

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
August 25, 2025 7:30 p.m.

**PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

0:01 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:24 **ROLL CALL**

Council members present: Patel, Wood, Soha, Gingell, Coleman, and Mayor Fletcher. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief, and Hampton, Public Works Director.

**MODIFICATIONS/APPROVAL OF AGENDA**

0:35 Mayor Fletcher introduced Charlotte Archer, Special Legal Counsel to the City Council and present via Zoom, who asked that consideration of a request from Appellant Dave Ferguson to change the date of his closed-record appeal be added to the agenda as Action Item 7.

2:43 **Motion** to approve the agenda as modified by Gingell, second Wood, motion carried.

**PUBLIC COMMENT**

3:25 Sarah Huling said she hopes the City will work with Friends of Forks Animals on improvements to the animal shelter indicated in the draft Comprehensive Improvement Plan. She also asked for a quick response to e-mails she sends to the general City e-mail account so she knows they were received.

5:34 Corey Pearson commented on, and asked a number of questions about, short-term rentals and their impact on City infrastructure.

8:38 Phoeme McCracken asked if the City has any recourse if the chip-seal project does not turn out as expected.

9:48 Lissy Andros, Director, Forks Chamber of Commerce, noted the upcoming FTF Festival and said volunteers are always welcome. As a resident of the City, she commented on the speeding on Calawah Way, and asked Council if there is anything they can do to slow drivers down.

11:57 John Witherspoon said he would like the deaf child sign on Trillium to be replaced, and the speed limit on that street reduced. He also said he is concerned about water runoff after the chip-seal project is complete.

- 13:39 Lissy Andros added to her previous comment, informing Council that people seem to be so pleased about reaching an actual human being when they call the Visitor Information Center.
- 14:01 **ACTION ITEMS**
- 14:09 **1. Minutes of Regular Meeting held August 11, 2025**  
**Motion** to approve minutes of the Regular Meeting held August 11, 2025 by Wood, second Coleman, motion carried.
- 2. Expenditures**
- 14:32 **Motion** to approve payroll checks 44737 through 44752 in the amount of \$87,064.43, and claim checks 44753 through 44786 and EFTs as included in the total amount of \$57,040.26 by Patel, second Gingell, motion carried.
- 3. Decker Annexation Public Hearing**
- 15:31 **Motion** to set the public hearing on the Decker annexation for September 22, 2025 by Wood, second Patel, motion carried.
- 4. Resolution No. 528: EFT Policy and Procedures Adoption**
- 16:03 Clerk/Treasurer DePew introduced the proposed EFT Policy and Procedures and the reason behind it.
- 16:15 **Motion** to adopt Resolution No. 528, EFT Policy and Procedures, by Wood, second Gingell, motion carried.
- 5. Capital Improvement Plan 2026–2031 Public Hearing**
- 16:49 **Motion** to set the public hearing on the proposed Capital Improvement Plan 2026–2031 for September 22, 2025 by Gingell, second Coleman, motion carried.
- 6. Industrial Park Lease—Riverside—Exhibit D**
- 17:29 Attorney/Planner Fleck introduced and explained changes to Exhibit D in the proposed lease with Riverside Forest Products USA.
- 19:44 **Motion** to authorize the Mayor and staff to adopt the changes indicated, or equivalent wording, for the proposed lease agreement with Riverside Forest Products USA for Industrial Park properties by Soha, second Patel, motion carried.
- 20:24 **7. Consideration of a Request from Appellant Ferguson to Move the Closed-record Appeal**
- 20:53 Charlotte Archer, Special Legal Counsel to the City Council, provided legal context for the Appellant's request, and said she is available to answer any questions Council may have as they consider the request.
- 24:31 Mayor Fletcher invited the Appellant to speak to his request.

Neither the Appellant nor a representative was present to speak to the request.



