

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
July 27, 2026

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

0:00 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

ROLL CALL

Council members present: Patel, Kimball, Soha, Gingell [arrived at 7:45 p.m.], Pearson, and Mayor Fletcher. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, and Hampton, Public Works Director. Absent: Rowley, Police Chief.

MODIFICATIONS/APPROVAL OF AGENDA

0:53 **Motion** to approve the agenda as presented by Soha, second Patel, motion carried.

PUBLIC COMMENT

1:41 Mary Howell complained about the noise and smell from a large number of farm animals kept on a neighboring property, and suggested the Forks Municipal Code be amended to limit the numbers of some farm animals that can be kept in City limits and completely ban others.

6:19 Katherine Jackson read from a prepared statement regarding an e-mail voicing concerns about a member of the Planning Commission she had sent to the Mayor and City Attorney, but to which she has had no response. She then read the e-mail aloud.

9:34 Andrew Hoschar said he thinks the responsible operation of golf carts on city streets should be permitted.

11:10 Deborah Gaydeski said she is concerned about the safety of children crossing streets on their way to school and those coming from the north on Clallam Transit buses and dropped off near Tillicum Park, and said she would like to see more crosswalks. She also suggested the traffic signal at Forks Ave and Calawah Way be activated again, and said the signs showing local clubs and organizations at both ends of town look terrible.

14:47 Lissy Andros, Director Forks Chamber of Commerce, agreed the signs look terrible, and then thanked the Public Works crew for making the Ben Dome available for Movies in the Park the previous weekend. She said the next movie, Jurassic Park, will be shown on August 22.

ACTION ITEMS

1. Council Meeting Minutes

- 16:16 **Motion** to approve minutes from the July 13, 2026 Regular Meeting by Soha, second Patel, motion carried.

2. Expenditures

- 16:38 **Motion** to approve payroll checks 45962 through 45978 in the amount of \$111,474.14, and claim checks 45979 through 46018 and EFTs as included in the total amount of \$212,658.79 by Patel, second Soha, motion carried.

3. Ordinance No. 694 Small Works Contracting

- 17:26 Attorney/Planner Fleck introduced the ordinance and explained that one detail had yet to be determined.
- 18:05 **Motion** to authorize the mayor to award public works contracts without city council approval when the amount for a specific project is less than \$75,000 by Soha, second Pearson, motion carried.
- 18:26 **Motion** to approve Ordinance No. 694 amending the City's procurement processes utilizing a small works roster by Soha, second Patel, motion carried.

4. TIB Application for Calawah Way Approval

- 19:05 **Motion** to authorize the Mayor and staff to apply for a grant from the Transportation Improvement Board for Calawah Way roadway improvements by Soha, second Patel, motion carried.

5. Acceptance of Patel's Donation

- 19:31 Mayor Fletcher reminded Council of Patel's donation, through his businesses, to the City for a radar feedback sign.
- 19:57 **Motion** to accept the donation of \$4,500.00 from Samanvay Hospitality & Management Inc., Shivaadya Inc., and Karunanidhi LLC by Soha, second Gingell, motion carried 4-0 with Patel abstaining.
- 20:14 A photo of Lissy Andros, Director Forks Chamber of Commerce, which will also be donating to the purchase of a sign, and Patel with one of the new signs was taken.

DISCUSSION ITEMS

1. 2nd Quarter 2026 Reports

- 21:36 Council reviewed Sales & Lodging Tax, Building Permits, Jail Statistics, and Visitor Information Center Statistics reports.

2. Ordinance No. 695 Livestock at Large Amendment

- 25:26 Attorney/Planner Fleck explained the changes to the Forks Municipal Code, as well as the practical effects of the changes. Some discussion ensued.

3. Forks Complete Streets Ordinance

29:48 **Attorney/Planner Fleck** introduced a sample ordinance establishing a Complete Streets Program to provide safe access and accommodations to all users, including bicyclists, pedestrians, motorists, and public transportation users, as well as the process involved and its possible results/consequences.

32:08 **Public Works Director Hampton** added to the discussion. A brief discussion ensued.

4. 2027 Lodging Tax Process

35:40 **Clerk/Treasurer DePew** explained changes regarding lodging tax request review and allocation to the budget calendar and asked for suggestions on the Application for Lodging Tax Funds.

36:44 **Pearson** asked if a community event providing information regarding the application for and use of lodging tax would be held. **Clerk/Treasurer DePew** pointed out information provided on the application, and said she didn't think such an event would be helpful. Discussion ensued.

5. Reports

• Council Member Reports

39:23 **Council Member Patel** thanked Council for accepting his donation for the radar feedback sign, and said he is looking forward to the next Movie in the Park.

40:08 **Council Member Soha** commented on the traffic "mess" on Forks Ave.

42:12 **Council Member Pearson** said some business owners had asked her to write a letter to WSDOT regarding repairs to the Hoh Bridge. She then reported she is helping with a traffic petition, which will begin with a community survey.

• Staff Reports

44:50 **Clerk/Treasurer DePew** asked that Council remain after the meeting for a photo for the City website.

45:14 **Public Works Director Hampton** said suggestions regarding the intersection at Forks Ave and Calawah Way are good, but may be difficult to add to the currently planned Calawah Way Roadway Improvements Project. He then provided an update on the E Street project, and said he spoke to WSDOT about the many complaints regarding the need for crosswalks and e-mailed WSDOT regarding flashing signs at crosswalks.

46:44 **Attorney/Planner Fleck** directed Council to the Reports section of their notebooks where notices of several upcoming public hearings could be found. He then said he has been working on a number of land-use matters, the America's Rural Future event to be held on August 12, and the Quillayute Airport project.

49:13 • Mayor's Report

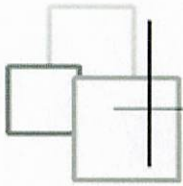
Mayor Fletcher said the City listens to requests from the community, and while legal counsel must be sought on some, he and City staff are moving forward on issues that can be addressed.

6. ADJOURNMENT

49:43 **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:20 p.m.

Tim Fletcher, Mayor

Caryn DePew, Clerk/Treasurer

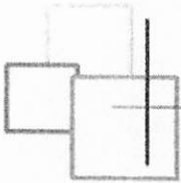


Voucher Directory

Fiscal: : 2026 - August

Council Date: : 2026 - August - Manuals First Council

Vendor	Number	Reference	Account Number	Description	Amount
Hoban, Sean	46019			2026 - August - Manuals First Council	
		07272026/1st Responders Ball			
			10 Tickets-1st Responders Ball		
			001-000-000-521-20-49-00	Misc.	\$300.00
			001-000-000-523-61-49-00	Misc	\$200.00
		Total 07272026/1st Responders Ball			\$500.00
	Total 46019				\$500.00
Total Hoban, Sean					\$500.00
Grand Total		Vendor Count	1		\$500.00



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2026 - August - Manuals First Council

Fund Number	Description	Amount
001	General Fund	\$500.00
	Count: 1	\$500.00

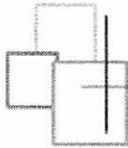
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: _____
Title: Accounting Technician

Audited and ordered paid by Forks City Council:

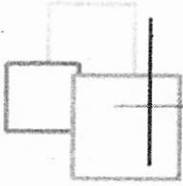
Date: _____

Auditing Committee



Register

Number	Name	Fiscal Description	Amount
<u>46020</u>	AFLAC Remittance Processing	2026 - August - First Council Date	\$21.00
<u>46021</u>	AWC Employee Benefit Trust	2026 - August - First Council Date	\$57,512.92
<u>46022</u>	AWC Life Ins - Supplemental	2026 - August - First Council Date	\$37.10
<u>46023</u>	City of Forks	2026 - August - First Council Date	\$76.00
<u>46024</u>	Department of Employment Security	2026 - August - First Council Date	\$175.92
<u>46025</u>	Dept of Labor & Industry	2026 - August - First Council Date	\$2,439.83
<u>46026</u>	Dept of Retirement - Def Comp	2026 - August - First Council Date	\$656.54
<u>46027</u>	Dept of Retirement - Def Comp - Roth	2026 - August - First Council Date	\$65.87
<u>46028</u>	Dept of Retirement Systems-LEOFF	2026 - August - First Council Date	\$2,826.53
<u>46029</u>	Dept of Retirement Systems-PERS 2	2026 - August - First Council Date	\$4,776.80
<u>46030</u>	Dept of Retirement Systems-PERS 3	2026 - August - First Council Date	\$610.12
<u>46031</u>	Dept of Retirement Systems-PSERS	2026 - August - First Council Date	\$2,020.81
<u>46032</u>	EFTPS	2026 - August - First Council Date	\$20,288.15
<u>46033</u>	Employment Security Dept - PFML	2026 - August - First Council Date	\$709.92
<u>46034</u>	HRA Veba Trust	2026 - August - First Council Date	\$1,110.32
<u>46035</u>	Northwest Administrators	2026 - August - First Council Date	\$3,482.60
<u>46036</u>	Teamsters Local 589	2026 - August - First Council Date	\$263.00
<u>46037</u>	United Way	2026 - August - First Council Date	\$38.00
<u>46038</u>	WA Cares	2026 - August - First Council Date	\$374.35
<u>46039</u>	Washington State Support Registry	2026 - August - First Council Date	\$317.00
<u>Direct Deposit Run -</u> <u>8/5/2026</u>	Payroll Vendor	2026 - August - First Council Date	\$65,599.34
			\$163,402.12



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2026 - August - First Council Date

Fund Number	Description	Amount
001	General Fund	\$87,077.48
101	Street	\$15,110.81
140	Lodging Tax Fund	\$950.15
150	Transit Center Fund	\$324.11
400	Water	\$38,176.63
402	Sewer	\$14,965.61
410	Airport/Industrial Park	\$6,797.33
	Count: 7	\$163,402.12

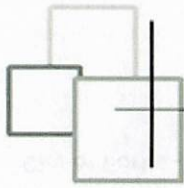
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: _____
Title: Accounting Technician

Date: _____

Audited and ordered paid by Forks City Council:

Auditing Committee



Voucher Directory

Fiscal : 2026 - August

Council Date : 2026 - August - First Council Date

Vendor	Number	Reference	Account Number	Description	Amount
Beckwith Consulting Group	46040			2026 - August - First Council Date	
		#16			
			Comp Plan		
			001-000-000-558-61-41-03	GMA Grant Prof Serv	\$900.00
				GMA	
		Total #16			\$900.00
		#6			
			PROS Plan		
			001-000-000-594-76-63-01	Tillicum Park Improvements	\$4,650.00
			010-000-000-594-76-63-01	Tillicum Park Improvements	\$4,650.00
				GMA	
		Total #6			\$9,300.00
	Total 46040				\$10,200.00
Total Beckwith Consulting Group					\$10,200.00
C C District Court II	46041			2026 - August - First Council Date	
		082026/CCDC2			
			Cases Filed		
			001-000-000-512-52-41-02	Cases Filed	\$647.00
		Total 082026/CCDC2			\$647.00
	Total 46041				\$647.00
Total C C District Court II					\$647.00

Vendor	Number	Reference	Account Number	Description	Amount
C.C. Dept Of Health & Human Service					
	46042			2026 - August - First Council Date	
		HHS26-0277			
			Testing		
			400-000-000-534-80-41-42	Testing	\$189.00
		Total HHS26-0277			\$189.00
	Total 46042				\$189.00
Total C.C. Dept Of Health & Human Service					\$189.00
City Data					
	46043			2026 - August - First Council Date	
		CD-1203216			
			LT Award		
			140-000-000-557-30-49-11	Geolocation Data	\$19,920.00
		Total CD-1203216			\$19,920.00
	Total 46043				\$19,920.00
Total City Data					\$19,920.00
City of Forks					
	46044			2026 - August - First Council Date	
		082026/RAC Clean			
			1 Hr. Cleaning-Coben Rental		
			410-000-000-582-10-03-00	RAC - Security Deposits	\$30.00
		Total 082026/RAC Clean			\$30.00
	Total 46044				\$30.00
Total City of Forks					\$30.00
City of Forks - Water					
	46045			2026 - August - First Council Date	
		082026/Water			
			Water		
			001-000-000-512-52-47-01	Water Services	\$83.70
			001-000-000-514-23-47-01	Water	\$59.08
			001-000-000-521-20-47-01	Water	\$98.47

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-523-61-47-01	Water	\$113.24
			001-000-000-523-61-47-01	Water	\$97.02
			001-000-000-554-31-47-00	Water	\$39.29
			001-000-000-576-80-47-01	Water	\$97.02
			001-000-000-576-80-47-01	Water	\$135.21
			101-000-000-542-31-47-01	Water	\$6.13
			140-000-000-557-30-47-00	ICN Water	\$79.69
			140-000-000-557-30-47-01	VIC/Museum Water	\$68.67
			150-000-000-547-10-47-00	Water	\$79.69
			400-000-000-534-80-47-01	Water	\$116.46
			400-000-000-534-80-47-01	Water	\$68.93
			402-000-000-535-80-47-01	Water	\$1,172.91
			402-000-000-535-80-47-01	Water	\$24.62
			410-000-000-552-10-47-01	Water	\$44.31
			410-000-000-552-50-47-01	Water	\$97.02
			410-000-000-575-50-47-01	Water	\$288.64
		Total 082026/Water			\$2,770.10
	Total 46045				\$2,770.10
Total City of Forks - Water					\$2,770.10
Clearfly Communications					
46046				2026 - August - First Council Date	
		INV842674			
			VOIP Telephone Service		
			001-000-000-514-23-42-00	Communications	\$80.42
			001-000-000-521-20-42-00	Communication	\$40.51
			001-000-000-523-61-42-00	Communication	\$40.51
			400-000-000-534-80-42-00	Communication	\$123.51
			402-000-000-535-80-42-00	Communication	\$43.08
			410-000-000-546-10-42-00	Communication	\$40.21
		Total INV842674			\$368.24
	Total 46046				\$368.24
Total Clearfly Communications					\$368.24

Vendor	Number	Reference	Account Number	Description	Amount
Clinton W. Wood					
	46047			2026 - August - First Council Date	
		100			
			Project Managing		
			410-000-000-552-10-41-00	Professional Services	\$786.25
		Total 100			\$786.25
	Total 46047				\$786.25
Total Clinton W. Wood					\$786.25
Consolidated Technology Services					
	46048			2026 - August - First Council Date	
		90112026060008			
			Fax Lines		
			001-000-000-514-23-31-00	Operating Supplies	\$1.60
			001-000-000-521-20-31-00	Operating Supplies	\$1.78
			001-000-000-523-61-31-00	Operating Supplies	\$1.66
			101-000-000-542-31-31-00	Operating Supplies	\$0.49
			400-000-000-534-80-31-00	Operating Supplies	\$3.99
			402-000-000-535-80-31-00	Operating Supplies	\$1.53
			410-000-000-546-10-31-00	Operating Supplies	\$1.22
		Total 90112026060008			\$12.27
	Total 46048				\$12.27
Total Consolidated Technology Services					\$12.27
Cummins Sales & Service					
	46049			2026 - August - First Council Date	
		01-260789059			
			Generator Service		
			400-000-000-534-80-41-00	Professional Services	\$2,884.18
		Total 01-260789059			\$2,884.18
		01-260789060			
			City Hall Generator Service		
			001-000-000-514-23-31-00	Operating Supplies	\$671.97
			400-000-000-534-80-31-00	Operating Supplies	\$1,095.07

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-80-31-00	Operating Supplies	\$373.32
			410-000-000-546-10-31-00	Operating Supplies	\$348.43
		Total 01-260789060			\$2,488.79
	Total 46049				\$5,372.97
Total Cummins Sales & Service					\$5,372.97
Elite Electrical Contracting Co., Inc.					
	46050			2026 - August - First Council Date	
		4208			
			Street Lamp Pole Replacement		
			101-000-000-542-31-48-00	Repair & Maintenance	\$9,005.00
		Total 4208			\$9,005.00
	Total 46050				\$9,005.00
Total Elite Electrical Contracting Co., Inc.					\$9,005.00
Empire Fire Protection					
	46051			2026 - August - First Council Date	
		10460			
			IP Fire Suppression		
			410-000-000-594-59-60-01	Industrial Park Upgrades	\$38,707.92
		Total 10460			\$38,707.92
	Total 46051				\$38,707.92
Total Empire Fire Protection					\$38,707.92
Faith Coben					
	46052			2026 - August - First Council Date	
		082026/Coben Refund			
			RAC Deposit Refund Minus Cleaning		
			410-000-000-582-10-03-00	RAC - Security Deposits	\$470.00
		Total 082026/Coben Refund			\$470.00
	Total 46052				\$470.00
Total Faith Coben					\$470.00
Ferguson Enterprises, Inc.					

