2025 Comprehensive Plan amendment cycle.

**ADOPTED** this 11<sup>th</sup> day of December, 2023, by the City Council of the City of Forks Washington and signed on the same day.

-----  
Tim Fletcher  
Mayor

Attest:

Approved as to Form:

-----  
Caryn Depew  
City Clerk/Treasurer

-----  
William R. Fleck  
City Attorney/Planner

# Public Participation Plan

## Forks Periodic Comprehensive Plan Update



### Introduction and background

The City of Forks Comprehensive Plan is a long-range planning document containing goals and policies, which are intended to be a guide concerning future land use, extensions of community services and facilities, parks and open space, designation of environmentally sensitive areas, and desirable urban design elements for the City.

The City of Forks is required by the State's Growth Management Act to undertake periodic updates to its adopted Comprehensive Plan. Periodic review and update of the City's comprehensive plan and development regulations is necessary to reflect current laws, local needs, new data, correct errors, and/or clarify intent. As the City of Forks changes, the City's Comprehensive Plan needs to reflect the vision of the community.

In addition to being required by law, the City of Forks recognizes that an effective participation process is vital in updating and implementing its comprehensive plan. The Forks Public Participation Plan (PPP) is a document that guides the city on how to reach out to the public and outlines methods and resources used to do so. Forks is committed to providing opportunities to engage the public in the planning, development, and implementation phases of the comprehensive planning process.

The PPP aids the City of Forks by providing a framework for information distribution, public notice, and input on key comprehensive planning decisions. It is important to Forks to ensure local governments and agencies, state and federal partners, and the public are aware of the City's planning activities. This plan provides an outline of those activities.

The Washington State Growth Management Act (GMA) Revised Code of Washington (RCW) 36.70A, sets forth several state planning goals. Included in the statewide goals is RCW 36.70A.020 (11), which states in part, "Citizen Participation and coordination. Encourage the involvement of citizens in the planning process...". Citizen participation is further addressed in RCW 36.70A.035 Public Participation - Notice Provisions and 36.70A.140 Comprehensive Plans - Ensure Public Participation.

RCW 36.70A.140 of the GMA requires each City planning under the GMA to "establish and broadly disseminate to the public a public participation program". This section of the GMA further requires the city provide for "early and continuous public participation in the development" of the City's comprehensive plan or any amendments.

The development of the public participation program is the responsibility of the City of Forks if the program meets the requirements noted above. The Washington Administrative Code (WAC) 365-196-600(3) provides recommendations for meeting the public participation requirements of the GMA.

### Intended outcomes

The public participation effort is intended to achieve specific desired outcomes, which include:

1. A public involvement process that provides clear information to the public on the purpose of the

Comprehensive Plan update and how the update process works.

2. Public meetings and events designed to provide opportunities for all interested parties to be heard, and for people to listen and learn from each other.
3. Broad participation of all interested groups and individuals regardless of point of view.
4. A transparent process which clearly documents all public input and makes it available for all to review.
5. Improve the decision-making process to include the interests and needs of stakeholders

### **Early and continuous public involvement**

The City of Forks is committed to encouraging early and continuous public involvement in the update of the Comprehensive Plan. Methods to encourage public involvement include: a dedicated webpage on the City's website, consistent and regular notification to interested parties throughout the process, Planning Commission Meetings which are both advertised and open to the public, Open Houses (hosted by the Planning Commission) to solicit public comments, and a Public Hearing before the Planning Commission.

The City of Forks website will have a page designed to provide information on the Comprehensive Plan update, post the proposed amendments as they are presented to the Planning Commission, and provide information on how the public can comment on the proposed amendments. The website will also provide information as to how the public can sign up and receive notifications when proposed amendments are available for review, as well as notification of upcoming Planning Commission and Council meetings where the proposed amendments will be discussed.