- 25:32 Mayor Fletcher invited discussion of, or a motion on, Appellant Ferguson's request.
- 25:37 Gingell asked for an explanation of the appeal process. Ms. Archer provided a thorough response. Additional discussion ensued.
- 29:44 Mayor Fletcher invited the Applicant's representative, Meridee Pabst, to speak to the request to change the date of the closed-record appeal.
- 29:54 Meridee Pabst, representing Vertical Bridge, asked that Council proceed with this matter as quickly as possible, and noted that Vertical Bridge is asking Council to dismiss the appeal due to a late filing.
- 31:02 Ms. Archer responded to Ms. Pabst's question.
- [~30:06] [Appellant Ferguson joined the meeting via Zoom.]
- 31:40 Mayor Fletcher invited discussion of, or a motion on, Appellant Ferguson's request.
- 31:49 Appellant Ferguson interrupted discussion of his request to ask for the opportunity to speak, which Mayor Fletcher granted.
- 32:25 Appellant Ferguson explained his request to change the date of his closed-record appeal.
- 33:25 **Motion** to move the date of Dave Ferguson's closed-record appeal of the Special Use Permit, granted and upheld by the Planning Commission, from September 8 to September 22, 2025 by Soha, second Gingell, motion carried.

#### **DISCUSSION ITEMS**

- 34:30 **1. Proclamation Designating August 31, 025 as International Overdose Awareness Day**  
Mayor Fletcher introduced the proclamation he will be issuing.
- 35:32 **2. Transmittal of Ferguson Appeal of Planning Commission Decision**  
Attorney/Planner Fleck read Dave Ferguson's appeal of the Special Use Permit granted and upheld by the Planning Commission, which will now be heard on September 22, 2025, into the record.
- 36:33 **3. Forks Avenue Speed Limit Update**  
Attorney/Planner Fleck reported his progress on having WSDOT conduct a traffic study as part of an inquiry on reducing speed limits at the edges of town.
- 38:05 **4. Clallam County/Forks Multi-Jurisdictional Hazard Mitigation Plan**  
Attorney/Planner Fleck introduced relevant portions of Clallam County's Multi-Jurisdictional Hazard Mitigation Plan, which has satisfied FEMA's planning requirements, and informed Council of next steps in the adoption of the MJHMP.

40:57 Gingell initiated discussion of identifying and prioritizing critical facilities in need of back-up generators, establishing a procurement plan, and seeking grant funding, as well as FEMA's Hazard Mitigation Assistance Program as a funding source. This led to additional discussion of power outages.

#### **5. Council Member Reports**

45:40 **Council Member Patel** thanked Lissy Andros for recommending him for the Olympic Peninsula Visitor Bureau Board of Directors, to which he has been appointed to represent Forks.

48:23 **Council Member Coleman** said he was first on the scene to a search and rescue call for a missing mushroom picker who did make her way back to her car. He then said he would like to form a group of volunteers to pick up garbage along the roads, and asked if the City could put out caution signs for them.

#### **6. Staff Reports**

49:48 **Public Works Director Hampton** said he could have road work signs put out. He then responded to questions raised during public comment, saying that roads are being correctly crowned with the chip-seal project, but that the amount of water runoff will be the same as it has always been because the area of the roads is not being changed; water and sewer use, as well as connections to those services, are well monitored; and he specifically asked to have the chip-seal surface fog sealed to help avoid issues down the road. He also noted that the chip-seal project is the result of a \$1.8-million grant from the Transportation Improvement Board, and anyone with concerns about the chip-seal should contact the TIB directly.

53:55 **Police Chief Rowley** reported that a business owner had complained about dust from the chip-seal project, and that the City had since closed the portion of road causing the problem. He then asked people to drive slower. He also reported on the successful efforts of his officers to stop speeders; motorcycles riding on the roads; and a chase that was abandoned after another car was forced to go in the ditch.

58:29 **Attorney/Planner Fleck** reported having attended a Community Wildfire Prevention Plan meeting where various potential wildfire prevention projects, including one related to Bonneville power lines and the tree buffer along them, and grant funding for those projects were discussed. He also said a public hearing on the City's Growth Management Act Comprehensive Plan will be held at the Planning Commission meeting on September 17.

#### **7. Mayor's Report**

1:03:44 Mayor Fletcher asked that people take any concerns regarding the chip-seal project to City staff or himself.

#### **8. ADJOURNMENT**

1:04:34 **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:35 p.m.

  
Caryn DePew, Clerk/Treasurer

  
Tim Fletcher, Mayor