Vendor	Number	Reference	Account Number	Description	Amount
	46053		2026 - August - First Council Date		
		0125016			
			Supplies		
			400-000-000-534-80-31-00	Operating Supplies	\$380.99
		Total 0125016			\$380.99
		0125939			
			Valve for Chruch		
			400-000-000-534-80-31-00	Operating Supplies	\$110.08
		Total 0125939			\$110.08
	Total 46053				\$491.07
Total Ferguson Enterprises, Inc.					\$491.07
FKC Co., Ltd.					
	46054		2026 - August - First Council Date		
		402--535803501			
			RST Repair		
			402-000-000-535-80-35-01	Biosolids - Mach & Eqmpt	\$6,068.02
		Total 402--535803501			\$6,068.02
	Total 46054				\$6,068.02
Total FKC Co., Ltd.					\$6,068.02
GoldRock Invt. LLC					
	46055		2026 - August - First Council Date		
		973SP331-003			
			RAC Floor Retainage		
			304-000-000-594-75-60-00	RAC Capital Improvements	\$827.81
			410-000-000-594-75-60-00	RAC Capital Improvments	\$827.81
		Total 973SP331-003			\$1,655.62
	Total 46055				\$1,655.62
Total GoldRock Invt. LLC					\$1,655.62
Hunley, Lois					
	46056		2026 - August - First Council Date		
		072026/Henley Refund			

Vendor	Number	Reference	Account Number	Description	Amount
			Water Refund-Closed Acct.		
			400-000-000-534-80-49-02	Water Utilities Refund Acc	\$30.00
		Total 072026/Henley Refund			\$30.00
	Total 46056				\$30.00
Total Hunley, Lois					\$30.00
Jacob Norstrom					
	46057			2026 - August - First Council Date	
		082026/Permit Refund			
			Refund-Void Building Permit		
			001-000-000-322-10-00-00	Building Permits	\$850.50
			650-000-000-389-30-00-60	State Share Building Permit Fees	\$6.50
		Total 082026/Permit Refund			\$857.00
	Total 46057				\$857.00
Total Jacob Norstrom					\$857.00
John's Woodworking					
	46058			2026 - August - First Council Date	
		5885			
			RAC Lobby Wall Blocks		
			410-000-000-575-50-41-00	Professional Services	\$120.00
		Total 5885			\$120.00
	Total 46058				\$120.00
Total John's Woodworking					\$120.00
Lexis Nexis / Matthew Bender & Co.					
	46059			2026 - August - First Council Date	
		50111981			
			Subscription		
			001-000-000-515-31-31-01	Books, Subscriptions	\$79.28
			001-000-000-558-61-31-01	Books, Subscriptions	\$79.28
			400-000-000-534-80-31-00	Operating Supplies	\$79.28
			410-000-000-552-10-31-00	Operating Supplies	\$79.28
		Total 50111981			\$317.12

Vendor	Number	Reference	Account Number	Description	Amount
	Total 46059				\$317.12
Total Lexis Nexis / Matthew Bender & Co.					\$317.12
Mahoney Planning, LLC	46060			2026 - August - First Council Date	
		26-07			
			Legal Planning Services		
			001-000-000-558-61-41-00	Professional Services	\$390.00
		Total 26-07			\$390.00
	Total 46060				\$390.00
Total Mahoney Planning, LLC					\$390.00
Pacific Office Equipment Inc.	46061			2026 - August - First Council Date	
		1182349			
			Copier		
			001-000-000-523-61-31-00	Operating Supplies	\$24.88
		Total 1182349			\$24.88
		1182350			
			Copier		
			001-000-000-521-20-31-00	Operating Supplies	\$33.81
		Total 1182350			\$33.81
		1182351			
			Copier		
			001-000-000-515-31-31-00	Operating Supplies	\$51.47
			001-000-000-558-61-31-00	Operating Supplies	\$51.47
			101-000-000-542-31-31-00	Operating Supplies	\$51.46
			400-000-000-534-80-31-00	Operating Supplies	\$154.41
			402-000-000-535-80-31-00	Operating Supplies	\$102.94
			410-000-000-552-10-31-00	Operating Supplies	\$102.94
		Total 1182351			\$514.69
	Total 46061				\$573.38
Total Pacific Office Equipment Inc.					\$573.38

Vendor	Number	Reference	Account Number	Description	Amount
Parametrix					
	46062			2026 - August - First Council Date	
		80902			
			Biosolids Floor Engineering		
			402-000-000-594-61-63-03	Biosolids Floor	\$7,060.00
		Total 80902			\$7,060.00
	Total 46062				\$7,060.00
Total Parametrix					\$7,060.00
PetroCard					
	46063			2026 - August - First Council Date	
		0595239-IN			
			Tractor Oil		
			410-000-000-546-10-48-68	Batwing Mower (both airports)	\$86.61
		Total 0595239-IN			\$86.61
	Total 46063				\$86.61
Total PetroCard					\$86.61
Plumley, William L.					
	46064			2026 - August - First Council Date	
		082409			
			Interpreter Services		
			001-000-000-512-52-41-03	Interpreter	\$65.00
			001-000-000-521-20-41-11	Interpreter	\$65.00
		Total 082409			\$130.00
	Total 46064				\$130.00
Total Plumley, William L.					\$130.00
Rusty Gate Nursery					
	46065			2026 - August - First Council Date	
		072026/Rusty Gate			
			Supplies		
			001-000-000-576-80-31-00	Operating Supplies	(\$81.45)
			001-000-000-576-80-31-00	Operating Supplies	\$1,683.30

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$14.12
			400-000-000-534-80-31-00	Operating Supplies	\$152.04
			400-000-000-594-34-63-35	E St Water Main Replace Proj.	(\$27.69)
		Total 072026/Rusty Gate			\$1,740.32
	Total 46065				\$1,740.32
Total Rusty Gate Nursery					\$1,740.32
Skillings					
	46066			2026 - August - First Council Date	
		15220			
			King Ranch Culvert		
			101-000-000-595-40-00-00	Culverts	\$11,140.88
		Total 15220			\$11,140.88
	Total 46066				\$11,140.88
Total Skillings					\$11,140.88
US Bank					
	46067			2026 - August - First Council Date	
		082026/US Bank			
			Credit Cards		
			001-000-000-511-61-41-00	Professional Services	\$341.50
			001-000-000-511-61-41-00	Professional Services	\$8.54
			001-000-000-511-61-43-11	Training	\$14.37
			001-000-000-514-23-31-00	Operating Supplies	\$1.24
			001-000-000-514-23-31-00	Operating Supplies	\$4.40
			001-000-000-514-23-31-00	Operating Supplies	\$4.39
			001-000-000-514-23-31-00	Operating Supplies	\$1.40
			001-000-000-514-23-31-45	Janitorial Supplies	\$11.38
			001-000-000-514-23-41-00	Professional Services	\$20.15
			001-000-000-514-23-41-00	Professional Services	\$51.71
			001-000-000-515-31-31-00	Operating Supplies	\$29.08
			001-000-000-515-31-41-00	Professional Services	\$27.15
			001-000-000-515-31-49-01	Dues	\$52.00
			001-000-000-515-31-49-02	Registrations	\$50.00

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-521-20-14-01	Uniforms- P7 Rowley	\$26.48
			001-000-000-521-20-31-00	Operating Supplies	\$1.39
			001-000-000-521-20-31-00	Operating Supplies	\$31.99
			001-000-000-521-20-31-00	Operating Supplies	\$1.56
			001-000-000-521-20-31-27	Ammunition, Targets	\$435.73
			001-000-000-521-20-31-45	Janitorial Supplies	\$12.69
			001-000-000-521-20-41-00	Professional Services	\$57.67
			001-000-000-521-20-41-00	Professional Services	\$22.48
			001-000-000-523-61-31-00	Operating Supplies	\$1.29
			001-000-000-523-61-31-00	Operating Supplies	\$1.45
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$88.94
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$584.10
			001-000-000-523-61-41-00	Professional Services	\$53.70
			001-000-000-523-61-41-00	Professional Services	\$20.93
			001-000-000-558-61-41-00	Professional Services	\$27.15
			001-000-000-576-80-31-75	Janitorial Cleaning Supplies	\$3.51
			101-000-000-542-31-31-00	Operating Supplies	\$0.38
			101-000-000-542-31-31-00	Operating Supplies	\$0.43
			101-000-000-542-31-41-00	Professional Services	\$15.91
			101-000-000-542-31-41-00	Professional Services	\$6.20
			140-000-000-557-30-49-00	Misc.	\$3.00
			150-000-000-547-10-49-01	Misc	\$2.69
			400-000-000-534-80-31-00	Operating Supplies	\$3.49
			400-000-000-534-80-31-00	Operating Supplies	\$3.11
			400-000-000-534-80-31-00	Operating Supplies	\$7.16
			400-000-000-534-80-31-00	Operating Supplies	\$7.16
			400-000-000-534-80-31-45	Janitorial Cleaning Supplies	\$28.63
			400-000-000-534-80-41-00	Professional Services	\$50.38
			400-000-000-534-80-41-00	Professional Services	\$129.27
			400-000-000-534-80-41-42	Testing	\$480.00
			400-000-000-534-80-41-43	Training	\$6.58
			400-000-000-534-80-41-43	Training	\$100.00
			400-000-000-534-80-49-42	Membership/Dues	\$10.90
			400-000-000-594-34-64-00	Equipment	\$3,495.25

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-80-31-00	Operating Supplies	\$1.34
			402-000-000-535-80-31-00	Operating Supplies	\$2.44
			402-000-000-535-80-31-00	Operating Supplies	\$2.44
			402-000-000-535-80-31-00	Operating Supplies	\$1.20
			402-000-000-535-80-31-00	Operating Supplies	\$432.16
			402-000-000-535-80-31-55	Janitorial Cleaning Supplies	\$10.94
			402-000-000-535-80-32-00	Fuel	\$40.02
			402-000-000-535-80-41-00	Professional Services	\$49.72
			402-000-000-535-80-41-00	Professional Services	\$155.00
			402-000-000-535-80-41-00	Professional Services	\$19.38
			402-000-000-535-80-41-53	Training	\$2.09
			402-000-000-535-80-41-53	Training	\$69.00
			410-000-000-546-10-31-00	Operating Supplies	\$2.28
			410-000-000-546-10-31-00	Operating Supplies	\$2.28
			410-000-000-546-10-31-00	Operating Supplies	\$1.08
			410-000-000-546-10-31-00	Operating Supplies	\$0.96
			410-000-000-546-10-41-00	Professional Services	\$15.50
			410-000-000-546-10-41-00	Professional Services	\$39.78
			410-000-000-552-10-31-30	Misc	\$1.20
			410-000-000-552-10-49-00	Misc.	\$309.50
			410-000-000-552-10-49-00	Misc.	\$7.74
		Total 082026/US Bank			\$7,504.96
	Total 46067				\$7,504.96
Total US Bank					\$7,504.96
Utilities Underground Location Center					
	46068			2026 - August - First Council Date	
		6070168			
			Locates		
			400-000-000-534-80-41-00	Professional Services	\$16.30
		Total 6070168			\$16.30
	Total 46068				\$16.30
Total Utilities Underground Location Center					\$16.30

Vendor	Number	Reference	Account Number	Description	Amount
WA Audiology Serv Inc	46069			2026 - August - First Council Date	
		66639			
			Hearing Tests		
			001-000-000-511-61-41-00	Professional Services	\$120.07
			001-000-000-521-20-41-00	Professional Services	\$1,000.56
			001-000-000-523-61-41-00	Professional Services	\$250.15
			101-000-000-542-31-41-00	Professional Services	\$62.54
			140-000-000-557-30-41-00	Professional Services	\$25.02
			150-000-000-547-10-41-00	Professional Services	\$22.51
			400-000-000-534-80-41-00	Professional Services	\$187.61
			400-000-000-534-80-41-00	Professional Services	\$55.03
			402-000-000-535-80-41-00	Professional Services	\$17.51
			410-000-000-552-10-41-00	Professional Services	\$10.01
		Total 66639			\$1,751.01
	Total 46069				\$1,751.01
Total WA Audiology Serv Inc					\$1,751.01
WA Department Of Ecology	46070			2026 - August - First Council Date	
		27-ST0006031-1			
			Permit		
			402-000-000-535-80-49-51	Permits	\$2,586.00
		Total 27-ST0006031-1			\$2,586.00
	Total 46070				\$2,586.00
Total WA Department Of Ecology					\$2,586.00
WA Dept Lic Bus Prof Div	08052026/CPL EFT			2026 - August - First Council Date	
		08052026/CPL EFT			
			CPL Fees		
			650-000-000-589-30-00-50	State Share Gun Permit/DOL	\$234.00
		Total 08052026/CPL EFT			\$234.00
	Total 08052026/CPL EFT				\$234.00

Vendor	Number	Reference	Account Number	Description	Amount
Total WA Dept Lic Bus Prof Div					\$234.00

WA Dept of Transportation

46071

2026 - August - First Council Date

FB19000101271

Fuel

001-000-000-521-20-32-00

Fuel/oil

\$1,839.41

Total FB19000101271

\$1,839.41

FB91000001271

Fuel

001-000-000-511-61-32-00

Unleaded

\$59.56

001-000-000-515-31-32-00

Fuel

\$21.84

001-000-000-521-20-32-00

Fuel/oil

\$194.08

001-000-000-558-61-32-00

Fuel

\$36.06

001-000-000-576-80-32-00

Fuel

\$29.82

101-000-000-542-31-32-00

Fuel

\$781.53

140-000-000-557-30-32-00

Fuel

\$12.42

150-000-000-547-11-32-00

Fuel

\$11.17

400-000-000-534-80-32-00

Fuel

\$1,317.96

402-000-000-535-80-32-00

Fuel

\$230.04

410-000-000-546-10-32-00

Fuel

\$28.74

410-000-000-552-50-32-00

Fuel

\$4.96

Total FB91000001271

\$2,728.18

Total 46071

\$4,567.59

Total WA Dept of Transportation

\$4,567.59

WA Dept Rev Excise Tax

082026/Excise Tax EFT

2026 - August - First Council Date

082026/Excise

Excise Tax

001-000-000-523-61-31-05

Inmate Welfare & Concessions

\$50.23

001-000-000-523-61-31-08

Inmates Clothes

\$55.50

101-000-000-542-31-31-00

Operating Supplies

\$4.91

400-000-000-534-80-47-43

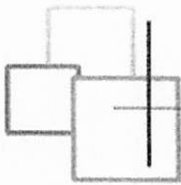
Excise Tax

\$406.93

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-47-43	Excise Tax	\$6,782.19
			402-000-000-535-80-35-01	Biosolids - Mach & Eqmpt	\$61.66
			402-000-000-535-80-47-53	Excise Tax	\$2,060.77
			402-000-000-535-80-47-53	Excise Tax	\$99.20
			410-000-000-575-50-41-00	Professional Services	\$10.32
			650-000-000-589-30-00-39	Sales Tax	\$12.83
		Total 082026/Excise			\$9,544.54
		Total 082026/Excise Tax EFT			\$9,544.54
Total WA Dept Rev Excise Tax					\$9,544.54
WA State Patrol					
	46072			2026 - August - First Council Date	
		I2700290			
			Fingerprints		
			650-000-000-589-30-00-51	State Share/WSP Finngerprints	\$106.00
		Total I2700290			\$106.00
	Total 46072				\$106.00
Total WA State Patrol					\$106.00
Walter E. Nelson Co.					
	46073			2026 - August - First Council Date	
		INVSEA1157088			
			Chlorine		
			400-000-000-534-80-31-42	Chemicals	\$550.56
		Total INVSEA1157088			\$550.56
		INVSEA1157203			
			Hand Cleaner		
			400-000-000-534-80-31-00	Operating Supplies	\$184.18
		Total INVSEA1157203			\$184.18
		INVSEA1159637			
			Sanitizer-RAC		
			410-000-000-575-50-31-45	Janitorial Supplies	\$50.26
		Total INVSEA1159637			\$50.26
		RMASEA001599			

Vendor	Number	Reference	Account Number	Description	Amount
			Credit-Toilet Paper		
			001-000-000-514-23-31-45	Janitorial Supplies	(\$105.20)
			001-000-000-521-20-31-45	Janitorial Supplies	(\$117.30)
			001-000-000-576-80-31-75	Janitorial Cleaning Supplies	(\$32.40)
			400-000-000-534-80-31-45	Janitorial Cleaning Supplies	(\$264.65)
			402-000-000-535-80-31-55	Janitorial Cleaning Supplies	(\$101.10)
		Total RMASEA001599			(\$620.65)
	Total 46073				\$164.35
Total Walter E. Nelson Co.					\$164.35
West					
	46074			2026 - August - First Council Date	
		853901755			
			Subscriptions		
			001-000-000-515-31-31-01	Books, Subscriptions	\$132.76
			001-000-000-558-61-31-01	Books, Subscriptions	\$132.76
			400-000-000-534-80-31-00	Operating Supplies	\$132.76
			410-000-000-552-10-31-00	Operating Supplies	\$132.77
		Total 853901755			\$531.05
	Total 46074				\$531.05
Total West					\$531.05
West Waste & Recycling					
	46075			2026 - August - First Council Date	
		395207			
			Refuse		
			001-000-000-521-20-47-18	Refuse	\$146.04
			001-000-000-523-61-47-18	Refuse	\$146.04
			001-000-000-554-31-47-18	Refuse	\$53.91
			101-000-000-542-31-47-18	Refuse	\$442.80
			140-000-000-557-30-49-02	Fourth Of July	\$517.75
			400-000-000-534-80-47-18	Refuse	\$545.02
			402-000-000-535-80-47-18	Refuse	\$151.67
			410-000-000-552-50-47-18	Refuse	\$107.84

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-575-50-47-18	Refuse	\$105.70
		Total 395207			\$2,216.77
	Total 46075				\$2,216.77
Total West Waste & Recycling					\$2,216.77
West Waste Sanitation					
	46076			2026 - August - First Council Date	
		394897			
			Sanicans/Handwashing		
			140-000-000-557-30-49-02	Fourth Of July	\$3,550.00
			410-000-000-546-10-47-18	Sanitation	\$120.00
			412-000-000-546-10-47-18	Sanitation	\$50.00
			Sanican		
		Total 394897			\$3,720.00
	Total 46076				\$3,720.00
Total West Waste Sanitation					\$3,720.00
Grand Total		Vendor Count	39		\$152,081.34



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2026 - August - First Council Date

Fund Number	Description	Amount
001	General Fund	\$17,053.28
010	Donation Program	\$4,650.00
101	Street	\$21,518.66
140	Lodging Tax Fund	\$24,176.55
150	Transit Center Fund	\$116.06
304	Capital Improvement	\$827.81
400	Water	\$19,610.19
402	Sewer	\$20,737.90
410	Airport/Industrial Park	\$42,981.56
412	Quillayute Airport	\$50.00
650	State Collections	\$359.33
	Count: 11	\$152,081.34

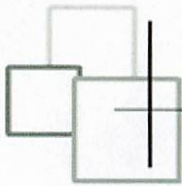
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: _____
Title: Accounting Technician

Date: _____

Audited and ordered paid by Forks City Council:

Auditing Committee



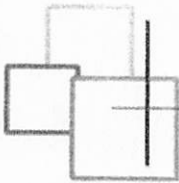
Voucher Directory

Fiscal: : 2026 - July

Council Date: : 2026 - July - Travel Checks

Vendor	Number	Reference	Account Number	Description	Amount
Johansen, Ryan					
	3796			2026 - July - Travel Checks	
		07102026/Johansen Travel			
			Prisoner Transport-Lakewood, WA		
			001-000-000-523-61-43-00	Travel	\$30.50
		Total 07102026/Johansen Travel			\$30.50
	Total 3796				\$30.50
Total Johansen, Ryan					\$30.50
Rowley, Michael					
	3798			2026 - July - Travel Checks	
		07132026/Rowley Travel			
			Tyree BLEA Graduation-Burien, WA		
			001-000-000-521-20-43-00	Travel	\$56.50
		Total 07132026/Rowley Travel			\$56.50
	Total 3798				\$56.50
Total Rowley, Michael					\$56.50
Tyree, Miranda					
	3795			2026 - July - Travel Checks	
		07022026/Tyree Travel			
			BLEA Academy-Burien, WA		
			001-000-000-521-20-43-00	Travel	\$87.50
		Total 07022026/Tyree Travel			\$87.50
	Total 3795				\$87.50

Vendor	Number	Reference	Account Number	Description	Amount
	3797			2026 - July - Travel Checks	
		07102026/Tyree Travel			
			BLEA Graduation-Burien, WA		
			001-000-000-521-20-43-00	Travel	\$46.50
		Total 07102026/Tyree Travel			\$46.50
	Total 3797				\$46.50
Total Tyree, Miranda					\$134.00
Grand Total		Vendor Count	3		\$221.00



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2026 - July - Travel Checks

Fund Number	Description	Amount
001	General Fund	\$221.00
	Count: 1	\$221.00

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: _____
Title: Accounting Technician

Audited and ordered paid by Forks City Council:

Date: _____

Auditing Committee

NOTICE OF PLANNING COMMISSION DECISION

On Order of Remand for the Conditional Use Permit Granted for an Eight Unit Tiny Home Development - Small Inn 170 Sportsman Club Road

Notice is hereby given that upon an order on remand from the Forks City Council, the Forks Planning Commission met and considered additional information provided during the course of a quasi-judicial hearing, the Forks Planning Commission reaffirmed their earlier approval of a conditional use permit for the request of the zoning use described below.

Project

Proponent: Tom Tucker with permission of
the property owner (Corey Pearson)
713 Senz Road
Sequim, WA 98382

Appellant Cora Sasticum
302 Trout Avenue
Forks, WA 98331

Description of original proposal:

Proponent, with the approval of the property owner, is seeking to install eight units with each unit being approximately 11' x 38' in size and having approximately 385 sq. ft. of floor space totaling 3,080 sq. ft. in the northeastern portions of the eastern two parcels (Parcel Nos. 132809430060 & 132809430145). See map attached to mailing and available online. Each unit would become a short-term rental, and the development has been identified as a small inn by the applicant, see FMC 17.10.055, instead of an RV Overnight Parking Facility, see FMC 17.10.475. Either of those uses requires a Conditional Use Permit from the City in order for the development to proceed. The basis for this distinction would be that the proposed eight units would be set in place subject to obtaining a City of Forks Building Permit. Development would occur outside of the buffer associated with Mill Creek, which is a Class II Aquatic Conservation Habitat.