The Planning Commission will serve as the primary working group and advisory body for the Plan update. It will review and provide input on the proposed amendments in a series of workshops before holding a Public Hearing on the proposed updates. The Planning Commission meetings are typically held on the **third Wednesday** of the month. These meetings are open to the public and provide an opportunity for public comment. The meeting agendas are advertised in the Forks Forum. Written comments received will also be provided to the Planning Commission for consideration.

A general open house will be conducted following the initial Planning Commission sessions and prior to the issuance of a State Environmental Policy Act (SEPA) Threshold Determination for the proposed amendments. The invitation to the Open House will be distributed through all public notification avenues available to the City including notice of the open house being published in the Forks Forum, posted at City Hall, posted on the City's website, and email notification to established email lists.

A Public Hearing will be conducted by the Planning Commission to solicit public comments prior to forwarding its adopted recommendation to the City Council.

### **Participation methods**

Several recommendations for meeting the GMA public participation requirements are included in WAC 365-196-600(3.a), which emphasizes the importance of involving the broadest cross-section of the community into the planning process. Moreover, the WAC encourages jurisdictions to involve groups not previously involved in planning to become involved in the comprehensive plan process. The following are the events proposed for the City of Forks citizen participation process.

**1. Visioning process** - will occur early in the comprehensive planning process and provide citizens an opportunity to establish a framework and context upon which the comprehensive plan will be based. It is anticipated that the Planning Commission meetings will provide the forum for the initial community

visioning process.

**2. Communications programs and informational services** - as staff and budgetary resources allow, will include the following citizen participation techniques in the City's citizen participation strategy:

- a. **Interest groups** - including (i.e., Chamber of Commerce, West End Business and Professionals Association, neighborhoods, etc.) and arrange to meet and discuss relevant comprehensive plan issues. Materials will also be shared with the Quileute and Hoh Tribes.
- b. **Community workshops/open houses** - including workshops hosted by the Planning Commission to encourage community participation in the development of the comprehensive plan.
- c. **Press releases and public service announcements** - including information to local newspapers, radio station, and the City's website.

**3. Public meetings** - including a series of public meetings hosted by the Planning Commission on the preliminary draft comprehensive plan to ensure that the city will meet the requirement for "early and continuous" public participation in the comprehensive planning process.

**4. Public hearings** - to provide public notice that meets the requirements of RCW 36.70A.020, .035, and .140. The WAC also recommends that the City Council conduct a public hearing prior to final adoption of the comprehensive plan.

**5. Written comment** - with continuous opportunities for citizens to provide written comment. Written comments may be in the form of letters and other correspondence to the city regarding the plan.

**6. Tracking events and actions** - with a log of all public participation meetings, events, and actions that the city engages in to provide documentation on the City's effort to meet the requirements of the GMA.

### **Broad and effective noticing**

The public participation requirements of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) include notice procedures that are reasonably calculated to provide notice to property owners and other affected and interested individuals of proposed amendments to the Comprehensive Plan and development regulation. Examples of notice provisions include:

1. Posting notice at City Hall and the Forks City Library.
2. Publishing a notice in the Forks Forum, the City's designated newspaper of general circulation.
3. Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered.
4. Publication of notice of the meeting/open house in the Forks Forum.
5. Sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas.

In addition to the noticing techniques listed above, the city will maintain a dedicated page on the City's website on the comprehensive plan update, which may include meeting agendas, minutes, staff reports, etc.



December 7, 2023

Forks City Council  
500 E Division St  
Forks, WA 98331

RE: Vertical Bridge Cell Lease

Dear Members of the Forks City Council,

As you are aware, on June 26, 2023, the Forks City Council approved the signing of a lease agreement between the City of Forks and Vertical Bridge for the construction of a cell tower to be located at: ***Being all of Lot 1, Campbell Pit Short Plat for City of Forks as recorded in Volume 36, Page 40 in the Office of the County Auditor, Clallam County, Washington.*** However, after the full execution of the lease agreement, a geographical soil study was conducted on Lot 1 and the results of the study indicate that the lot is not suitable for construction due to the presence of a significant amount of organic fill in the drilling samples.

