



PROCLAMATION
31 August 2025
International Overdose Awareness Day

WHEREAS, Forks has not been spared from the loss of friends or family members to overdoses; and

WHEREAS, Clallam County's treatment providers are working to coordinate awareness associated with overdose prevention as part of the established International Overdose Awareness Day set for August 31st, 2026; and

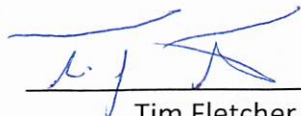
WHEREAS, by acknowledging the loss and grief experienced by families associated with overdose related deaths, it is hoped that others might be encouraged to seek help and treatment thereby preventing future overdose deaths; and

WHEREAS, encouraging efforts to highlight the need to collectively prevent future overdoses from happening is of benefit to Forks and the West End; and

NOW, THEREFORE, I, Forks City Mayor, proclaim August 31st, 2026, as International Overdose Awareness Day in the City of Forks in an effort not only acknowledge the grief and loss of those who have been lost to overdoses, but also to encourage others who may be at risk of overdosing to reach out for help, support, and treatment.

As part of this proclamation, I will ask that the decorative streetlights along Forks Avenue be changed to purple, which is the color chosen for this designated day.

Signed this 24th day of August 2026



Tim Fletcher, Mayor



Forks Wastewater Financial Health Analysis

June 2026

Rural Community
Assistance Corporation



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Executive Summary

This financial analysis report was prepared by the Rural Community Assistance Corporation (RCAC) at the request of the City of Forks. The City asked RCAC to examine the financial condition of their wastewater system. Forks is faced with covering increased operating costs and financing several planned capital improvement projects. This analysis will provide Forks with information to determine sustainable rates.

Forks is a city in Clallam County, Washington. The population was 3,532 at the 2020 census, with an estimated median household income of \$60,000. Forks collects and treats wastewater from approximately 400 connections. The wastewater treatment plant and collection system have \$5 million in planned capital improvements through 2030. Forks has been able to fund recent infrastructure projects with grants, and plan to seek grant funding for upcoming capital projects. However, Forks will have to take on debt to finance a portion of project costs.

Annual budget statements for 2023, 2024 and 2025 and the City's Capital Improvement Plan were provided for analysis. Dollar amounts in the report may be rounded to the nearest \$1,000 for simplicity. Since wastewater receipts and fees are the only revenue stream, an across-the-board rate increase would produce a corresponding revenue increase, so the terms may be used interchangeably. Multiple five-year budget scenarios were modeled.

In 2025 the wastewater system generated a net-loss of \$29,000, primarily due to increased operating costs and equipment repairs. Rates were raised 10% (+CPI) in 2025 and 2026. The recent rate increases are estimated to provide a net gain of ~\$34,000 in 2026. After allocating money for the wastewater plant's screw press floor upgrade, the wastewater capital fund had a balance of \$157,000 at the end of 2025.

The City's recent rate increases are a good starting point for fiscal solvency. The wastewater system needs to be in a solid fiscal position to afford debt servicing, as financing will be necessary to achieve the timeline of the Capital Improvement Plan. Based on the modeling, Forks should consider raising rates *at least* 5% each year through 2031. It is ultimately the decision of the City to determine how to implement rate increases.

1 Introduction

1.1 Introduction

Founded in 1978, RCAC provides training, technical and financial resources and advocacy so rural communities can achieve their goals. Since 1978, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

RCAC's work includes environmental infrastructure (water, wastewater and solid waste facilities); affordable housing development; economic and leadership development; and community development finance. These services are available to communities with populations of fewer than 50,000, other nonprofit groups, Tribal organizations, farmworkers, colonias and other specific populations. Headquartered in West Sacramento, California, RCAC's employees serve rural communities in 13 western states and the Pacific islands.

1.1.1 Purpose of Financial Capacity Analysis

A financial capacity analysis is intended to be a fiscal guide for the wastewater system to use for ensuring fiscal sustainability. It estimates the revenue required to fund operating costs and build reserves for capital improvement, debt obligation, and other reserve accounts over a 5-year period.

1.1.2 The City authorities are responsible for operating, maintaining, and planning for the continued operation of wastewater infrastructure. Therefore, the system must be funded in a sustainable manner that adequately funds operation and maintenance costs, capital improvements, and reserve accounts.

1.1.3 Disclaimer – The findings, recommendations, and conclusions contained in this financial analysis are based on financial information provided to RCAC by the City of Forks. Although reasonable care was given to assure the reliability of this information, no warranty is expressed or implied as to the correctness, accuracy or completeness of the information contained herein. Any action taken on the basis of such findings, recommendations, or conclusions is undertaken at the discretion of the City of Forks. In no event will RCAC or its partners, employees, or agents be liable for any decisions made or action taken in reliance on the information contained in this analysis.