In addition, the proponent would seek a boundary line adjustment that would place the entire proposed development into a redefined parcel outside of any of the buffer area associated with Mill Creek subject to field surveying.

Parcels associated with the proposed development are accessed from a paved City street, can access city water, would require the construction of a Clallam County Environmental Health permitted commercial on-site septic system, electrical provided by the PUD, and telecommunications access via CenturyLink and other providers

Location of

Property: Three parcels with the larger, central parcel having the current address of 170 Sportsman Club Road, and all of which are located south of said road.

Legal

Description: Proposed development would involve two of the following parcels::

Clallam County Parcel No. 132809430060

Having a short legal description of Tax Parcel No. 1692, except the eastern fifteen feet (15') of the northern half located in the SW 1/4 of the SE 1/4 of Section 9 being 0.9 acres in size; and,

Clallam County Parcel No. 132809430145

Having a short legal description of Tax Parcel No. 1000 in the SW 1/4 of the SE 1/4 of Section 9 being 2.9 acres in size; and,

Clallam County Parcel No. 132809430185

Having a short legal description of Tax Parcel No. 1013 in the SW ¼ of the SE ¼ of Section 9 being 1.0 acres in size.

All parcels are located in the SW ¼ of the SE ¼ of Section 9, Township 28 North, Range 13 West, W.M., in Clallam County, WA.

The Commission was asked to consider the following per the Order of Remand'

- *The anticipated occupancy of the proposed structures, including maximum and typical occupancy levels.*
- *Whether the proposed structures, as designed and intended to be used, require building permits, occupancy classification, or compliance with applicable building or fire-safety standards.*
- *The extent to which occupancy levels and applicable code requirements may affect impacts to the surrounding community, including traffic, noise, intensity of use, and neighborhood compatibility.*

Order of Remand, Pgs. 1-2.

Upon conclusion of their hearing, the Commission reaffirmed its granting of a Conditional Use Permit (CUP) to the proponent. A copy of the findings, the determination and decision of the Forks Planning Commission on reaffirming the Conditional Use Permit is attached and incorporated herein by reference. However, only the Notice of Planning Commission Decision is being printed in the Forks Forum. A copy of those findings, determinations and the decision can be obtained from the City Attorney/Planner. It will be mailed to all attendees of record, and all who are required to receive a mailed copy of this notice pursuant to the Zoning Code.

COUNCIL ACTION REQUIRED

The original granting of the CUP was properly appealed by Cora Sasticum to the City Council which heard the appeal on 8 Jun 2026. The Council remanded the CUP to the Planning Commission ordering additional consideration of the points referenced above. Further, the Council's order stated that the Council retained "jurisdiction over this appeal and will resume review upon receipt of the Planning Commission's amended determination." Order, pg. 2

Notice of this decision will be provided to the City Clerk and the matter rescheduled before the City Council for its final determination on the Sasticum appeal. City will notify the appellant and proponent of when the City Council has scheduled their review and consideration of the Commission's findings.

Individuals needing a copy of the application materials, the determinations of the Commission, or requiring additional information regarding this notice should contact Rod Fleck, City Attorney/Planner at 360/374-5412, ext. 111 or at 500 East Division, Forks, WA 98331.

Dated 22 of July 2026 pursuant to the authorization and direction of the Forks Planning Commission at its special meeting held on 15 July 2026.

Brian Weekes
Chair, Forks Planning Commission

A handwritten signature in black ink, appearing to read "Brian Weekes", with a stylized, flowing script.

***Findings, Determinations and Decisions On Order of Remand for the Conditional Use Permit
Granted for an Eight Unit Tiny Home Development - Small Inn
170 Sportsman Club Road***

I. Proceedings.

- A. On 15 April 2026, the Planning Commission (Commission) granted a Conditional Use Permit (CUP) to Tom Tucker to construct and install eight tiny homes on property described below and generally located at 170 Sportsman Club Road. Within ten days of that vote, Cora Sasticum filed an appeal of the CUP.
- B. The City Council (Council) received the appeal of the CUP and scheduled an appeal hearing on 8 June 2026. At the conclusion of the appeal hearing, the Council issued an Order of Remand with the following findings:
 - 1. The record reflects uncertainty regarding the intended occupancy of the proposed structures and the resulting impacts on the surrounding community, including but not limited to traffic, noise, intensity of use, and compatibility with adjacent properties.
 - 2. The Council further finds that the record is unclear as to whether the proposed structures, as designed and intended to be used, would trigger building permit requirements, occupancy classifications, or other standards under the International Building Code, International Residential Code, or applicable local amendments.
 - 3. Because occupancy classification and building-code applicability may materially affect the scope, scale, and impacts of the proposed use, the Council concludes that the Planning Commission did not have sufficient information to fully evaluate the CUP criteria related to intensity of use, public health and safety, and neighborhood compatibility.
 - 4. Additional fact-finding and analysis are necessary to ensure a complete and accurate record before a final decision on the CUP can be made.Order of Remand, pg. 1
- C. The Council asked the Commission to develop additional findings and conclusions regarding the following:
 - 1. The anticipated occupancy of the proposed structures, including maximum and typical occupancy levels.
 - 2. Whether the proposed structures, as designed and intended to be used, require building permits, occupancy classification, or compliance with applicable building or fire-safety standards.
 - 3. The extent to which occupancy levels and applicable code requirements may affect impacts to the surrounding community, including traffic, noise, intensity of use, and neighborhood compatibility.Order of Remand, pg. 1-2.
- D. On 17 June 2026, the Commission received the order of remand at the conclusion of its regularly scheduled meeting. The reconsideration of the CUP pursuant to the order was scheduled for 15 July 2026.
- E. Notice of the hearing was provided by publication and mailing.
- F. During the regularly scheduled 15 July 2026 meeting of the Commission, the proposal was reconsidered pursuant to the Order. In attendance were Commissioners Weekes, Huling, Decker and Nelson present. Planner Fleck was also present. Tom Tucker and Nick Tucker were present via ZOOM, while Cora Sasticum, Karla Boughton, and Rebecca Madison, and Katherine Jackson were in attendance.

G. Fleck conducted an appearance of fairness and conflict of interest inquiry with the Commissioners.

1. On the question regarding knowledge of the proponents or opponents, or having conducted business with the proponents or the opponents, Decker disclosed that he knew and has done business with all of the parties.
2. No Commissioner indicated that they communicated with any the proponent on the parcel
3. No Commissioner has communicated with either Tom Tucker or Cora Sasticum regarding the proposal that is the subject of this hearing?
4. No Commissioner had any financial or personal interest in the outcome of this hearing.
5. No Commissioner was aware of their employer having a financial interest in this matter, or any interest in the outcome of this hearing.
6. No Commissioner lives on or owns property within 300 feet of the property. However, Commissioner Huling disclosed that he does own property approximately 350 feet from the property associated with this hearing.
7. No Commissioner had any special knowledge about the substance or the merits of this hearing which would or could cause a Commissioner to prejudge the outcome of this hearing.
8. All four Commissioners believed that they could sit and hear this matter fairly and impartially, both as to the respective positions of the proponents and the opponents in this hearing?

When offered the opportunity to challenge any commissioners based upon the answers received, there were no members of the audience who raised such a challenge against a Commissioner because of the "Appearance of Fairness Doctrine" concerns.

H. A staff report was given by Planner Fleck his report with the procedural aspects noted above and the substantive aspects summarized as follows:

1. Applicant had indicated that the expected daily occupancy of the project was 12 in their SEPA comments. No regulatory occupancy state or local could be found for commercial use of structures 400 sq. ft. and smaller. Further, State Department of Health uses the type of beds as guidelines for occupancy limits set by businesses. Local governments can establish such occupancies, but Forks has not done so. Residential buildings per L & I have an occupancy of one occupant per 200 sq. ft. See Exhibit F – WAC 52-54A-104, Table 1004.5. Fleck utilized another site where occupancies were advertised for structures of the same size as being six. Using that number, 48 would be the potential maximum occupancy of the development.

Based upon the number given in the SEPA Checklist, the proponent appeared to expect a daily occupancy rate of 12. This would set a 75% daily occupancy rate. Fleck referenced an article that indicated a goal should be 70% daily occupancy. Using a 70% daily occupancy rate with a maximum unit occupancy Fleck noted that the most likely maximum occupancy would be 34 individuals utilizing the eight facilities.

2. Permits and fire safety standards.

Residential guidance for tiny homes from Department of Labor exist, however, use in question is commercial in nature. Call to L&I to discuss the matter did not produce any response. City requires a building permit for the installation of each unit treating them like a mobile home which require such a permit. State Department of Health provides guidance for fire safety associated with transient lodging.

3. Impacts of occupancy on surrounding community

- i. Existing Neighborhood consists of the following uses:
 - a. Two single family residences;
 - b. One multi-residential supportive housing unit;
 - c. One building currently utilized a church;
 - d. Commercial access to the following business activities:
 - (1) Jerry's Small Engine
 - (2) Access to Taqueria San Juditas
 - (3) Concerned Citizens Office
 - (4) Mini-storage
 - (5) Gun Range.
- ii. Traffic – Fleck noted the proponent’s SEPA Checklist indicated six end trips per day which affirmed the proponent’s expectation of a 75% daily occupancy of the eight units. Assuming a higher occupancy per unit, Fleck noted that doubling the trip ends to 12 per day would give some indication of additional traffic. However, there is no traffic data or information for the Sportsman Club Road. As a result, it is difficult to ascertain what the traffic impact would be. Fleck reviewed USDOT average daily trip counts from residential dwellings and noted that Clallam County residences have 5-6 daily trips. However, Fleck questioned whether that number would be relevant.
- iii. Noise – Fleck noted that the development would increase noise by the very fact that currently the property is undeveloped. Any activity on the property would increase noise. Further, Fleck noted it should be expected that there would be ambient noise of people talking, vehicles starting, and the occasional vehicle alarm sounding. However, this was hard to gauge an impact as there is an active gun range near the proposed development.
- iv. Intensity of Use. It was noted that there would be an intensity in use of the property as indicated from the discussion of occupancy and noise. Fleck noted that additional information was needed from the proponent and appellant in this area.
- v. Neighborhood compatibility. Fleck noted that there are significant commercial activities associated with the change in use and development of the property in question. Two of the commercial activities are relatively quiet type uses with those being business office for a charitable organization and a mini-storage facility. Fleck encouraged the Commission to inquire of the parties regarding this aspect.
- 4. Fleck reminded the Commission of its options regarding the remanded matters received from the City Council. He also noted that if the Commission made a determination on the remanded matters, he would need specific motions regarding the development of the documents, the Chair’s signing of the same, start of appeal date, and meeting minutes. He asked if there were questions of the Commissioners.
 - i. Weekes asked if there was any way to even get road use data as there were periodic uses. Logging trucks use the road often. Hunting season was also discussed as an example of periodic use. In addition, the area accessed by that road was also a popular hunting access point. He asked whether DNR would be a source of information regarding usage and projected usages.
 - ii. Huling noted that most of the area had been logged in the past five years.
- I. On a motion by Decker, seconded by Huling, the Commission voted to open the public hearing. Motion passed 4-0.

- J. Maddie Hilcar, notary public, swore in witnesses for both the Remand and the other matter, a Conditional Use Permit associated with a mini-storage facility expansion. See the attached affidavits.
- K. Cora Sasticum, appellant to the City Council, rose to speak. She noted that she is the owner of record of the adjacent property east of the proposed development site.
1. She provided a copy of her written comments regarding issues with the applicant's request.
 - i. First it was argued that using a tiny house on wheels as a short term rental would introduce severe regulatory, safety, and logical bottle necks in Forks. Various definitions of tiny homes and L&I were provided with some references being from other states regarding building standards and dwelling requirements.
 - ii. Second, local codes require a conditional use or special use permit.
 - iii. Six individuals per unit would fail to meet health code requirements for septic systems with constant use and overloading the system. Water heaters would not be able to provide sufficient hot water for showers.
 - iv. The International Residential Code sets a minimum net square footage per occupant that is being exceeded at 66 sq. ft. per person. This occupancy would violate basic international property maintenance standards for overcrowding.
 - v. Parking constraints require dedicated off street parking and likely need 2-3 designated parking spaces per tiny home.
 - vi. She questioned how many people would rise or work in the completed project?
 - vii. She questioned the water and septage usage if more than two individuals were allowed to occupy each unit. She noted that water usage would be high and could be as high as 1920 gallons per day. With additional water usage being needed for cleaning and laundry.
 - viii. Also that the noise and traffic impacts were originally based upon 16 transient occupants.
 2. She also addressed the commission and raised concerns as follows;
 - i. She noted that the occupancy of six lodgers per unit was much higher than the original two per unit. As a result, she asked the Commission to limit the occupancy to two individuals per unit.
 - ii. She also questioned whether the design for the on-site septic was designed for six users per unit as this use could exceed the limits of the septic use per unit of 960 gallons per day. She asked if there was additional consideration regarding the use of water and creation of septage from cleaning of the units raising attention regarding dishwashers, and clothes washers and dryers.
 - iii. She also noted that the commercial traffic was mainly along the lower (western) portion of the roadway. The Sportsmens Club holds a couple of events each year and the mini-storage is rather quiet.
 - iv. She asked that the Commission not allow the CUP to go forward.
- L. Nick Tucker commented that he could provide good numbers regarding occupancy based upon his business at 1205 South Forks Avenue. He has 14 cabins and for 2025 that would be 5,040 available rentals. In 2025, he had 2300 rentals for less than 50% occupancy. He felt that 50% daily rental of units, or unit occupancy, would be a better number to use when considering the proposed development.
- M. Tom Tucker, proponent of the development subject to the Order of Remand, then addressed the Commission.

1. He noted that they utilized a higher daily occupancy rate for the SEPA Checklist. Based upon the numbers provided by Nick Tucker, an average rate of 50% would probably be more realistic. With a 75-80% daily occupancy rate occurring in the Summer, and 30-40% rate in the Winter.
2. He questioned the use of the USDOT data as that would put the number of trips for the development as high as 96, however, that higher number would not make the road deficient. Use Levels of Service (LOS), the road is probably between LOS A to C would have to see up to 600 vehicle trips per day to be deficient at a LOS D rate. Using the 96 trips, the LOS would not meet that level.
3. Residential occupancy is associated with the Building Code.
4. Water usage. Estimated that 120 gallons per unit, or 960 gallons per day for the total development. Septic will be a drip system, permitted by Clallam County, conforming with state rules. It is being designed to be a 'time dosed system' with release of septage from the holding tank occurring every 90 minutes. The holding tank is being utilized to address power outages that are more common in the area. It is estimated that the eight units would be the equivalent three three-bedroom single family residences.
5. Occupancy per unit is less than what Fleck had indicated. There will be four units with lofts and those can have six occupants. Four units will not have lofts and they can have four occupants. Total maximum occupants per site would be forty, with an expected 20 to 30 per day.

N. Commissioners then asked questions.

1. Huling asked as to whether the water and septic was only designed for short term rental purposes, or was extra capacity factored in if these became permanent rentals? Tucker noted that the design of the septic will be for added capacity.
2. Weekes asked for further information regarding the septage holding tank and if it would have the capacity for power outages. Decker noted that the pump would not work, but return to its 90 minute cycle. Weekes clarified his question by asking what would occur for the two day outage? Tucker noted that the requirements for this system would be engineered and designed to meet both the County and State regulations. Weekes felt that this should be addressed by adding a condition to the CUP.
3. Weekes asked about washers and dryers. Tucker noted that there would be no such amenities in the units. However, there would be dishwashers in each unit. Laundry would be taken off site to be done, local laundromat.
4. Weekes asked about the water usage in total. Tucker noted that it would utilize the same water as three three-bedroom houses, each house expecting to use 360 gallons of water per day.
5. Weekes asked if the occupancy could be restricted regarding the number of vehicles permitted for each unit. Tucker stated that it is designed for only two vehicles and that that was what would be advertised. Huling noted that that would be one car per unit. Tucker shared he thought it would be a total of 2-4 cars in the winter, 8 cars in the mid season, and as high as 16 cars in the peak summer season.
6. Decker felt that there was a significant level of speculation going on and that the previous preproposal addressed these. Weekes felt that the Commission could put conditions in place regarding septic holding tank being big enough for two days due to outages. Nelson felt that the design and requirements were best left to the County. Decker agreed and noted that the system had to be engineered to get the County's approval.
7. Sasticum raised a question about the change in the number of occupants per unit which originally totaled 16, but that was now being changed in the discussion. She noted that

this was different from the SEPA checklist. Tucker responded that there is no regulatory limit per code on the number of guests per unit. Sasticum asked if the septic design took this change into consideration.

O. Weekes asked to close the hearing and on a motion by Huling, seconded by Decker and a unanimous vote, the hearing was closed.

P. The Commission then began their discussions.

1. Weekes voiced his concern that the County may not take into consideration extended power outages regarding the septic design. He felt that the Commission could make a condition regarding the need for the septic holding tank to be prepared for a multiday power outage. Nelson did not want to add any such condition as the Commission members are not engineers. Weekes reiterated that the Commission could ask the engineers to ensure coverage for a two day power outage. Huling felt that the matter was best left with the County and the proponent's hired engineer as they would have the right information available to them. It had to be assumed that the engineer would plan for the extreme worse case scenarios as the engineer would not want the system to fail and have that liability come back upon them. Even with that, Weekes felt that the Commission could put conditions on to address this issue. Nelson felt that the matter was already addressed, Huling didn't want any condition to conflict with the permit situation.
2. Weekes made a motion to add a condition that the septic holding tank be designed to address a two day failure. There was no second. Motion died for lack of a second.

Q. On a motion by Decker, seconded by Huling, the Commission moved to considering the reaffirming the CUP. Fleck noted that findings and determinations were needed. Motion passed unanimously.

II. Determinations. Based upon the above findings, the Commission made the following determinations:

- A. Regarding occupancy, the Commission determined that a maximum occupancy would be between 16-40 people of the proposed eight units, but that maximum number occupants would be less as the daily occupancy of units would be average 50%. This position was adopted on a motion by Decker, seconded by Huling and passed unanimously.
- B. Regarding the impacts of the proposed development to issues of traffic, noise, intensity of use, and impacts to the neighborhood, the Commission determined that the staff report and the comments provided additional information and did not warrant changes. Motion by Decker, seconded by Huling and passed unanimously.
- C. The Commission determined that the development would be of minimal impact to an already mixed-use neighborhood served by an existing road. Motion by Huling, seconded by Nelson and passed unanimously.
- D. Based upon these, the Commission on a motion by Decker, seconded by Huling, reaffirmed the granting of a Conditional Use Permit to Tom Tucker for the proposed eight-unit tiny home small inn. The motion passed unanimously.

III. Decision.

Based upon the above findings and determinations, the Forks Planning Commission reaffirmed by an unanimous vote the Conditional Use Permit Application without adding additional conditions beyond what was originally imposed.

