

**Notice of Approval of  
SPECIAL USE PERMIT  
31 Sitka Circle Vacation Rental  
Forks, WA 98331**

**Project**

**Proponent:** Olympic Coast Rentals, LLC  
Ravae O'Leary  
PO Box 1515  
Forks, WA 98331

**Description of**

**proposal:** Olympic Coast Rentals, LLC is seeking a special use permit pursuant to the City's zoning code for the utilization of the single-family residence of approximately 2,016 sq. ft. (3-bedroom, 2-bath) as a short-term vacation rental when they are not occupying it. The property is zoned "Moderate Density Residential (R-3)." Vacation renters would utilize existing utilities associated with the home, as well as the existing parking facilities. The residence utilizes an on-site septic system. Storm water drainage is already addressed with the existing facilities. The proponents are making no structural changes to the building.

**General Legal**

**Description:** Lot 18 of the Raven Crest 1<sup>st</sup> Division as recorded in Vol 8, Pg. 24 of Plats being in the NE ¼ of the SW ¼ of Section 4, T 28 N, R 13 W, Clallam County, WA  
Tax Id. No. 1328045101700000

**Lead Agency** Rod Fleck, City Attorney/Planner  
City Planning Department, City of Forks  
500 East Division  
Forks, Washington 98331

**Proposed**

**Project:** Conversion of a single-family residence into a vacation rental requires a special use permit which triggered the need for the State Environmental Policy Act (SEPA) review. Proponents are proposing no structural changes to the 2,016 sq. ft. (3-bedroom 2-bath) residence and are only seeking permission to change the use of the property.

**APPROVAL OF PROJECT**

Notice is hereby given that the above referenced applicant was granted a special use permit for the use described in the project description. A special use permit was required for any vacation rental in a facility zoned Moderate Density Residential. A determination was made that the proposed use would not conflict with the neighborhood's existing uses, nor result in hazards or adverse environmental impacts arising from the proposed special use.

A SEPA determination regarding this use in relationship to potential environmental factors has been made. Additional information can be found in the SEPA review and permit issued by the

City Planner. A copy of this is attached to those mailed this notice, and those reading the printed version of this may obtain a copy from Mr. Fleck at the number below.

Any party affected may appeal the decision to the Forks Planning Commission within 14 days of the date of the decision by the Planning Director. The appeal shall be filed in writing with the City Planning Director. The appeal must state the name and address of the appealing party, in addition, the appeal must state the specific problems that the proposed use would have with regard to the public interest; the creation of nuisances, hazards, and other adverse impacts; and/or, the lack of conformance between the proposed development and the comprehensive plan. The appealing party must sign the appeal. In addition, the \$100 fee plus the \$100 notice publication/notice deposit (the actual amount would be billed to the appellant) needs to be paid at the time of the appeal. Appeal must be filed prior to 1 p.m., 3 Jul 2026

18 June 2026



William R. Fleck  
Attorney/Planner