In light of this, Vertical Bridge has worked with the City staff to identify a viable alternative site for the cell tower construction. After careful consideration, we propose relocating the cell tower to Lot 6, as indicated in the attached plat. This alternative site has been evaluated to ensure it meets all necessary requirements and will still provide the essential coverage intended for the initial location.

We kindly request the Forks City Council's approval for the relocation of the cell tower to Lot 6.

We appreciate the City Council's understanding and cooperation in this matter. Thank you and we look forward to your favorable response.

Sincerely,

Kelley Faucheux  
Director of Site Acquisition  
SMW Engineering Group, Inc. on behalf of Vertical Bridge

# CAMPBELL PIT SHORT PLAT

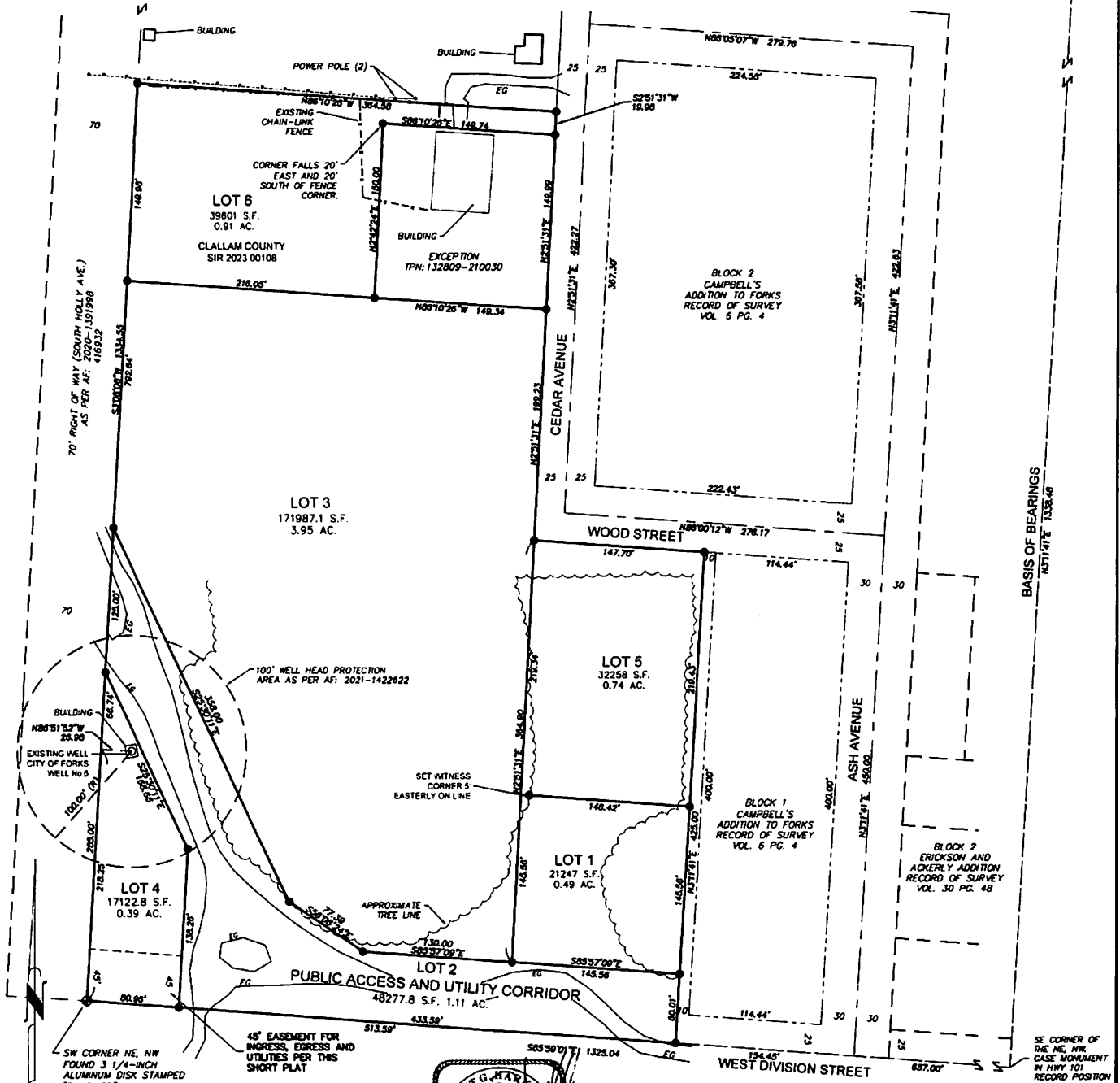
SHEET 2 OF 2

SECTION 9, TOWNSHIP 28 NORTH, RANGE 13 WEST, W.M.

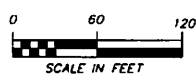
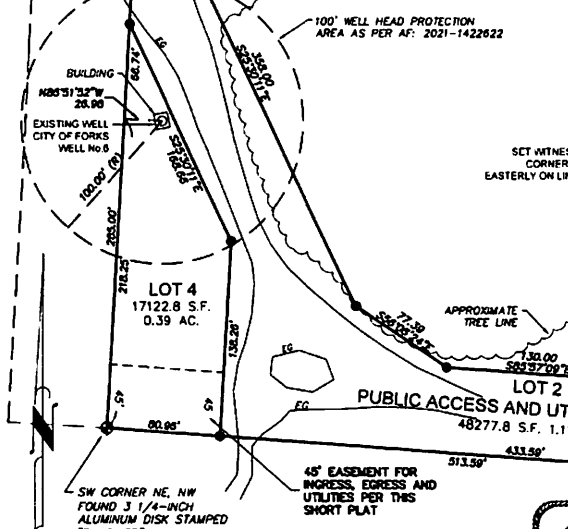
NORTH 1/16  
CORNER OF NW 1/4  
SECTION 9 FOUND  
CAPPED REBAR  