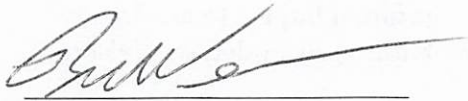
Commissioner Weekes was authorized to sign the decision based upon his determining that the documents adequately reflect the activities of the Commission during the meeting and the signed document would serve as the meeting minutes. Commissioner Huling made a motion providing such authorization with a second by Commissioner Nelson. Motion passed unanimously.

The Commission set the date for start of any subsequent appeal of the reaffirmed decision to start the day following the Chair's signing of the decision document. This was done on a motion by Decker, seconded by Huling and passed unanimously.

It was further agreed that the signed document would serve as the Commissions meeting minutes with additional agenda items to be noted in a footnote¹. Commissioner Decker made this motion which was seconded by Commissioner Huling and passed unanimously.

Signed this 27 July 2026 and in so signing certifying that the above reflects the proceedings of the Forks Planning Commission's special meeting held on 15 July 2026.

Brian Weekes
Chairman - Forks Planning Commission



¹ At 6:30 pm and the conclusion of the Remand Hearing, the Commission took a brief break and then proceeded with their consideration of the Conditional Use Permit for a mini storage expansion. See the Notice of decision for the details of that portion of the meeting. Afterwards, the Commission opened a public hearing on the draft development regulations, being the Forks Zoning Code, to which there was yet again, no public comment. Decker did inquire about discussions in Olympia to exempt cities from the GMA and if those were to come into existence, could the zoning code be reconsidered. Fleck noted that such attempts in the past had materialized, but that reconsideration could occur. Decker noted that a lot of effort seemed to be the state acting as 'big brother' and keeping its thumb on things. Decker noted that with str/tiny homes, being approved, this should allow for existing residential homes remaining long term homes for rent. He favored efforts that addressed the need of lodging increases, while protecting the private property rights of landowners. Motion to adjourn was made by Decker, seconded by Huling and passed unanimously.

Dear City of Forks, Mr. Tucker, and Ms. Pearson,

I am writing to formally express my concerns regarding the proposed eight-unit tiny home development at 170 Sportsman Club Road, which is directly adjacent to my property.

My primary concern involves the planned placement of the septic system and drain field near our shared property line and close to my home. I am worried that the combined drainage from the proposed septic system, roof runoff, and parking lot surface water concentrating in the same area could negatively impact my existing septic system and drain field. If my septic system were to fail as a result of this development, who would be responsible for the costs associated with repair or replacement?

Additionally, I would like clarification as to why the tiny homes appear to be clustered along the property line closest to my residence rather than positioned toward the center or opposite side of the parcel. The current layout raises concerns regarding privacy, noise, and overall impact to the character of the neighborhood.

With eight units proposed, I am also concerned about increased traffic and noise levels. What regulations will be in place regarding traffic flow, parking, noise control, and animals? How will these rules be enforced to ensure neighboring property owners are not negatively impacted?

I would also appreciate clarification on whether this development could restrict my ability to build or make improvements on my own property in the future.

In addition, will this development have any impact on my property taxes? I would like to understand whether increased density next to my property could result in higher assessed value or tax liability for my home.

Lastly, in the past, we were denied permission to place a small travel trailer on our property because we already have a primary residence. Given that precedent, I am seeking an explanation as to how this proposal for eight tiny homes on a single parcel is being considered or approved.

I respectfully request that these concerns be addressed before any approvals are finalized. As an adjacent property owner, I believe it is important that the potential impacts to neighboring properties are carefully evaluated and mitigated.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
Cora Sasticum



360 - 640 - 2143

To Forks Planning Commission

I would like to appeal the planning commission's decision on the installation of eight tiny homes described as a small inn by Mr. Tom Tucker.

I would ask for a submission and review of a preliminary septic design, including: Soil evaluation, drain field location, flood and saturation mitigation, capacity relative to intended use. Before signing off on this development. All the information we have so far is it is supposedly engineered to be on a time release system that won't cause problems with nearby systems.

I would also like more information on the Units themselves. All the information we have so far is they are 11' X 38' and have approximately 385 sq. ft. of floor space.

Are these units being permitted as fixed structures, temporary structures or something else. It just says the Units will be placed.

How many people can each one accommodate? Do they have washer/dryers and dishwashers in them? This would be useful information to determine how much water would be needed for this development on a regular basis.

Google estimates that a person uses 15-25 gallons of water per shower and 10 gallons for flushing toilets. Times that by a minimum of 2 or 4 people per unit. It adds up to a lot of water and we are already rationing water in the summers as it is now. Can our water system sustain 8 more tiny homes. Will there be a manager on site to enforce the restrictions if needed?

I request there be a water availability and capacity analysis done.

Clarification on how this use aligns with existing seasonal restrictions.

Assurance that approval will not further strain municipal resources.

I also feel this development is compatible with the existing neighborhood.

It raises concerns with traffic, privacy and noise in what is now a peaceful area.

This plan doesn't seem to protect the existing residents from these adverse impacts.

I feel adding 16-32 people and their cars on average to this neighborhood would completely destroy a once peaceful neighborhood.

For these reasons, I respectfully request that the Conditional Use Permit approval be reconsidered and remanded until these issues are fully addressed.

Thank you
Cora Sasticum

 4/25/2026





Notice of Appeal
of a SEPA Determination
Determination of Nonsignificance

31 Sitka Circle – Vacation Short Term Rental

Forks City Council
10 August 2026
7:30 P.M.

Forks City Council Chambers

Notice is hereby given that during the Council's Regular Meeting on 10 August 2026, the City Council will consider an appeal filed by Rod Larson, Appellant, of the State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS) issued by Attorney/Planner Fleck. This determination was made in association with the Special Use Permit (SUP) application of Ravae O'Leary doing business as Olympic Coast Rentals, LLC., to permit the use of a single-family residence into a vacation/short term rental when the owners are not occupying it. The Council will hear the appeal in its quasi-judicial capacity pursuant to FMC 14.10.200(2).

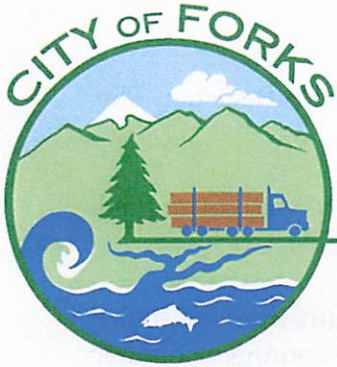
The following will be the agenda used for the Larson appeal:

Larson Appeal of the SEPA DNS – Charlotte Archer, Inslee Best, pro tem City Attorney to Council

- a. Attorney Archer's review of quasi-judicial procedures, conflict of interest and appearance of fairness disclosures of the City Council related to the appellant, the applicant, and proposed project.
- b. Staff Report Regarding SEPA Determination and Larson Appeal
- c. Appellant Larson's Presentation on Appeal
- d. Proponent/Respondent's O'Leary's Position
- e. Public Comment
- f. Council's questions of appellant, respondent, and/or public
- g. Deliberations of the Forks City Council – This may occur "in chambers" due to quasi-judicial nature of this proceeding, per See RCW 42.30.140(2)
- h. Decision of City Council
- i. Authorize the Mayor to execute decision documents.

Public comment regarding this matter may also be submitted in writing but must be received by the time the public comment period has begun. Send comments to City of Forks – Larson Appeal, 500 East Division Street, Forks, WA 98331

The Council Chamber is ADA accessible. Arrangements for reasonable accommodation for special needs, including handicap accessibility or language interpreter, will be made upon receiving 24-hour advance notice. Contact Mr. Fleck at 360/374-5412, ext. 245, in person at the address noted above.



500 E. Division St. • Forks, Washington 98331-8618

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696
forkswashington.org

TO: Mayor Fletcher
Forks City Council

FROM: Rod Fleck, Attorney/Planner

DATE: 7 August 2026

RE: Staff Report on the Appeal of the SEPA DNS associated with

This is the brief staff report for appeal by Rod Larson of the State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS) associated a special use permit (SUP) for a short term vacation rental located at 31 Sitka Circle owned and operated by Ravae O'Leary doing business as Olympic Coast Rentals, LLC . It will be made part of the public record for Monday's appeal hearing.

Procedural elements

Ravae O'Leary applied for an SUP to utilize her residence as a short term/vacation rental. Her application and the accompanying SEPA checklist was received 15 June 2026. O'Leary's applied as she was uncertain whether or not she and her family would be away from their residence for more than six months and wanted to have the flexibility to use the property as a short-term vacation rental if they were gone for a longer period of time. A long-term use of the property changing its usage from single family residential to its primary usage as short term vacation rental requires an SUP when the property is zoned moderate density residential. As an SUP is a major land use action, compliance with SEPA is also required and O'Leary submitted a completed, yet unsigned, SEPA checklist via email.

I reviewed the materials provided and made a decision on the application on 18 June 2026. As a result of that review, a SEPA determination was made that the project would not have an adverse impact on the environment. In addition, I granted the SUP for the requested use.

Notice of both the SUP and the SEPA DNS was:

- (1) Submitted to the State's SEPA Register with a copy of the initial checklist received (Exhibit A);
- (2) Provided to both the Quileute and Hoh Tribe staff;
- (3) Published in the Forks Forum; and,
- (4) Mailed to all property owners of record living within 500' of the outer boundary of the O'Leary property at 31 Sitka Circle.

Shortly after submitting the materials to the SEPA Register, the City was informed that the Checklist was not signed. In learning that I had overlooked that requirement, I requested from O'Leary a signed

SEPA checklist be submitted. See Exhibit B. This was then uploaded to the state's SEPA Registry. The SEPA DNS was published thereafter.

The SEPA DNS had a period of 14 days in which the determination could be appealed. Mr. Larson filed his appeal of that decision on 3 July 2026 within that 14-day window. See Exhibit C.

No other substantive comments were received on this application. Kim Bray with the Hoh Tribe acknowledged receipt of the SUP and DNS and noted that she had "no questions or comments on this permit or DNS." Exhibit D.

Council was provided a copy of the appeal and the applicable portions of the Forks Municipal Code at its meeting of 13 July 2026. At which, the Council set 10 August 2026 as the date to hear the Larson Appeal in a quasi-judicial setting. Notice of the Appeal of the SEPA determination was printed in the Forks Forum. This Notice, the Appeal, and the applicable portions of the Forks Municipal Code (FMC 14.10200) was mailed to the property owners of record. Exhibit E.

Substantive Aspects of Staff Review of the Proposal

Mr. Larson, in his item one, is correct that the original SEPA Checklist was not signed. When this was realized, as a result of the SEPA Registrar informing me, I contacted O'Leary and received a signed copy was obtained within a few hours. Both the signed and the unsigned copy of the SEPA Checklist were published in the SEPA Register. No other aspect of the checklist was changed by O'Leary.

Regarding Mr. Larson's second item in his appeal, the City issued a DNS. There is a scrivener's error within the paragraph below "Prior SEPA Documents" where it references the "above items do not have a probably significant adverse impact based upon the proposed mitigation required above." DNS Olympic Coast Rentals, LLC within Exhibit A. This was a DNS, it was titled that and treated as that. That reference to mitigation was an error carried forward from boilerplate used in developing this notice. No mitigation was contemplated or determined to be of need.

Mr. Larson then asserts and challenges, as his third item in his appeal, whether 31 Sitka Circle is O'Leary's "Primary Residence." I am uncertain how to prove something the applicant is stating in their application materials. It is the house they reside in when they are in Forks. As I understood it, they operate a fishing guide service which in any given year takes them to various places in and out of Forks, if not the state. Our practice has been to require a special use permit, which is not being challenged here, when the use requiring such a permit would be occurring more than 50% of the time in any given year. They are proposing to use the property for short-term vacation rental and also seasonal month-to-month rental. The latter does not require any permit, but the former would if the residence is being used in that manner 50%+ of the time. If there is an uncertainty, we encourage people to error on the side of obtaining the permit. Proponent indicated that this was their primary residence in their letter of application. I have no reason to suspect otherwise. Further, the City does not have code provisions defining primary residence.

Mr. Larson then asserts, as his fourth item in the appeal, that the City's housing stock is reduced by one with this request. At best, based upon the information provided, the proponent plans to live there part

of any given year. So on the one hand, the housing stock is reduced a portion of the year. Assuming that the residence was converted to short term rental use for all of one year, that would for that specific year remove from the City's inventory a residence for longer term rental. But there are two aspects of this alleged loss that need to be considered.

First, there are 1,367 households in the City of Forks. City Comp Plan, Housing, Pg. 70. At present, there is no prohibition associated with short-term rentals. Further, the proponent's indicated that they may in fact rent their residence for longer periods. The reduction of a single residence would appear to have no impact on the housing stock taken as a whole. As an aside, Larson appears to find short term rentals permissible to those "snowbirds or "rainbirds," who may undertake short-term renting of their homes while they are away. Yet, he goes on to argue that this does not apply to O'Leary and her family.

Second, regarding the impact of short-term rentals on housing stock and supply, the City has not done a cumulative impacts analysis. However, 28 special use permits have been provided for vacation rentals since 2019. This number does not include those activities that are permitted outright per the land use matrix of the City's zoning code. Here, the property is zoned moderate density residential and the Special Use Permit was required. The impact is 1 out of 1,367 units, or if we use all special use permitted short term rentals, the cumulative impact would be $28+1=29/1,367$ or 2/100ths of 1%. The basis for arguing 'no significant impact' of the O'Leary request appears to be sustained.

Mr. Larson, continues in his appeal to argue that the permitted short-term rental actions by the City are the reason for the shortage of housing in Forks and the significant price increases. However, there has been a long-standing shortage of single-family detached residential housing in Forks. Single family residences in Forks make up 43% of all housing types, when compared to the State average (63%) and County average 71%. The second largest housing type is the mobile home/trailer category at 33% compared to 6% for the state and 14% for the county. FUGA Comp Plan, Housing Types, pg. 82. On average, there are 10.4 new single-family residences (framed and manufactured homes) added annually to the housing stock within the City. Id. at 71. Very few houses are built as "spec houses" where the contractor is building the house for a yet to be determined buyer. Additional housing for those making 31-80% of AMI was identified as being a need within the recently adopted FUGA Comp Plan. Id., pg. 91. The Comp Plan proposed changes in the zoning code to encourage 'middle housing' options ranging from increasing the number of houses that could be built on each lot, to allowing for various multi-unit housing to occur. It is hard to speculate as to whether the change in zoning code would trigger new residential developments. These changes are efforts to encourage additional family housing to be constructed. When paired with the City has no development fees, I would argue that the City has done all it can to encourage new construction.

Larson's argument fails to consider the other significant, and debilitating factors that are at play limiting the growth in housing stock in Forks: high interest rates, significant cost in necessary construction materials, number of available contractors, and the lending/financing requirements associated with new construction. In addition, the City lacks the ability to establish price controls for the sale of homes.

Finally, in this fourth aspect of Larson's appeal, he raises issues with the City operated sewer system and its capacity. This does not appear to be of relevance in this specific instance as property is served

by an on-site septic system. It should be noted that the City's sewer district, which is confined to the central core of the City, has the capacity for those owners of property within the system to undertake the building of their property to maximum capacity. What is currently not allowed is the annexing of properties into that sewer district until additional capacity focused improvements are made. That district, however is confined to the central core portions of the City.

RECOMMENDATION

For the reasons presented above, I would argue that the SEPA decision should be affirmed by the Council.

Exhibits to Staff Report

Exhibit A - SUP, DNS, Letter and SEPA Checklist

Exhibit B - Signed SEPA Checklist

Exhibit C - Larson Appeal.

Exhibit D - Bray Email

Exhibit E - Notice of Appeal, Appeal, Municipal Code.

NOTICE OF PLANNING COMMISSION DECISION

On Order of Remand for the Conditional Use Permit Granted for an Eight Unit Tiny Home Development - Small Inn 170 Sportsman Club Road

Notice is hereby given that upon an order on remand from the Forks City Council, the Forks Planning Commission met and considered additional information provided during the course of a quasi-judicial hearing, the Forks Planning Commission reaffirmed their earlier approval of a conditional use permit for the request of the zoning use described below.

Project

Proponent: Tom Tucker with permission of
the property owner (Corey Pearson)
713 Senz Road
Sequim, WA 98382

Appellant Cora Sasticum
302 Trout Avenue
Forks, WA 98331

Description of original proposal:

Proponent, with the approval of the property owner, is seeking to install eight units with each unit being approximately 11' x 38' in size and having approximately 385 sq. ft. of floor space totaling 3,080 sq. ft. in the northeastern portions of the eastern two parcels (Parcel Nos. 132809430060 & 132809430145). See map attached to mailing and available online. Each unit would become a short-term rental, and the development has been identified as a small inn by the applicant, see FMC 17.10.055, instead of an RV Overnight Parking Facility, see FMC 17.10.475. Either of those uses requires a Conditional Use Permit from the City in order for the development to proceed. The basis for this distinction would be that the proposed eight units would be set in place subject to obtaining a City of Forks Building Permit. Development would occur outside of the buffer associated with Mill Creek, which is a Class II Aquatic Conservation Habitat.

In addition, the proponent would seek a boundary line adjustment that would place the entire proposed development into a redefined parcel outside of any of the buffer area associated with Mill Creek subject to field surveying.

Parcels associated with the proposed development are accessed from a paved City street, can access city water, would require the construction of a Clallam County Environmental Health permitted commercial on-site septic system, electrical provided by the PUD, and telecommunications access via CenturyLink and other providers

Location of

Property: Three parcels with the larger, central parcel having the current address of 170 Sportsman Club Road, and all of which are located south of said road.

Legal

Description: Proposed development would involve two of the following parcels::

Clallam County Parcel No. 132809430060

Having a short legal description of Tax Parcel No. 1692, except the eastern fifteen feet (15') of the northern half located in the SW 1/4 of the SE 1/4 of Section 9 being 0.9 acres in size; and,

Clallam County Parcel No. 132809430145

Having a short legal description of Tax Parcel No. 1000 in the SW 1/4 of the SE 1/4 of Section 9 being 2.9 acres in size; and,

Clallam County Parcel No. 132809430185

Having a short legal description of Tax Parcel No. 1013 in the SW ¼ of the SE ¼ of Section 9 being 1.0 acres in size.

All parcels are located in the SW ¼ of the SE ¼ of Section 9, Township 28 North, Range 13 West, W.M., in Clallam County, WA.

The Commission was asked to consider the following per the Order of Remand'

- *The anticipated occupancy of the proposed structures, including maximum and typical occupancy levels.*
- *Whether the proposed structures, as designed and intended to be used, require building permits, occupancy classification, or compliance with applicable building or fire-safety standards.*
- *The extent to which occupancy levels and applicable code requirements may affect impacts to the surrounding community, including traffic, noise, intensity of use, and neighborhood compatibility.*

Order of Remand, Pgs. 1-2.

Upon conclusion of their hearing, the Commission reaffirmed its granting of a Conditional Use Permit (CUP) to the proponent. A copy of the findings, the determination and decision of the Forks Planning Commission on reaffirming the Conditional Use Permit is attached and incorporated herein by reference. However, only the Notice of Planning Commission Decision is being printed in the Forks Forum. A copy of those findings, determinations and the decision can be obtained from the City Attorney/Planner. It will be mailed to all attendees of record, and all who are required to receive a mailed copy of this notice pursuant to the Zoning Code.

COUNCIL ACTION REQUIRED

The original granting of the CUP was properly appealed by Cora Sasticum to the City Council which heard the appeal on 8 Jun 2026. The Council remanded the CUP to the Planning Commission ordering additional consideration of the points referenced above. Further, the Council's order stated that the Council retained "jurisdiction over this appeal and will resume review upon receipt of the Planning Commission's amended determination." Order, pg. 2

Notice of this decision will be provided to the City Clerk and the matter rescheduled before the City Council for its final determination on the Sasticum appeal. City will notify the appellant and proponent of when the City Council has scheduled their review and consideration of the Commission's findings.

Individuals needing a copy of the application materials, the determinations of the Commission, or requiring additional information regarding this notice should contact Rod Fleck, City Attorney/Planner at 360/374-5412, ext. 111 or at 500 East Division, Forks, WA 98331.

Dated 22 of July 2026 pursuant to the authorization and direction of the Forks Planning Commission at its special meeting held on 15 July 2026.

Brian Weekes
Chair, Forks Planning Commission

A handwritten signature in black ink, appearing to read "Brian Weekes", with a stylized, flowing script.

***Findings, Determinations and Decisions On Order of Remand for the Conditional Use Permit
Granted for an Eight Unit Tiny Home Development - Small Inn
170 Sportsman Club Road***

I. Proceedings.

- A. On 15 April 2026, the Planning Commission (Commission) granted a Conditional Use Permit (CUP) to Tom Tucker to construct and install eight tiny homes on property described below and generally located at 170 Sportsman Club Road. Within ten days of that vote, Cora Sasticum filed an appeal of the CUP.
- B. The City Council (Council) received the appeal of the CUP and scheduled an appeal hearing on 8 June 2026. At the conclusion of the appeal hearing, the Council issued an Order of Remand with the following findings:
 - 1. The record reflects uncertainty regarding the intended occupancy of the proposed structures and the resulting impacts on the surrounding community, including but not limited to traffic, noise, intensity of use, and compatibility with adjacent properties.
 - 2. The Council further finds that the record is unclear as to whether the proposed structures, as designed and intended to be used, would trigger building permit requirements, occupancy classifications, or other standards under the International Building Code, International Residential Code, or applicable local amendments.
 - 3. Because occupancy classification and building-code applicability may materially affect the scope, scale, and impacts of the proposed use, the Council concludes that the Planning Commission did not have sufficient information to fully evaluate the CUP criteria related to intensity of use, public health and safety, and neighborhood compatibility.
 - 4. Additional fact-finding and analysis are necessary to ensure a complete and accurate record before a final decision on the CUP can be made.Order of Remand, pg. 1
- C. The Council asked the Commission to develop additional findings and conclusions regarding the following:
 - 1. The anticipated occupancy of the proposed structures, including maximum and typical occupancy levels.
 - 2. Whether the proposed structures, as designed and intended to be used, require building permits, occupancy classification, or compliance with applicable building or fire-safety standards.
 - 3. The extent to which occupancy levels and applicable code requirements may affect impacts to the surrounding community, including traffic, noise, intensity of use, and neighborhood compatibility.Order of Remand, pg. 1-2.
- D. On 17 June 2026, the Commission received the order of remand at the conclusion of its regularly scheduled meeting. The reconsideration of the CUP pursuant to the order was scheduled for 15 July 2026.
- E. Notice of the hearing was provided by publication and mailing.
- F. During the regularly scheduled 15 July 2026 meeting of the Commission, the proposal was reconsidered pursuant to the Order. In attendance were Commissioners Weekes, Huling, Decker and Nelson present. Planner Fleck was also present. Tom Tucker and Nick Tucker were present via ZOOM, while Cora Sasticum, Karla Boughton, and Rebecca Madison, and Katherine Jackson were in attendance.

G. Fleck conducted an appearance of fairness and conflict of interest inquiry with the Commissioners.

1. On the question regarding knowledge of the proponents or opponents, or having conducted business with the proponents or the opponents, Decker disclosed that he knew and has done business with all of the parties.
2. No Commissioner indicated that they communicated with any the proponent on the parcel
3. No Commissioner has communicated with either Tom Tucker or Cora Sasticum regarding the proposal that is the subject of this hearing?
4. No Commissioner had any financial or personal interest in the outcome of this hearing.
5. No Commissioner was aware of their employer having a financial interest in this matter, or any interest in the outcome of this hearing.
6. No Commissioner lives on or owns property within 300 feet of the property. However, Commissioner Huling disclosed that he does own property approximately 350 feet from the property associated with this hearing.
7. No Commissioner had any special knowledge about the substance or the merits of this hearing which would or could cause a Commissioner to prejudge the outcome of this hearing.
8. All four Commissioners believed that they could sit and hear this matter fairly and impartially, both as to the respective positions of the proponents and the opponents in this hearing?

When offered the opportunity to challenge any commissioners based upon the answers received, there were no members of the audience who raised such a challenge against a Commissioner because of the "Appearance of Fairness Doctrine" concerns.

H. A staff report was given by Planner Fleck his report with the procedural aspects noted above and the substantive aspects summarized as follows:

1. Applicant had indicated that the expected daily occupancy of the project was 12 in their SEPA comments. No regulatory occupancy state or local could be found for commercial use of structures 400 sq. ft. and smaller. Further, State Department of Health uses the type of beds as guidelines for occupancy limits set by businesses. Local governments can establish such occupancies, but Forks has not done so. Residential buildings per L & I have an occupancy of one occupant per 200 sq. ft. See Exhibit F – WAC 52-54A-104, Table 1004.5. Fleck utilized another site where occupancies were advertised for structures of the same size as being six. Using that number, 48 would be the potential maximum occupancy of the development.

Based upon the number given in the SEPA Checklist, the proponent appeared to expect a daily occupancy rate of 12. This would set a 75% daily occupancy rate. Fleck referenced an article that indicated a goal should be 70% daily occupancy. Using a 70% daily occupancy rate with a maximum unit occupancy Fleck noted that the most likely maximum occupancy would be 34 individuals utilizing the eight facilities.

2. Permits and fire safety standards.

Residential guidance for tiny homes from Department of Labor exist, however, use in question is commercial in nature. Call to L&I to discuss the matter did not produce any response. City requires a building permit for the installation of each unit treating them like a mobile home which require such a permit. State Department of Health provides guidance for fire safety associated with transient lodging.

3. Impacts of occupancy on surrounding community

- i. Existing Neighborhood consists of the following uses:
 - a. Two single family residences;
 - b. One multi-residential supportive housing unit;
 - c. One building currently utilized a church;
 - d. Commercial access to the following business activities:
 - (1) Jerry's Small Engine
 - (2) Access to Taqueria San Juditas
 - (3) Concerned Citizens Office
 - (4) Mini-storage
 - (5) Gun Range.
- ii. Traffic – Fleck noted the proponent’s SEPA Checklist indicated six end trips per day which affirmed the proponent’s expectation of a 75% daily occupancy of the eight units. Assuming a higher occupancy per unit, Fleck noted that doubling the trip ends to 12 per day would give some indication of additional traffic. However, there is no traffic data or information for the Sportsman Club Road. As a result, it is difficult to ascertain what the traffic impact would be. Fleck reviewed USDOT average daily trip counts from residential dwellings and noted that Clallam County residences have 5-6 daily trips. However, Fleck questioned whether that number would be relevant.
- iii. Noise – Fleck noted that the development would increase noise by the very fact that currently the property is undeveloped. Any activity on the property would increase noise. Further, Fleck noted it should be expected that there would be ambient noise of people talking, vehicles starting, and the occasional vehicle alarm sounding. However, this was hard to gauge an impact as there is an active gun range near the proposed development.
- iv. Intensity of Use. It was noted that there would be an intensity in use of the property as indicated from the discussion of occupancy and noise. Fleck noted that additional information was needed from the proponent and appellant in this area.
- v. Neighborhood compatibility. Fleck noted that there are significant commercial activities associated with the change in use and development of the property in question. Two of the commercial activities are relatively quiet type uses with those being business office for a charitable organization and a mini-storage facility. Fleck encouraged the Commission to inquire of the parties regarding this aspect.
4. Fleck reminded the Commission of its options regarding the remanded matters received from the City Council. He also noted that if the Commission made a determination on the remanded matters, he would need specific motions regarding the development of the documents, the Chair’s signing of the same, start of appeal date, and meeting minutes. He asked if there were questions of the Commissioners.
 - i. Weekes asked if there was any way to even get road use data as there were periodic uses. Logging trucks use the road often. Hunting season was also discussed as an example of periodic use. In addition, the area accessed by that road was also a popular hunting access point. He asked whether DNR would be a source of information regarding usage and projected usages.
 - ii. Huling noted that most of the area had been logged in the past five years.
- I. On a motion by Decker, seconded by Huling, the Commission voted to open the public hearing. Motion passed 4-0.

- J. Maddie Hilcar, notary public, swore in witnesses for both the Remand and the other matter, a Conditional Use Permit associated with a mini-storage facility expansion. See the attached affidavits.
- K. Cora Sasticum, appellant to the City Council, rose to speak. She noted that she is the owner of record of the adjacent property east of the proposed development site.
1. She provided a copy of her written comments regarding issues with the applicant's request.
 - i. First it was argued that using a tiny house on wheels as a short term rental would introduce severe regulatory, safety, and logical bottle necks in Forks. Various definitions of tiny homes and L&I were provided with some references being from other states regarding building standards and dwelling requirements.
 - ii. Second, local codes require a conditional use or special use permit.
 - iii. Six individuals per unit would fail to meet health code requirements for septic systems with constant use and overloading the system. Water heaters would not be able to provide sufficient hot water for showers.
 - iv. The International Residential Code sets a minimum net square footage per occupant that is being exceeded at 66 sq. ft. per person. This occupancy would violate basic international property maintenance standards for overcrowding.
 - v. Parking constraints require dedicated off street parking and likely need 2-3 designated parking spaces per tiny home.
 - vi. She questioned how many people would rise or work in the completed project?
 - vii. She questioned the water and septage usage if more than two individuals were allowed to occupy each unit. She noted that water usage would be high and could be as high as 1920 gallons per day. With additional water usage being needed for cleaning and laundry.
 - viii. Also that the noise and traffic impacts were originally based upon 16 transient occupants.
 2. She also addressed the commission and raised concerns as follows;
 - i. She noted that the occupancy of six lodgers per unit was much higher than the original two per unit. As a result, she asked the Commission to limit the occupancy to two individuals per unit.
 - ii. She also questioned whether the design for the on-site septic was designed for six users per unit as this use could exceed the limits of the septic use per unit of 960 gallons per day. She asked if there was additional consideration regarding the use of water and creation of septage from cleaning of the units raising attention regarding dishwashers, and clothes washers and dryers.
 - iii. She also noted that the commercial traffic was mainly along the lower (western) portion of the roadway. The Sportsmens Club holds a couple of events each year and the mini-storage is rather quiet.
 - iv. She asked that the Commission not allow the CUP to go forward.
- L. Nick Tucker commented that he could provide good numbers regarding occupancy based upon his business at 1205 South Forks Avenue. He has 14 cabins and for 2025 that would be 5,040 available rentals. In 2025, he had 2300 rentals for less than 50% occupancy. He felt that 50% daily rental of units, or unit occupancy, would be a better number to use when considering the proposed development.
- M. Tom Tucker, proponent of the development subject to the Order of Remand, then addressed the Commission.

1. He noted that they utilized a higher daily occupancy rate for the SEPA Checklist. Based upon the numbers provided by Nick Tucker, an average rate of 50% would probably be more realistic. With a 75-80% daily occupancy rate occurring in the Summer, and 30-40% rate in the Winter.
 2. He questioned the use of the USDOT data as that would put the number of trips for the development as high as 96, however, that higher number would not make the road deficient. Use Levels of Service (LOS), the road is probably between LOS A to C would have to see up to 600 vehicle trips per day to be deficient at a LOS D rate. Using the 96 trips, the LOS would not meet that level.
 3. Residential occupancy is associated with the Building Code.
 4. Water usage. Estimated that 120 gallons per unit, or 960 gallons per day for the total development. Septic will be a drip system, permitted by Clallam County, conforming with state rules. It is being designed to be a 'time dosed system' with release of septage from the holding tank occurring every 90 minutes. The holding tank is being utilized to address power outages that are more common in the area. It is estimated that the eight units would be the equivalent three three-bedroom single family residences.
 5. Occupancy per unit is less than what Fleck had indicated. There will be four units with lofts and those can have six occupants. Four units will not have lofts and they can have four occupants. Total maximum occupants per site would be forty, with an expected 20 to 30 per day.
- N. Commissioners then asked questions.
1. Huling asked as to whether the water and septic was only designed for short term rental purposes, or was extra capacity factored in if these became permanent rentals? Tucker noted that the design of the septic will be for added capacity.
 2. Weekes asked for further information regarding the septage holding tank and if it would have the capacity for power outages. Decker noted that the pump would not work, but return to its 90 minute cycle. Weekes clarified his question by asking what would occur for the two day outage? Tucker noted that the requirements for this system would be engineered and designed to meet both the County and State regulations. Weekes felt that this should be addressed by adding a condition to the CUP.
 3. Weekes asked about washers and dryers. Tucker noted that there would be no such amenities in the units. However, there would be dishwashers in each unit. Laundry would be taken off site to be done, local laundromat.
 4. Weekes asked about the water usage in total. Tucker noted that it would utilize the same water as three three-bedroom houses, each house expecting to use 360 gallons of water per day.
 5. Weekes asked if the occupancy could be restricted regarding the number of vehicles permitted for each unit. Tucker stated that it is designed for only two vehicles and that that was what would be advertised. Huling noted that that would be one car per unit. Tucker shared he thought it would be a total of 2-4 cars in the winter, 8 cars in the mid season, and as high as 16 cars in the peak summer season.
 6. Decker felt that there was a significant level of speculation going on and that the previous preproposal addressed these. Weekes felt that the Commission could put conditions in place regarding septic holding tank being big enough for two days due to outages. Nelson felt that the design and requirements were best left to the County. Decker agreed and noted that the system had to be engineered to get the County's approval.
 7. Sasticum raised a question about the change in the number of occupants per unit which originally totaled 16, but that was now being changed in the discussion. She noted that

this was different from the SEPA checklist. Tucker responded that there is no regulatory limit per code on the number of guests per unit. Sasticum asked if the septic design took this change into consideration.

- O. Weekes asked to close the hearing and on a motion by Huling, seconded by Decker and a unanimous vote, the hearing was closed.
- P. The Commission then began their discussions.
 - 1. Weekes voiced his concern that the County may not take into consideration extended power outages regarding the septic design. He felt that the Commission could make a condition regarding the need for the septic holding tank to be prepared for a multiday power outage. Nelson did not want to add any such condition as the Commission members are not engineers. Weekes reiterated that the Commission could ask the engineers to ensure coverage for a two day power outage. Huling felt that the matter was best left with the County and the proponent's hired engineer as they would have the right information available to them. It had to be assumed that the engineer would plan for the extreme worse case scenarios as the engineer would not want the system to fail and have that liability come back upon them. Even with that, Weekes felt that the Commission could put conditions on to address this issue. Nelson felt that the matter was already addressed, Huling didn't want any condition to conflict with the permit situation.
 - 2. Weekes made a motion to add a condition that the septic holding tank be designed to address a two day failure. There was no second. Motion died for lack of a second.
- Q. On a motion by Decker, seconded by Huling, the Commission moved to considering the reaffirming the CUP. Fleck noted that findings and determinations were needed. Motion passed unanimously.

II. Determinations. Based upon the above findings, the Commission made the following determinations:

- A. Regarding occupancy, the Commission determined that a maximum occupancy would be between 16-40 people of the proposed eight units, but that maximum number occupants would be less as the daily occupancy of units would be average 50%. This position was adopted on a motion by Decker, seconded by Huling and passed unanimously.
- B. Regarding the impacts of the proposed development to issues of traffic, noise, intensity of use, and impacts to the neighborhood, the Commission determined that the staff report and the comments provided additional information and did not warrant changes. Motion by Decker, seconded by Huling and passed unanimously.
- C. The Commission determined that the development would be of minimal impact to an already mixed-use neighborhood served by an existing road. Motion by Huling, seconded by Nelson and passed unanimously.
- D. Based upon these, the Commission on a motion by Decker, seconded by Huling, reaffirmed the granting of a Conditional Use Permit to Tom Tucker for the proposed eight-unit tiny home small inn. The motion passed unanimously.

III. Decision.

Based upon the above findings and determinations, the Forks Planning Commission reaffirmed by an unanimous vote the Conditional Use Permit Application without adding additional conditions beyond what was originally imposed.

Commissioner Weekes was authorized to sign the decision based upon his determining that the documents adequately reflect the activities of the Commission during the meeting and the signed document would serve as the meeting minutes. Commissioner Huling made a motion providing such authorization with a second by Commissioner Nelson. Motion passed unanimously.

The Commission set the date for start of any subsequent appeal of the reaffirmed decision to start the day following the Chair's signing of the decision document. This was done on a motion by Decker, seconded by Huling and passed unanimously.

It was further agreed that the signed document would serve as the Commissions meeting minutes with additional agenda items to be noted in a footnote¹. Commissioner Decker made this motion which was seconded by Commissioner Huling and passed unanimously.

Signed this 27 July 2026 and in so signing certifying that the above reflects the proceedings of the Forks Planning Commission's special meeting held on 15 July 2026.

Brian Weekes
Chairman - Forks Planning Commission



¹ At 6:30 pm and the conclusion of the Remand Hearing, the Commission took a brief break and then proceeded with their consideration of the Conditional Use Permit for a mini storage expansion. See the Notice of decision for the details of that portion of the meeting. Afterwards, the Commission opened a public hearing on the draft development regulations, being the Forks Zoning Code, to which there was yet again, no public comment. Decker did inquire about discussions in Olympia to exempt cities from the GMA and if those were to come into existence, could the zoning code be reconsidered. Fleck noted that such attempts in the past had materialized, but that reconsideration could occur. Decker noted that a lot of effort seemed to be the state acting as 'big brother' and keeping its thumb on things. Decker noted that with str/tiny homes, being approved, this should allow for existing residential homes remaining long term homes for rent. He favored efforts that addressed the need of lodging increases, while protecting the private property rights of landowners. Motion to adjourn was made by Decker, seconded by Huling and passed unanimously.

Dear City of Forks, Mr. Tucker, and Ms. Pearson,

I am writing to formally express my concerns regarding the proposed eight-unit tiny home development at 170 Sportsman Club Road, which is directly adjacent to my property.

My primary concern involves the planned placement of the septic system and drain field near our shared property line and close to my home. I am worried that the combined drainage from the proposed septic system, roof runoff, and parking lot surface water concentrating in the same area could negatively impact my existing septic system and drain field. If my septic system were to fail as a result of this development, who would be responsible for the costs associated with repair or replacement?

Additionally, I would like clarification as to why the tiny homes appear to be clustered along the property line closest to my residence rather than positioned toward the center or opposite side of the parcel. The current layout raises concerns regarding privacy, noise, and overall impact to the character of the neighborhood.

With eight units proposed, I am also concerned about increased traffic and noise levels. What regulations will be in place regarding traffic flow, parking, noise control, and animals? How will these rules be enforced to ensure neighboring property owners are not negatively impacted?

I would also appreciate clarification on whether this development could restrict my ability to build or make improvements on my own property in the future.

In addition, will this development have any impact on my property taxes? I would like to understand whether increased density next to my property could result in higher assessed value or tax liability for my home.