WITH TACK

NORTH 1/4 CORNER  
OF SECTION 9 FOUND  
BRASS DISK .3"  
UNDER ASPHALT

BLOCK 3  
CAMPBELL'S ADDITION TO FORKS  
RECORD OF SURVEY VOL. 46 PG. 63



VOL 36 PG 40



SCALE: 1 INCH = 60 FEET  
BASIS OF BEARINGS = EAST  
LINE OF THE NE 1/4 OF NW 1/4,  
AS PER RECORD OF SURVEY  
VOLUME 70 PAGE 84



- LEGEND**
- ◆ 3 1/4-INCH ALUMINUM DISC STAMPED "RAYONIER" AS PER RECORD OF SURVEY VOLUME 36, PAGE 7, FOUND BY THIS SURVEY IN DECEMBER OF 2022
  - ⊙ SET 5/8-INCH REBAR WITH YELLOW PLASTIC SURVEY CAP STAMPED "NTIS-HARKSELL 32430" BY THIS SURVEY IN FEBRUARY AND MARCH OF 2023

Revised: August 08, 2023 10:48:54 AM  
 A:\Users\j\Documents\Projects\13281\13281-01\13281-01.dwg  
 NTI SURVEYING, INC.

PORTIONS NE1/4, NW1/4 SECTION 9  
 TOWNSHIP 28 NORTH, RANGE 13 WEST, W.M.  
 CLALLAM COUNTY, WASHINGTON

SCALE	1" = 60'	DATE	07-17-2023
DRAWN BY	ABEL - SG4		
CHECKED	SGH		
REVIEW	SGH		
SHEET	2 OF 2		

**NTIS**  
NTI SURVEYING

PORT ANGELES, WASHINGTON  
 (360) 452-8491  
 NTISURVEYING.COM

**CAMPBELL PIT SHORT PLAT**  
for  
CITY OF FORKS



8 (28N-R13W)