Lastly, in the past, we were denied permission to place a small travel trailer on our property because we already have a primary residence. Given that precedent, I am seeking an explanation as to how this proposal for eight tiny homes on a single parcel is being considered or approved.

I respectfully request that these concerns be addressed before any approvals are finalized. As an adjacent property owner, I believe it is important that the potential impacts to neighboring properties are carefully evaluated and mitigated.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
Cora Sasticum



360 - 640 - 2143

To Forks Planning Commission

I would like to appeal the planning commission's decision on the installation of eight tiny homes described as a small inn by Mr. Tom Tucker.

I would ask for a submission and review of a preliminary septic design, including: Soil evaluation, drain field location, flood and saturation mitigation, capacity relative to intended use. Before signing off on this development. All the information we have so far is it is supposedly engineered to be on a time release system that won't cause problems with nearby systems.

I would also like more information on the Units themselves. All the information we have so far is they are 11' X 38' and have approximately 385 sq. ft. of floor space.

Are these units being permitted as fixed structures, temporary structures or something else. It just says the Units will be placed.

How many people can each one accommodate? Do they have washer/dryers and dishwashers in them? This would be useful information to determine how much water would be needed for this development on a regular basis.

Google estimates that a person uses 15-25 gallons of water per shower and 10 gallons for flushing toilets. Times that by a minimum of 2 or 4 people per unit. It adds up to a lot of water and we are already rationing water in the summers as it is now. Can our water system sustain 8 more tiny homes. Will there be a manager on site to enforce the restrictions if needed?

I request there be a water availability and capacity analysis done.

Clarification on how this use aligns with existing seasonal restrictions.

Assurance that approval will not further strain municipal resources.

I also feel this development is compatible with the existing neighborhood.

It raises concerns with traffic, privacy and noise in what is now a peaceful area.

This plan doesn't seem to protect the existing residents from these adverse impacts.

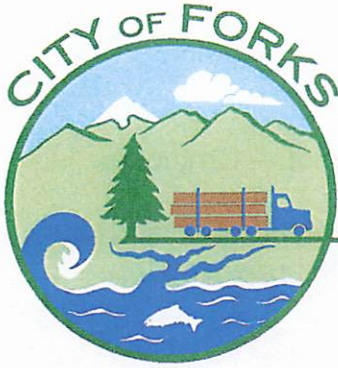
I feel adding 16-32 people and their cars on average to this neighborhood would completely destroy a once peaceful neighborhood.

For these reasons, I respectfully request that the Conditional Use Permit approval be reconsidered and remanded until these issues are fully addressed.

Thank you
Cora Sasticum

 4/25/2026





500 E. Division St. • Forks, Washington 98331-8618

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696
forkswashington.org

Council Meeting Agenda
August 10, 2026
7:30 PM

*Listening and webcast options will be posted on the city's website
www.forkswashington.org*

Pledge of Allegiance/Call to Order/Roll Call

Modifications/Approval of Agenda

Public Comment Period

Upon acknowledgment by the chair, please rise and state your name. All comments are limited to three minutes. Council will not enter into dialogue during this portion of the meeting. The purpose of this agenda item is to allow members of the public to inform the Council of their views. Staff may be directed by the chair to note input or questions and provide responses at a later date.

Beck Acknowledgement

Action Items

1. Minutes of Regular Meeting held

2. Expenditures

Type	Check Numbers	Amount
Manual Check	45895	\$
Manual Check	45961	\$
Payroll Checks	45896 - 45915	\$
Claim Checks and EFTs	45917 - 45960	\$
Travel Checks	3786 - 3794	\$

3. Council Consideration of Planning Commission's Decision on Order of – Charlotte Archer, Inslee Best, pro tem City Attorney to Council
 - a. Attorney Archer's review of quasi-judicial procedures, conflict of interest and appearance of fairness disclosures of the City Council related to the appellant, the applicant, and proposed project.
 - b. Planning Commission's reconsideration and Decision - Fleck
 - c. Appellant Cora Sasticum's Response
 - d. Proponent/Respondent's Tom Tucker Response
 - e. Council's questions of appellant, respondent, and/or staff
 - f. Deliberations of the Forks City Council – This may occur "in chambers" due to quasi-judicial nature of this proceeding, per See RCW 42.30.140(2)
 - g. Decision of City Council
 - i. Authorize the Mayor to execute decision documents.

4. Larson Appeal of the SEPA DNS – Charlotte Archer, Inslee Best, pro tem City Attorney to Council
 - a. Attorney Archer's review of quasi-judicial procedures, conflict of interest and appearance of fairness disclosures of the City Council related to the appellant, the applicant, and proposed project.
 - b. Staff Report Regarding SEPA Determination and Larson Appeal
 - c. Appellant Larson's Presentation on Appeal
 - d. Proponent/Respondent's O'Leary's Position
 - e. Public Comment
 - f. Council's questions of appellant, respondent, and/or public
 - g. Deliberations of the Forks City Council – This may occur "in chambers" due to quasi-judicial nature of this proceeding, per See RCW 42.30.140(2)
 - h. Decision of City Council
 - ii. Authorize the Mayor to execute decision documents.

5. Title 17 FMC.Public Hearing

6. PROS Plan Public Hearing

7. Budget Calendar Approval

8. Set CIP Public Hearing for

Ravae O'Leary
360-485-3334
ravaeoleary@gmail.com

June 12, 2026

City of Forks Planning/Zoning
Attn: Rod Fleck
500 E Division St
Forks, WA 98331

Subject: Request to Initiate Special Use Permit Process for Short/Mid-Term Rental

Dear Mr. Fleck,

I am writing to formally request the initiation of the application process for a **Special Use Permit**. My goal is to utilize my primary residence as a short-term (vacation) and mid-term (seasonal month-to-month) rental during periods when it is not being occupied by my family.

We intend to begin operations no earlier than **August 1, 2026**.

Property Specifications

To assist with the initial review of this request, here are the details of the property:

- **Property Address:** 31 Sitka Circle
- **Zoning District:** Moderate Density Residential (R-3)
- **Parcel Size:** 0.32 acres
- **Year Built:** 1977
- **Property Size & Type:** 2,016 sq. ft. split-level single-family residence, including the main living space and an attached garage.

The proposed use will not require any changes to the structure associated with this proposed change in use.

Next Steps & Enclosures

To move the process forward, I have included the necessary initial components below:

- **SEPA Checklist:** The completed State Environmental Policy Act (SEPA) checklist is attached to this letter.
- **Application Fee:** A check for **\$350** is being sent separately to the City of Forks to cover the initial set of fees.

Exhibit A

Please let me know if you require any additional forms, documentation, or information to formally begin reviewing this application. Thank you for your time, guidance, and assistance with this process. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravae O'Leary', with a stylized 'R' and a long horizontal stroke.

Ravae O'Leary

William R. Fleck

City Attorney/Planner

500 East Division Street

Forks, WA 98331

rodf@forkswashington.org

360/374-5412

"Fortes Fortuna Juvat"

From: Rod Fleck

Sent: Monday, August 11, 2025 2:29 PM

To: Teresa Kennedy <bkennedy000@centurytel.net>

Subject: RE: Kennedy short term rental permit request

Good afternoon,

The property is zoned moderate density residential. A such, you are going to need to obtain an special use permit.

Title 17 ZONING
Chapter 17.15 GENERAL PROVISIONS

Use	(Very Low Density) Residential 1	(Low Density) Residential 2	(Moderate Density) Residential 3	(High Density) Residential 4	C-1 Low Density Commercial	M I Co
Vacation/visitor rental	S	S	S	P	P	P

Usually, the zoning permit process starts with a letter, a completed SEPA checklist, depending upon the zoning permit needed, and the appropriate fees. There are additional notice costs, but we bill those at the actual cost for the notice (mailing and publishing in the Forks Forum). The costs can be between \$750-1200. This is a one-time permit with a one-time set of fees. The City does not have an existing business license; HOWEVER, you would need a state business license and proper registrations with the Department of Revenue, etc.

I have attached examples of a recent vacation rental decision along with the SEPA checklist the applicant filled out. The SUP and the DNS are work I do when I have the letter, SEPA checklist, fee, etc.

I hope that this provides some clarity that is helpful to you.

Feel free to contact me and discuss this matter more.

Rod

William R. Fleck

City Attorney/Planner

500 East Division Street

Forks, WA 98331

rodf@forkswashington.org

360/374-5412

"Fortes Fortuna Juvat"

From: Ravae O'Leary <ravaeoleary@gmail.com>
Sent: Monday, May 18, 2026 9:58 AM
To: Rod Fleck <rodf@forkswashington.org>
Subject: Special Use Permit - 31 Sitka Cir

Hi Rod (and Narissa),

We are reaching out to start the process to apply for a special use permit. We would like to utilize our primary residence as a short/mid-term rental when not being used by us, but not starting before August 1, 2026. The 2016 sq ft split level single-family home is located at 31 Sitka Circle and was built in 1977 and consists of the residence and the attached garage located on .32 acres and zoned "Moderate Density Residential (R-3)." Vacation renters, as well as any month-to-month seasonal renters, would utilize existing utilities associated with the home (city water, PUD, and septic system), as well as the existing parking facilities.

I look forward to working with you on this process. Please don't hesitate to reach out.

Best,

Ravae & Aaron O'Leary

360-485-3334

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the [Supplemental Sheet for Nonproject Actions \(Part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in "Part B: Environmental Elements" that do not contribute meaningfully to the analysis of the proposal.

A. Background [Find help answering background questions](#)

1. Name of proposed project, if applicable:

31 Sitka Circle - Short Term Rental

2. Name of applicant:

Ravae O'Leary

3. Address and phone number of applicant and contact person:

PO Box 1515, Forks, WA 98331

360-485-3334

4. Date checklist prepared:

June 12, 2026

5. Agency requesting checklist:

City of Forks

6. Proposed timing or schedule (including phasing, if applicable):

Seasonal short term rental beginning no sooner than August 1, 2026

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None known.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No

10. List any government approvals or permits that will be needed for your proposal, if known.

None

11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

We would like to utilize our primary residence as a short/mid-term rental when not being used by us. The 2016 sq ft split level single-family home is located at 31 Sitka Circle and was built in 1977 and consists of the residence and the attached garage located on .32 acres and zoned "Moderate Density Residential (R-3)." Owners, vacation renters, as well as any month-to-month seasonal renters, would utilize existing utilities associated with the home (city water, PUD, and septic system), as well as the existing parking facilities.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Project is at 31 Sitka Circle, Forks, WA 98331.

LOT 18 RAVEN CREST DIV NO 1 V8 OF PLATS PG 24.

1328045101700000

B. Environmental Elements

1. Earth [Find help answering earth questions](#)

a. General description of the site:

2016 sq ft split level single-family home on .32 acres.

Circle or highlight one: Flat, **rolling**, hilly, steep slopes, mountainous, other:

b. What is the steepest slope on the site (approximate percent slope)?

The site features a gradual slope from the front to the back of the property, with an approximate maximum slope of 10% to 20%. This gentle grade naturally accommodates a daylight basement with an exterior exit, and there are no steep hills or hazardous drop-offs on the site

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Dirt, gravel, rocks

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Not that we are aware

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Not applicable

f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

No

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

No new construction

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

None

2. Air [Find help answering air questions](#)

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

None

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Not applicable

c. Proposed measures to reduce or control emissions or other impacts to air, if any.

None

3. Water [Find help answering water questions](#)

a. Surface Water: [Find help answering surface water questions](#)

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

No

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

No

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable

4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.

No

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Not Applicable

b. Ground Water: [Find help answering ground water questions](#)

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.

No

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Domestic Sewage. Two tank size 1000 gallon two compartment tank with 130' drainfield 2' depth 2' lines. Serving one house.

c. Water Runoff (including stormwater):

- a) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

No change in current house's setup.

- b) Could waste materials enter ground or surface waters? If so, generally describe.

No

- c) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

- d) Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.

None

4. Plants [Find help answering plants questions](#)

a. Check the types of vegetation found on the site:

☒ deciduous tree: alder, maple, aspen, other

☒ evergreen tree: fir, cedar, pine, other

☒ shrubs

☒ grass

☐ pasture

☐ crop or grain

☐ orchards, vineyards, or other permanent crops.

☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

☐ water plants: water lily, eelgrass, milfoil, other

☒ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

None

c. List threatened and endangered species known to be on or near the site.

None we are aware of

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

Maintain existing

e. List all noxious weeds and invasive species known to be on or near the site.

None we are aware of

5. Animals [Find help answering animal questions](#)

a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site. Deer and songbirds observed (greater area has plentiful animals).

Examples include:

- Birds: hawk, heron, eagle, songbirds, other:

- Mammals: deer, bear, elk, beaver, other:

- Fish: bass, salmon, trout, herring, shellfish, other:

b. List any threatened and endangered species known to be on or near the site.

None we are aware of

c. Is the site part of a migration route? If so, explain.

Not that we are aware

d. Proposed measures to preserve or enhance wildlife, if any.

None

e. List any invasive animal species known to be on or near the site. None we are aware of

6. Energy and Natural Resources [Find help answering energy and natural resource questions](#)

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Electric and wood stove

2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

None

7. Environmental Health [Find help with answering environmental health questions](#)

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

No

1. Describe any known or possible contamination at the site from present or past uses.

None

2. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

None

3. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

None

4. Describe special emergency services that might be required.

None

5. Proposed measures to reduce or control environmental health hazards, if any.

None

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

None

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?

Nothing outside of normal residential usage.

3. Proposed measures to reduce or control noise impacts, if any.

Noise complaints will be addressed immediately and may result in removal from property.

8. Land and Shoreline Use [Find help answering land and shoreline use questions](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Site is currently Residential House. Adjacent properties are a mix of residential houses and short term rentals.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

No

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?

- c. Describe any structures on the site.

House with attached garage, woodshed and greenhouse.

- d. Will any structures be demolished? If so, what?

The greenhouse may be dismantled and removed.

- e. What is the current zoning classification of the site? Moderate density residential

f. What is the current comprehensive plan designation of the site?

Already existing home

g. If applicable, what is the current shoreline master program designation of the site?

Not applicable

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

No

i. Approximately how many people would reside or work in the completed project?

Up to 12

j. Approximately how many people would the completed project displace?

None

k. Proposed measures to avoid or reduce displacement impacts, if any.

Not applicable

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

None

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.

None

9. Housing [Find help answering housing questions](#)

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Not applicable

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not applicable

c. Proposed measures to reduce or control housing impacts, if any.

None

10. Aesthetics [Find help answering aesthetics questions](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Already built

- b. What views in the immediate vicinity would be altered or obstructed?

None

- c. Proposed measures to reduce or control aesthetic impacts, if any.

None

11. Light and Glare [Find help answering light and glare questions](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Exterior home lights.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not applicable

- c. What existing off-site sources of light or glare may affect your proposal?

Not applicable

- d. Proposed measures to reduce or control light and glare impacts, if any.

Not applicable

12. Recreation [Find help answering recreation questions](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity?

Many options in the surrounding area.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

No

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

Not applicable.

13. Historic and Cultural Preservation [Find help answering historic and cultural preservation questions](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

No

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

None that we are aware of.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

None

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

None

14. Transportation [Find help with answering transportation questions](#)

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

Sitka Street. Access already established.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Yes, local bus service and broader transit line pickup is .5 miles away.

- c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No

- e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? Nothing beyond traditional residential usage.

f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

g. Proposed measures to reduce or control transportation impacts, if any.

None

15. Public Services [Find help answering public service questions](#)

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No increase in need as already established home.

b. Proposed measures to reduce or control direct impacts on public services, if any.

None

16. Utilities [Find help answering utilities questions](#)

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Already established.

C. Signature [Find help about who should sign](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X

Type name of signee: Click or tap here to enter text.

Position and agency/organization: Click or tap here to enter text.

Date submitted: Click or tap to enter a date.

D. Supplemental sheet for nonproject actions [Find help for the nonproject actions worksheet](#)

IT IS NOT REQUIRED to use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Not likely

- Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Not likely

- Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Not likely

- Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Not likely

- Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Not likely

- Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Not likely

- **Proposed measures to reduce or respond to such demand(s) are:**

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

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Instructions for lead agencies

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Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the [Supplemental Sheet for Nonproject Actions \(Part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in "Part B: Environmental Elements" that do not contribute meaningfully to the analysis of the proposal.

Exhibit B

A. Background [Find help answering background questions](#)

1. Name of proposed project, if applicable:

31 Sitka Circle - Short Term Rental

2. Name of applicant:

Olympic Coast Rentals, LLC

3. Address and phone number of applicant and contact person:

Ravae O'Leary

PO Box 1515, Forks, WA 98331

360-485-3334

4. Date checklist prepared:

June 12, 2026

5. Agency requesting checklist:

City of Forks

6. Proposed timing or schedule (including phasing, if applicable):

Seasonal short term rental beginning no sooner than August 1, 2026

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None known.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No

10. List any government approvals or permits that will be needed for your proposal, if known.

None

11 . Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

We would like to utilize our primary residence as a short/mid-term rental when not being used by us. The 2016 sq ft split level single-family home is located at 31 Sitka Circle and was built in 1977 and consists of the residence and the attached garage located on .32 acres and zoned "Moderate Density Residential (R-3)." Owners, vacation renters, as well as any month-to-month seasonal renters, would utilize existing utilities associated with the home (city water, PUD, and septic system), as well as the existing parking facilities.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Project is at 31 Sitka Circle, Forks, WA 98331.

LOT 18 RAVEN CREST DIV NO 1 V8 OF PLATS PG 24.

1328045101700000

B. Environmental Elements

1. **Earth** [Find help answering earth questions](#)

a. General description of the site:

2016 sq ft split level single-family home on .32 acres.

Circle or highlight one: Flat, **rolling**, hilly, steep slopes, mountainous, other:

b. What is the steepest slope on the site (approximate percent slope)?

The site features a gradual slope from the front to the back of the property, with an approximate maximum slope of 10% to 20%. This gentle grade naturally accommodates a daylight basement with an exterior exit, and there are no steep hills or hazardous drop-offs on the site

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Dirt, gravel, rocks

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Not that we are aware

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Not applicable

f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

No

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

No new construction

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

None

2. Air [Find help answering air questions](#)

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

None

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Not applicable

c. Proposed measures to reduce or control emissions or other impacts to air, if any.

None

3. Water [Find help answering water questions](#)

a. Surface Water: [Find help answering surface water questions](#)

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

No

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

No

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable

4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.

No

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Not Applicable

b. Ground Water: [Find help answering ground water questions](#)

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.

No

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Domestic Sewage. Two tank size 1000 gallon two compartment tank with 130' drainfield 2' depth 2' lines. Serving one house.

c. Water Runoff (including stormwater):

- a) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

No change in current house's setup.

- b) Could waste materials enter ground or surface waters? If so, generally describe.

No

- c) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

- d) Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.

None

4. Plants [Find help answering plants questions](#)

a. Check the types of vegetation found on the site:

☒ deciduous tree: alder, maple, aspen, other

☒ evergreen tree: fir, cedar, pine, other

☒ shrubs

☒ grass

☐ pasture

☐ crop or grain

☐ orchards, vineyards, or other permanent crops.

☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

☐ water plants: water lily, eelgrass, milfoil, other

☒ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

None

c. List threatened and endangered species known to be on or near the site.

None we are aware of

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

Maintain existing

e. List all noxious weeds and invasive species known to be on or near the site.

None we are aware of

5. Animals [Find help answering animal questions](#)

a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site. Deer and songbirds observed (greater area has plentiful animals).

Examples include:

- Birds: hawk, heron, eagle, songbirds, other:
- Mammals: deer, bear, elk, beaver, other:
- Fish: bass, salmon, trout, herring, shellfish, other:

b. List any threatened and endangered species known to be on or near the site.

None we are aware of

c. Is the site part of a migration route? If so, explain.

Not that we are aware

d. Proposed measures to preserve or enhance wildlife, if any.

None

e. List any invasive animal species known to be on or near the site. None we are aware of

6. Energy and Natural Resources [Find help answering energy and natural resource questions](#)

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Electric and wood stove

2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

None

7. Environmental Health [Find help with answering environmental health questions](#)

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

No

1. Describe any known or possible contamination at the site from present or past uses.

None

2. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

None

3. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

None

4. Describe special emergency services that might be required.

None

5. Proposed measures to reduce or control environmental health hazards, if any.

None

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

None

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?

Nothing outside of normal residential usage.

3. Proposed measures to reduce or control noise impacts, if any.

Noise complaints will be addressed immediately and may result in removal from property.

8. Land and Shoreline Use [Find help answering land and shoreline use questions](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Site is currently Residential House. Adjacent properties are a mix of residential houses and short term rentals.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

No

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?

- c. Describe any structures on the site.

House with attached garage, woodshed and greenhouse.

- d. Will any structures be demolished? If so, what?

The greenhouse may be dismantled and removed.

- e. What is the current zoning classification of the site? Moderate density residential

f. What is the current comprehensive plan designation of the site?

Already existing home

g. If applicable, what is the current shoreline master program designation of the site?

Not applicable

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

No

i. Approximately how many people would reside or work in the completed project?

Up to 12

j. Approximately how many people would the completed project displace?

None

k. Proposed measures to avoid or reduce displacement impacts, if any.

Not applicable

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

None

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.

None

9. Housing [Find help answering housing questions](#)

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Not applicable

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not applicable

c. Proposed measures to reduce or control housing impacts, if any.

None

10. Aesthetics [Find help answering aesthetics questions](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Already built

- b. What views in the immediate vicinity would be altered or obstructed?

None

- c. Proposed measures to reduce or control aesthetic impacts, if any.

None

11. Light and Glare [Find help answering light and glare questions](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Exterior home lights.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not applicable

- c. What existing off-site sources of light or glare may affect your proposal?

Not applicable

- d. Proposed measures to reduce or control light and glare impacts, if any.

Not applicable

12. Recreation [Find help answering recreation questions](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity?

Many options in the surrounding area.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

No

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

Not applicable.

13. Historic and Cultural Preservation [Find help answering historic and cultural preservation questions](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

No

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

None that we are aware of.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

None

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

None

14. Transportation [Find help with answering transportation questions](#)

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

Sitka Street. Access already established.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Yes, local bus service and broader transit line pickup is .5 miles away.

- c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No

- e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? Nothing beyond traditional residential usage.

- f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

- g. Proposed measures to reduce or control transportation impacts, if any.

None

15. Public Services [Find help answering public service questions](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No increase in need as already established home.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

None

16. Utilities [Find help answering utilities questions](#)

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Already established.

C. Signature [Find help about who should sign](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X 

Type name of signee: Ravae O'Leary

Position and agency/organization: Owner

Date submitted: 6/19/26

D. Supplemental sheet for nonproject actions [Find help for the nonproject actions worksheet](#)

IT IS NOT REQUIRED to use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Not likely

- Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Not likely

- Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Not likely

- Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Not likely

- Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Not likely

- Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Not likely

- **Proposed measures to reduce or respond to such demand(s) are:**

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No

JULY 3, 2026

FORKS CITY CLERK
500 EAST DIVISION
FORKS, WA 98331

ATTENTION: ROD FLECK - PLANNER

DEAR MR. FLECK,

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SEPA DECISION ON THE CHECKLIST SUBMITTED BY
OLYMPIC COAST RENTALS, LLC FOR A SPECIAL USE PERMIT
AT LOT 18 RAVEN CREST ADDITION TO THE CITY OF FORKS.
THIS APPEAL IS BASED ON THE FOLLOWING CONSIDERATIONS.

- 1.) THE SEPA CHECKLIST WAS NOT SIGNED OR DATED BY THE
PROPOSER. IT IS INAPPROPRIATE FOR THE RESPONSIBLE
OFFICIAL TO MAKE A DETERMINATION ON AN INCOMPLETE
CHECKLIST. ✓
2. THE DETERMINATION ISSUED IS A MITIGATED DNS. NEITHER
THE CHECKLIST NOR THE DETERMINATION MAKE MENTION OF
ANY MITIGATION OR NEED FOR MITIGATION. PLEASE INFORM
OF THE NEED FOR MITIGATION & THE NATURE OF THE
MITIGATION. ✓
3. UNDER "A. BACKGROUND", QUESTION 11, THE PROPOSER
STATES "WE WOULD LIKE TO USE OUR PRIMARY RESIDENCE AS
A SHORT/MID-TERM RENTAL WHEN NOT BEING USED BY US."
I AM CHALLENGING THE ASSERTION THAT THIS IS A "PRIMARY
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ARE GIVEN WHEREBY THE VALIDITY OF THIS ASSERTION
CAN BE EVALUATED. WHAT FACT PATTERN DEMONSTRATES
TO THE CITY THAT THIS, IS INDEED, A "PRIMARY RESIDENCE"?
Exhibit C

JULY 3, 2026

ROD FLECK

DOES THE CITY EVEN HAVE A STANDARD?

- 4 UNDER "ENVIRONMENTAL HEALTH 9a-c" THESE ANSWERS "NOT APPLICABLE" AND "NONE" ARE NON-RESPONSIVE. THE PROJECT IS THE CONVERSION OF A RESIDENCE TO A SHORT-TERM RENTAL. BY IT'S VERY NATURE IT REDUCES HOUSING BY 1.

I SEE THAT THE PROPONENT OPERATES SEVERAL SHORT-TERM RENTALS ^{IN THE} ~~IN THE~~ ^{VICINITY} FORKS. THIS IS A LUCRATIVE BUSINESS. IT IS NOT SOMEONE WHO "SNOWBIRDS" (OR, IN THE CASE OF FORKS, RAIN BIRDS) IN ANOTHER LOCATION FOR THE DREARY ~~WINTER~~ WINTER MONTHS. THIS IS PRECISELY WHAT THE TERM "PRIMARY RESIDENCE" CONNOTES.

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PAGE 3
JULY 3, 2026
ROD FLECK

ONE MIGHT ARGUE THAT THE LAW OF SUPPLY AND DEMAND ~~WOULD~~ WILL CURE THE SHORTAGE.

THE REALITY IS THAT THE INCOME STREAM PROVIDED BY SHORT-TERM RENTALS PRICES NEW HOUSING FAR ABOVE THE PAY SCALES THE AFOREMENTIONED EMPLOYERS AND OTHERS CAN OFFER (CONSIDER FOAKS P.D.).

FURTHER, THE CITY HAS A LIMITED CAPACITY SEWER SYSTEM SO INCREASING HOUSING DENSITY IS NOT AN OPTION.

TO THE EXTENT THESE ISSUES ARE NOT ADDRESSED IN EVEN THE MOST CURSORY WAY, I FIND RESPONSES TO THE QUESTIONS ABOUT HOUSING UNRESPONSIVE.

SINCERELY,

Rodney G. Larson

RODNEY G. LARSON

14.10.200 Appeals.

The city establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:

(1) Any agency or person may appeal the city's procedural compliance with Chapter 197-11 WAC for issuance of the following:

(a) A final DNS. Appeal of the DNS determination must be made to the city council, by submitting a written request for an appeal with substantive reasons for the appeal, within 14 days of the date DNS determination is made. If no appeals are made, the DNS determination shall be considered final by the applicant. ✓

(b) A DS. The appeal must be made to city council, by submitting a written request for an appeal with substantive reasons for the appeal, within 14 days of the date of DS determination. If no appeals are made, the DS determination shall be considered final by the applicant.

(c) An EIS. Appeal of the city's substantive determination on the EIS must be made to city council, by submitting a written request for an appeal with substantive reasons for the appeal, within 14 days of the date determination is made. If no appeals are made, the determination shall be considered final by the applicant.

(2) Appeals shall be heard by the city council acting in a quasi-judicial capacity. Prior to hearing the appeal, the mayor shall ascertain as to whether there are any conflicts of interest amongst the council, or if any ex parte contacts have occurred. Those having conflicts of interest shall be excused from the proceeding.

Those having ex parte contacts shall disclose those on the record prior to the commencement of the hearing. Such a disclosure shall include the time, nature and individual with whom the council member had the contact. Unless objected to by the applicant or the appellant, the individual shall remain a member of the appellate body. If objected to, the member may be excused; provided, that sufficient numbers of the council remain to conduct business. If the excusing of those with ex parte contacts, after the exclusion of members with conflicts of interest, would result in a lack of a quorum, the member shall remain and participate in the proceeding out of necessity.

After the above has been done, the hearing will begin and the following agenda shall be utilized:

(a) Staff report;

- (b) Appellant's basis for the appeal and testimony;
- (c) Respondent's reply and testimony;
- (d) Public comment, if any;
- (e) Questions of appellant, respondent, and/or public by the council.

Once the council's questions have been answered, the mayor shall move the hearing into deliberations. During deliberations of the council, the council may ask questions of those present. The council shall render its decision within 21 days of the close of the hearing.

An appeal of a SEPA decision may be consolidated with any other appeals on the project; provided, that the request for such a combined appeal process is made by the appellant within the timelines specified by the applicable ordinances. If a difference in the timeline for various appeals exists, the city shall follow the timeline that ensures that sufficient notice is given for the appeal. ✓

(3) For any appeal under this subsection, the city shall provide for a record that shall consist of the following:

- (a) Findings and conclusions;
- (b) Testimony under oath; and
- (c) A taped or written transcript.

(4) The city may require the appellant to provide an electronic transcript.

(5) The procedural determination by the city's responsible official shall carry substantial weight in any appeal proceeding. (Ord. 449 § 9(C), 1998)

Rod Fleck

From: Kim Bray <kimberly.bray@hohtribe-nsn.org>
Sent: Monday, June 22, 2026 11:07 AM
To: Rod Fleck
Subject: Re: Notice of Special Use Permit - VR/STR 31 Sitka Circle

Hello Rod,
I have no questions or comments on this permit or DNS.

Thank you,
Kim Bray
Natural Resources Director
Hoh Indian Tribe
cell: (360)780-0610 | office: 360-374-5404



From: Rod Fleck <rodf@forkswashington.org>
Sent: Thursday, June 18, 2026 11:43 AM
To: frank.geyer <frank.geyer@quileutenation.org>; Garrett Rasmussen <garrett.rasmussen@quileutetribe.com>; James Roubal <qnr.planner@quileutetribe.com>; Kim Bray <kimberly.bray@hohtribe-nsn.org>; Maggie Bockart <maggie.bockart@hohtribe-nsn.org>
Cc: Ravae O'Leary <ravaeoleary@gmail.com>
Subject: Notice of Special Use Permit - VR/STR 31 Sitka Circle

Please take notice that a special use permit was issued as described in the attached. A DNS was also issued in association with this proposed use of the property located at 31 Sitka Circle.

Take care,

Rod

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



Notice of Appeal
of a SEPA Determination
Determination of Nonsignificance

31 Sitka Circle – Vacation Short Term Rental

Forks City Council

10 August 2026

7:30 P.M.

Forks City Council Chambers

Notice is hereby given that during the Council's Regular Meeting on 10 August 2026, the City Council will consider an appeal filed by Rod Larson, Appellant, of the State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS) issued by Attorney/Planner Fleck. This determination was made in association with the Special Use Permit (SUP) application of Ravae O'Leary doing business as Olympic Coast Rentals, LLC., to permit the use of a single-family residence into a vacation/short term rental when the owners are not occupying it. The Council will hear the appeal in its quasi-judicial capacity pursuant to FMC 14.10.200(2).

The following will be the agenda used for the Larson appeal:

Larson Appeal of the SEPA DNS – Charlotte Archer, Inslee Best, pro tem City Attorney to Council

- a. Attorney Archer's review of quasi-judicial procedures, conflict of interest and appearance of fairness disclosures of the City Council related to the appellant, the applicant, and proposed project.
- b. Staff Report Regarding SEPA Determination and Larson Appeal
- c. Appellant Larson's Presentation on Appeal
- d. Proponent/Respondent's O'Leary's Position
- e. Public Comment
- f. Council's questions of appellant, respondent, and/or public
- g. Deliberations of the Forks City Council – This may occur "in chambers" due to quasi-judicial nature of this proceeding, per See RCW 42.30.140(2)
- h. Decision of City Council
- i. Authorize the Mayor to execute decision documents.

Public comment regarding this matter may also be submitted in writing but must be received by the time the public comment period has begun. Send comments to City of Forks – Larson Appeal, 500 East Division Street, Forks, WA 98331

The Council Chamber is ADA accessible. Arrangements for reasonable accommodation for special needs, including handicap accessibility or language interpreter, will be made upon receiving 24-hour advance notice. Contact Mr. Fleck at 360/374-5412, ext. 111, in person at the address noted above.

Exhibit E

21 @
744
723.24

JULY 3, 2026

FORKS CITY CLERK
500 EAST DIVISION
FORKS, WA 98331

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JULY 3, 2024
ZOO FLECK

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PAGE 3
JULY 3, 2026

ROD FLECK

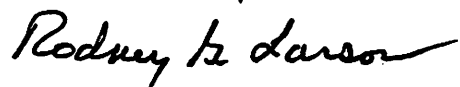
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- (d) Public comment, if any;
- (e) Questions of appellant, respondent, and/or public by the council.

Once the council's questions have been answered, the mayor shall move the hearing into deliberations. During deliberations of the council, the council may ask questions of those present. The council shall render its decision within 21 days of the close of the hearing.

An appeal of a SEPA decision may be consolidated with any other appeals on the project; provided, that the request for such a combined appeal process is made by the appellant within the timelines specified by the applicable ordinances. If a difference in the timeline for various appeals exists, the city shall follow the timeline that ensures that sufficient notice is given for the appeal. ✓

(3) For any appeal under this subsection, the city shall provide for a record that shall consist of the following:

- (a) Findings and conclusions;
- (b) Testimony under oath; and
- (c) A taped or written transcript.

(4) The city may require the appellant to provide an electronic transcript.

(5) The procedural determination by the city's responsible official shall carry substantial weight in any appeal proceeding. (Ord. 449 § 9(C), 1998)

[2015 ATTACH TO E&E]

~~ASSEMBLY OF GOD INC OF FORKS WASHINGTON
PO BOX 59
FORKS, WA 98331-0059~~

~~EDWARD BOYD AND MONICA STEICHEN
P O BOX 3239
PORT ANGELES, WA 98362~~

CARYN R AND VERNON R DEPEW
PO BOX 1624
FORKS, WA 98331

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FORKS, WA 98331

RYAN OBERFRANC
21 SITKA CIRCLE
FORKS, WA 98331

~~CITY OF FORKS
500 EAST DIVISION STREET
FORKS, WA 98331-8618~~

KATELYNN KERSCHNER
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JACOB PAUL NORSTROM
14208 NE 35TH AVE UNIT B29
VANCOUVER, WA 98686-1662

{expression/expr1}

**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 1st 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

210
784
6.1.17

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

SEPA Rules - WAC 197-11-970
Determination of Non-Significance (DNS)
31 Sitka Circle – Vacation/Short Term Rental
Forks, WA 98331

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

**Legal
Description**

Lot 18 of the Raven Crest 1st 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

Project

Description: 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.

Lead Agency Rod Fleck, City Attorney/Planner
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.

Prior SEPA

Documents: None associated with this proposal

The Lead Agency has determined that the above items do not have a probable significant adverse impact based upon the proposed mitigation required above. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2). This decision was made after review of a complete environmental checklist and other information on file with the lead agency. This information is available to the public on request.

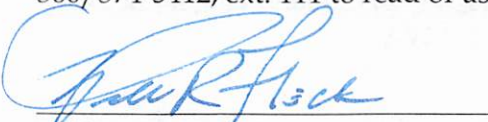
This DNS is issued under 197-11-340 (2); the lead agency will not act on this proposal for a period of 14 days from the date of issuance to allow for agency review and comment, as well as comments from the general public. Comments must be submitted to the City Planner at:

Rod Fleck, City Attorney/Planner

Forks City Hall
500 East Division
Forks, Washington 98331

Comments will be accepted up to 1 p.m., 3 July 2026. The City will review said comments together to determine the impact upon the stated MDNS. Submittal of comments is not the same as a written appeal of this determination or asserting lead agency status. The City may not issue any other determination if the review of the comments does not alter the stated MDNS.

You may appeal this determination no later than 1 p.m., 3 July 2026, by filing a written appeal with the City Clerk of Forks at 500 East Division, Forks, Washington 98331. You should be prepared to make specific factual objections. The appeal must be received prior to 1 p.m., 3 July 2026. Contact Rod Fleck at 360/374-5412, ext. 111 to read or ask about the procedures for appeals.



William R. Fleck
Attorney/Planner

Date: 18 June 2026

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{expression/expr1}

Notice of Public Hearing

Zoning Code Update Forks Municipal Code Title 17

Forks City Council
10 August 2026
7:30 P.M.
Forks City Council Chambers

Notice is hereby given that during the Council's Regular Meeting on 10 August 2026, the City Council will hold a public hearing on the proposed update to Title 17 of the Forks Municipal Code commonly referred to as the Forks Zoning Code,

The City intends to adopt an ordinance updating its zoning regulations set forth in FMC Title 17, which will implement the City's Comprehensive Plan update. In large part, the updates affect the City's adopted definitions, land use matrix, accessory dwelling unit (ADU) provisions, middle housing development standards, and parking regulations. These amendments have been specifically prepared to implement requirements of the Growth Management Act (GMA) and new or revised RCWs governing general zoning practices and land use requirements, including: House Bill (HB) 1377 (2019), HB 1110 (2023), HB 1337 (2023), HB1293 (2023), and HB 1998 (2024). Collectively, these statutes require updates to the FMC related to middle housing ADUs, administrative design review, co-living housing, and affordable housing density increases to include properties owned or controlled by religious organizations. The proposed amendments would implement each of these laws into local ordinance.

The City Council is expecting to receive a recommendation in time for this public hearing from the Planning Commission regarding the proposed changes to Title 17 following the Planning Commission's Special Meeting on 29 July 2026. City Council may act on the proposed zoning code update following the public hearing.

A markup copy of the proposed updated Title 17 may be accessed at:
<https://forkswashington.org/documents/zoning-code-update-chapter-17/>

Copies can also be provided by contact Rod Fleck, Attorney/Planner at 360/374-5412, Ext 111.

Written comment should be sent to the City Council clearly indicating that it is for the Title 17 Update at 500 East Division Street, Forks, WA 98331

The Council Chamber is ADA accessible. Arrangements for reasonable accommodation for special needs, including handicap accessibility or language interpreter, will be made upon receiving 24-hour advance notice. Contact Mr. Fleck at 360/374-5412, ext. 111, in person at the address noted above.

Notice of Public Hearing

Parks, Recreation, Open Space Plan

Forks City Council

10 August 2026

7:30 P.M.

Forks City Council Chambers

Notice is hereby given that during the Council's Regular Meeting on 10 August 2026, the City Council will hold a public hearing on a proposed Parks, Recreation, and Open Space Plan. This plan will augment the recently adopted City comprehensive plan.

The City intends to adopt a Parks, Recreation, Open Space (PROS) Plan for 2026-2032 to guide the City in the acquisition and development of park and recreation facilities within, and recreation programming for, the City of Forks. The PROS Plan includes a discussion of facility needs over the next 20 year period while presenting a six (6) year capital facilities program (CFP). The CFP identifies costs for implementation and the potential source(s) of funding. The individual projects will undergo SEPA review as necessary prior to master planning, design, and construction. It is expected that the PROS Plan will be reviewed and updated in conjunction with future updates of the City's comprehensive plan with the CFP being reviewed and incorporated into the annual City's Capital Improvement Plan.

The PROS Plan has the following chapters:

- Introduction

- Goals and Policies

- Context

 - Topology/Geology

 - History

 - Demographics

 - Recreation Demand

 - Walkability

- Public Involvement

- Citywide Plan Amenities

- Park Plans

- Implementation

- Graphics

- Appendices

The City Council is expecting to receive a recommendation in time for this public hearing from both the Park Board and the Planning Commission regarding the draft PROS Plan following their Joint Meeting on 29 July 2026. City Council may take action on the PROS Plan following the public hearing.

The PROS Plan is available via the City's website at:
<https://forkswashington.org/documents/2026-pros-plan/>

Copies can also be provided by contact Rod Fleck, Attorney/Planner at 360/374-5412, Ext 111.

Written comment should be sent to the City Council clearly indicating that it is for the PROS Plan at 500 East Division Street, Forks, WA 98331

The Council Chamber is ADA accessible. Arrangements for reasonable accommodation for special needs, including handicap accessibility or language interpreter, will be made upon receiving 24-hour advance notice. Contact Mr. Fleck at 360/374-5412, ext. 111, in person at the address noted above.

Natural Resources Building
P.O. Box 40917
Olympia, WA 98504-0917
1111 Washington St. S.E.
Olympia, WA 98501



(360) 902-3000
E-mail: info@rco.wa.gov
Web site: www.rco.wa.gov

STATE OF WASHINGTON
RECREATION AND CONSERVATION OFFICE

VIA EMAIL

July 30, 2026

William Fleck
City Attorney/Planner
City of Forks

Re: Planning deadline extension

Dear Rod,

Thank you for submitting your request for an extension of the planning deadline to the Recreation and Conservation Office (RCO). After reviewing your circumstances and considering the progress made to date on your plan, I am pleased to inform you that I am granting you an additional extension until August 31, 2026.

Please have all required documents submitted to RCO for final review by this new deadline in order for RCO to determine if you have met the planning eligibility outlined in [Manual 2, Planning Policies and Guidelines](#).

We look forward to seeing your future grant proposals. Please let me know if you have any additional questions.

Sincerely,

A handwritten signature in blue ink that reads "Scott T. Robinson".

Scott T. Robinson
Deputy Director
scott.robinson@rco.wa.gov

City of Forks
2027 Budget Calendar

<u>Date</u>	<u>Budget Preparation</u>
July–August	Review and update the Capital Facilities Plan
August	HR distributes current employee salary information to supervisors
August 20, 2026	Advertise lodging tax funding availability— <i>Clerk/Treasurer</i>
September 7, 2026	Request budget estimates from department heads— <i>Clerk/Treasurer</i>
September 28, 2026	Lodging tax applications and miscellaneous budget requests due
September 28, 2026	Department head 2027 budget estimates due to the Clerk
October 1, 2026	Present department head budget estimates to the Mayor— <i>Clerk/Treasurer</i>
October 5, 2026	Present current-year revenue estimates and the preliminary budget to Council— <i>Mayor</i> (including estimates for setting the property tax levy)
October 26, 2026	Set the budget hearing schedule— <i>Council</i>
November 2, 2026	File the preliminary budget and budget message with Council and the Clerk— <i>Mayor</i>
November 5 and 12, 2026	Publish notice for budget hearings and meetings— <i>Clerk/Treasurer</i>
November 9, 2026 5:30 pm 7:30 pm	Hold budget workshop w/lodging tax presentations Revenue Sources/Property Tax Hearing and pass the 2027 Property Tax Resolution
November 20, 2026	Budget available to the public— <i>Clerk/Treasurer</i>
November 23, 2026 5:30 pm 7:30 pm	Hold budget workshop w/lodging tax allocations <u>Budget Hearing</u>
November 30, 2026	Send the certified budget and levy request to the County Assessor- <i>Clerk/Treasurer</i>
December 7, 2026 7:30 pm	Hold the final budget workshop and <u>Final Budget Hearing</u>
December 14, 2026 7:30 pm	Adopt the 2027 Budget Ordinance and, if needed, the 2026 Budget Amendment Deadline: 12/31/2026
After adoption	Submit the final budget to the State Auditor and MRSC— <i>Clerk/Treasurer</i>

CITY OF FORKS
TREASURER'S REPORT
May 2026

FUND	PREV BAL CASH	PREV BAL INVESTMENT	PREV BAL CASH/INV	2026 May RECEIPTS*	2025 May RECEIPTS*	2026 May DISBURSE	2025 May DISBURSE*	INVESTMENT PURCHASED	ENDING CASH	END BAL CASH/INV	2025 May END BAL*
GENERAL	-794,088.76	2,455,800.00	1,661,711.24	193,217.27	199,514.01	180,709.60	166,951.63	2,455,800.00	-781,581.09	1,674,218.91	1,597,817.87
STREET	110,196.12	0.00	110,196.12	98,290.34	92,416.04	28,466.90 ⁷	18,479.64	0.00	180,019.56	180,019.56	181,554.76
LODGING TAX	799,574.58	939,200.00	1,738,774.58	60,824.99	55,230.67	1,653.55 ⁸	60,358.56	939,200.00	858,746.02	1,797,946.02	1,366,410.23
AP/IND PARK/RAC/ICN	232,541.28	0.00	232,541.28	973,716.96 ¹	6,210.11	72,365.91 ⁹	20,660.03	0.00	1,133,892.33	1,133,892.33	234,626.12
WATER	903,518.21	0.00	903,518.21	120,583.09 ²	166,207.49	163,280.54 ¹⁰	84,676.07	0.00	860,820.76	860,820.76	827,003.53
SEWER	500,774.87	0.00	500,774.87	51,385.97 ³	45,053.52	45,528.40 ¹¹	360,803.29	0.00	506,632.44	506,632.44	776,153.42
PETTY CASH	400.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	850.00
TRAVEL	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
IND PARK DEVELOPMENT	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
CAPITAL IMPROVEMENTS	121,308.21	0.00	121,308.21	4,234.49 ⁴	16,765.33	11,046.36 ¹²	54,313.89	0.00	114,496.34	114,496.34	95,751.52
INFRASTRUCTURE PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INMATE CUSTODIAL FUND	1,685.31	0.00	1,685.31	1,561.98	771.00	1,790.19	765.47	0.00	1,457.10	1,457.10	1,589.54
QUILLAYUTE AP	176,377.60	0.00	176,377.60	1,382.25 ⁵	0.00	16,117.51 ¹³	1,251.08	0.00	161,642.34	161,642.34	239,055.46
TRANSIT CENTER	899.27	0.00	899.27	5,000.00 ⁶	1,505.46	1,998.93 ¹⁴	1,493.90	0.00	3,900.34	3,900.34	3,249.50
SEIZED PROPERTY	3,128.96	0.00	3,128.96	0.00	0.00	0.00	0.00	0.00	3,128.96	3,128.96	3,128.96
DONATIONS	99,212.53	0.00	99,212.53	0.00	0.00	10,487.50 ¹⁵	0.00	0.00	88,725.03	88,725.03	52,404.53
GRANT/CONSTRUCTION	129,510.37	0.00	129,510.37	0.00	0.00	0.00	0.00	0.00	129,510.37	129,510.37	106,128.99
SEARCH & RESCUE	3,876.00	0.00	3,876.00	0.00	0.00	0.00	0.00	0.00	3,876.00	3,876.00	3,876.00
STREET PROJECTS	75,513.36	0.00	75,513.36	0.00	0.00	49,799.25 ¹⁶	83,234.25	0.00	25,714.11	25,714.11	-83,234.25
STATE COLLECTIONS	2,163.50	0.00	2,163.50	2,608.16	874.52	252.62	3.77	0.00	4,519.04	4,519.04	2,510.17
TOTAL	2,374,591.41	3,395,000.00	5,769,591.41	1,512,805.50	584,548.15	583,497.26	852,991.58	3,395,000.00	3,303,899.65	6,698,899.65	5,416,876.35

*For comparison purposes.

10% or more on for various report

May 2026 Treasurer's Report Variance Notes

	May	2026	May	2025	Variance	
1 AP/IP/RAC/ICN Fund Receipts	\$	973,716.96	\$	6,210.11	\$	967,506.85
<i>2026 CC Opportunity Fund loan/grant</i>						99.36%
2 Water Fund Receipts	\$	120,583.09	\$	166,207.49	\$	(45,624.40)
<i>2025 LaGambina water line</i>						-37.84%
3 Sewer Fund Receipts	\$	51,385.97	\$	45,053.52	\$	6,332.45
<i>2026 rate increase</i>						12.32%
4 Capital Improvement Fund Receipts	\$	4,234.49	\$	16,765.33	\$	(12,530.84)
<i>2025 QVSD RCO restroom</i>						-295.92%
5 Quillayute Airport Fund Receipts	\$	1,382.25	\$	-	\$	1,382.25
<i>2026 receivables</i>						100.00%
6 Transit Center Fund Receipts	\$	5,000.00	\$	1,505.46	\$	3,494.54
<i>2026 transfer from streets</i>						69.89%
7 Street Fund Disbursements	\$	28,466.90	\$	18,479.64	\$	9,987.26
<i>2026 light pole replacement (insurance reimbursable)</i>						35.08%
8 Lodging Tax Fund Disbursements	\$	1,653.55	\$	60,358.56	\$	(58,705.01)
<i>2025 chamber reimbursement</i>						-3550.24%
9 AP/IP/RAC/ICN Fund Disbursements	\$	72,365.91	\$	20,660.03	\$	51,705.88
<i>2026 Industrial Park insulation</i>						71.45%
10 Water Fund Disbursements	\$	163,280.54	\$	84,676.07	\$	78,604.47
<i>2026 Jacoby waterline parts</i>						48.14%
11 Sewer Fund Disbursements	\$	45,528.40	\$	360,803.29	\$	(315,274.89)
<i>2025 WWTF construction</i>						-692.48%
12 Capital Improvements Disbursements	\$	11,046.36	\$	54,313.89	\$	(43,267.53)
<i>2025 QVSD RCO restroom</i>						-391.69%
13 Quillayute Airport Fund Disbursements	\$	16,117.51	\$	1,251.08	\$	14,866.43
<i>2026 Hangar & Runway projects</i>						92.24%
14 Transit Center Fund Disbursements	\$	1,998.93	\$	1,493.90	\$	505.03
<i>2026 increase to expenses</i>						25.27%
15 Donation Fund Disbursements	\$	10,487.50	\$	-	\$	10,487.50
<i>2026 Tillicum Park design city match</i>						100.00%
16 Street Project Fund Disbursements	\$	49,799.25	\$	83,234.25	\$	(33,435.00)
<i>2025 Chip Seal Project engineering</i>						-67.14%

CITY OF FORKS
TREASURER'S REPORT
June 2026

FUND	PREV BAL CASH	PREV BAL INVESTMENT	PREV BAL CASH/INV	2026 June RECEIPTS*	2025 June RECEIPTS*	2026 June DISBURSE	2025 June DISBURSE*	INVESTMENT PURCHASED	ENDING CASH	END BAL CASH/INV	2025 June END BAL *
GENERAL	-781,581.09	2,455,800.00	1,674,218.91	220,640.74 ¹	168,486.31	179,386.17	162,082.15	2,455,800.00	-740,326.52	1,715,473.48	1,604,222.03
STREET	180,019.56	0.00	180,019.56	27,999.80 ²	34,468.76	49,696.42 ¹⁰	41,397.98	0.00	158,322.94	158,322.94	174,625.54
LODGING TAX	858,746.02	939,200.00	1,797,946.02	70,705.20 ³	53,997.92	74,758.28 ¹¹	17,738.67	939,200.00	854,692.94	1,793,892.94	1,402,669.48
AP/IND PARK/RAC/ICN	1,133,892.33	0.00	1,133,892.33	18,127.68 ⁴	8,614.11	57,737.46 ¹²	48,940.46	0.00	1,094,282.55	1,094,282.55	194,299.77
WATER	860,820.76	0.00	860,820.76	121,146.39	115,877.37	87,406.92 ¹³	128,720.48	0.00	894,560.23	894,560.23	814,160.42
SEWER	506,632.44	0.00	506,632.44	50,740.61 ⁵	42,571.40	41,504.76 ¹⁴	166,070.67	0.00	515,868.29	515,868.29	652,654.15
PETTY CASH	400.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	850.00
TRAVEL	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
IND PARK DEVELOPMENT	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
CAPITAL IMPROVEMENTS	114,496.34	0.00	114,496.34	3,464.98 ⁶	2,857.01	9,934.49 ¹⁵	624.73	0.00	108,026.83	108,026.83	97,983.80
INFRASTRUCTURE PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INMATE CUSTODIAL FUND	1,457.10	0.00	1,457.10	1,585.97	394.00	1,527.67	409.42	0.00	1,515.40	1,515.40	1,574.12
QUILLAYUTE AP	161,642.34	0.00	161,642.34	22,136.94 ⁷	0.00	15,293.84 ¹⁶	284.44	0.00	168,485.44	168,485.44	238,771.02
TRANSIT CENTER	3,900.34	0.00	3,900.34	3,372.44	3,396.37	1,016.85 ¹⁷	3,769.37	0.00	6,255.93	6,255.93	2,876.50
SEIZED PROPERTY	3,128.96	0.00	3,128.96	0.00	0.00	0.00	0.00	0.00	3,128.96	3,128.96	3,128.96
DONATIONS	88,725.03	0.00	88,725.03	0.00 ⁸	50,000.00	2,431.25 ¹⁸	0.00	0.00	86,293.78	86,293.78	102,404.53
GRANT/CONSTRUCTION	129,510.37	0.00	129,510.37	0.00	0.00	8,851.58 ¹⁹	0.00	0.00	120,658.79	120,658.79	106,128.99
SEARCH & RESCUE	3,876.00	0.00	3,876.00	0.00	0.00	0.00	0.00	0.00	3,876.00	3,876.00	3,876.00
STREET PROJECTS	25,714.11	0.00	25,714.11	54,886.38 ⁹	101,161.79	81,559.21 ²⁰	25,651.50	0.00	-958.72	-958.72	-7,723.96
STATE COLLECTIONS	4,519.04	0.00	4,519.04	2,642.75	871.71	28.57	158.62	0.00	7,133.22	7,133.22	3,223.26
TOTAL	3,303,899.65	3,395,000.00	6,698,899.65	597,449.88	582,696.75	611,133.47	595,848.49	3,395,000.00	3,290,216.06	6,685,216.06	5,403,724.61

*For comparison purposes.

10% or more on for various report

June 2026 Treasurer's Report Variance Notes

		June 2026	June 2025	Variance	
1 General Fund Receipts	\$	220,640.74	\$ 168,486.31	\$ 52,154.43	23.64%
<i>2026 sales & use tax, prisoner board, DOC grant</i>					
2 Street Fund Receipts	\$	27,999.80	\$ 34,468.76	\$ (6,468.96)	-23.10%
<i>2025 property tax & fuel tax</i>					
3 Lodging Tax Fund Receipts	\$	70,705.20	\$ 53,997.92	\$ 16,707.28	23.63%
<i>2026 increase</i>					
4 AP/IP/RAC/ICN Fund Receipts	\$	18,127.68	\$ 8,614.11	\$ 9,513.57	52.48%
<i>2026 increase to Industrial Park revenue</i>					
5 Sewer Fund Receipts	\$	50,740.61	\$ 42,571.40	\$ 8,169.21	16.10%
<i>2026 rate increase</i>					
6 Capital Improvement Fund Receipts	\$	3,464.98	\$ 2,857.01	\$ 607.97	17.55%
<i>2026 REET</i>					
7 Quillayute Airport Fund Receipts	\$	22,136.94	\$ -	\$ 22,136.94	100.00%
<i>2026 FAA grant reimb</i>					
8 Donation Fund Receipts	\$	-	\$ 50,000.00	\$ (50,000.00)	-100.00%
<i>2025 Lloyd J. Allen Trust donation</i>					
9 Street Project Fund Receipts	\$	54,886.38	\$ 101,161.79	\$ (46,275.41)	-84.31%
<i>2025 Chip Seal Project reimbursement</i>					
10 Street Fund Disbursements	\$	49,696.42	\$ 41,397.98	\$ 8,298.44	16.70%
<i>2026 sweeper repairs & interfund transfer to Street Project fund</i>					
11 Lodging Tax Fund Disbursements	\$	74,758.28	\$ 17,738.67	\$ 57,019.61	76.27%
<i>2026 chamber reimbursement</i>					
12 AP/IP/RAC/ICN Fund Disbursements	\$	57,737.46	\$ 48,940.46	\$ 8,797.00	15.24%
<i>2026 Industrial Park insulation</i>					
13 Water Fund Disbursements	\$	87,406.92	\$ 128,720.48	\$ (41,313.56)	-47.27%
<i>2025 parts order</i>					
14 Sewer Fund Disbursements	\$	41,504.76	\$ 166,070.67	\$ (124,565.91)	-300.12%
<i>2025 WWTF construction</i>					
15 Capital Improvements Disbursements	\$	9,934.49	\$ 624.73	\$ 9,309.76	93.71%
<i>2026 ICN roof repairs</i>					
16 Quillayute Airport Fund Disbursements	\$	15,293.84	\$ 284.44	\$ 15,009.40	98.14%
<i>2026 Runway Project</i>					
17 Transit Center Fund Disbursements	\$	1,016.85	\$ 3,769.37	\$ (2,752.52)	-270.69%
<i>2025 HVAC & door repairs</i>					
18 Donation Fund Disbursements	\$	2,431.25	\$ -	\$ 2,431.25	100.00%
<i>2026 Tillicum Park design city match</i>					
19 Grant/Construction Fund Disbursements	\$	8,851.58	\$ -	\$ 8,851.58	100.00%
<i>2026 CDBG grant overpayment reimbursement</i>					
20 Street Project Fund Disbursements	\$	81,559.32	\$ 25,651.50	\$ 55,907.82	68.55%
<i>2026 Chip Seal Project retainage payment</i>					

To Whom it my Concern..

I am the President & founder of woman's Heart to Heart Ministries , our ministry is reaching people in our community & beyond with the good news of Jesus Christ , to encourage and help people in any way we are able to so , from sharing the word of God , to feeding, clothing and blessing people with special gifts . We just finished up our annual Womans Conference which we held at the RAC , and we are now looking forward to our Tent Revival meetings which we would like permission to use the park for. What are meeting will conclude of is singing and a time of Sharing " kinda like a church service " we have three party tents we would like to set up to use during this time the dates we are asking for are Sept 17,18,19 &20th

Thank you!

Melissa Whidden