2 System Overview

2.1 Community

Forks is a city in Clallam County, Washington. As of the 2020 Census, the population was 3,335 with an estimated median household income (MHI) of \$60,000.

2.2 System Description

Forks operates and maintains a sanitary sewer collection system and the Forks Sewage Treatment Plant. The City collects wastewater from approximately 1,200 sewer connections. The collection system was installed in 1986 and consists predominantly of PVC pipe. The treatment plant uses a lagoon with aeration and activated sludge followed by clarification, and discharge to infiltration basins that percolate to ground water. The plant has a permitted capacity of 0.5 million gallons per day (MGD).

The plant and collection system require upgrades and replacement of components. These improvements have been planned out in the City's Capital Improvement Plan, which runs through 2030. The estimated cost of all the planned capital improvements in the plan are \$5,350,000.

2.3 Future population and usage projections

Increased population and connection growth were not considered for the analysis.

3 Current Financial condition and analysis

3.1 Current rate schedule/structure

Wastewater rates were last adjusted in December 2025, in Ordinance #687, with rates raised a total of 12.7% (10% plus a 2.7% CPI adjustment). Residential customers are charged a flat monthly rate, with no usage charges. Non-residential sewer customers are allotted 700 cubic-feet of water-equivalent sewer usage as part of the base rate and charged for each additional cu.ft. beyond the included 700 cu.ft., based on their water meter reading. The current sewer rate schedule is as follows:

Residential Unit Type	Monthly Rate per Unit
Separate (single) family residence	\$54.46
Each unit of a duplex	\$54.46
Multi-family structure (3 or more residential units)	\$54.46
Mobile home court (unit=mobile home/trailer)	\$54.46
Mobile home court (unit=recreational vehicle space)	\$7.74

All Others	Monthly Rate per Unit
First 400 cubic feet of water consumption	\$54.46
Per cubic foot of water consumption thereafter	\$.078

3.2 Current dedicated reserves

The City maintains a wastewater Capital Improvement Fund which had a balance of \$157,000 (after 2026 capital obligations are accounted for).

3.3 Capital Improvement Plan

The City has \$5,350,000 in wastewater capital improvements planned from 2026-2030. The 2026 projects are funded from residual grant funding and other sources. The Capital Improvement Plan for 2026-2030 is listed below. Numerical values are in dollars (\$).

	Funding Source	2026	2027	2028	2029	2030
Screw Press floor replacement	6	265,000				
Electrical/Backup Generator	4,6,8		320,000			
Headworks Improvements	4,6,8		237,000			
Air Gap Non-Potable Water System	4,6,8,9		90,000	70,000		
Mill Creek Pump Station	4,6,8,9		30,000	520,000		
Aerated Lagoon Improvements	4,6,8		40,000		500,000	
RAS PS Improvements	4,6,8		136,000			
New Digester	4,6,8			814,000		814,000
In-Plant Pump Station				80,000		80,000
Lab & Maint. Bldg. Improv.	4,6,8	50,000				
Septage Receiving Station	4,6			2,500	15,000	100,000
Screw Press Replacement	4,6	50,000	200,000	850,000		
Sewer Comp Plan	4,6			100,000		
Subtotal		365,000	1,053,000	2,436,500	515,000	994,000

Funding sources:

4: Enterprise Funds (Water, Sewer, FEDSC)

6: Grants

8: Loans

9: Other (inc. Capital Improvement Fund (Real Estate Excise Tax REET))

3.4 Current budget

In 2025, sewer bills generated \$509,000 in revenue, while operations expenses totaled approximately \$502,000. The wastewater department also expended \$36,000 servicing debt on work trucks, billing software, and equipment. \$3,000 in “miscellaneous revenue” were accounted for in 2025 but were not included in the analysis, only sewer receipts were considered as revenue.

3.5 Debt

In 2025 the wastewater department had three truck loans totaling \$13,000 in annual payments, a charge of \$21,000 for other equipment, and a \$1,300 payment for billing software. The truck debt and billing software line items are carried forward in the budget models but the equipment charge is not.

In 2026, the city took out a five-year \$100,000 loan through the Washington Public Works Board for engineering work. Payments start in 2026 and last through 2030. Annual payments are estimated to be \$21,000 (the same as the equipment charge) for modeling.

3.6 Analysis of current financial condition

Key Points:

- In 2025, the Wastewater Department operated at a net loss of \$29,000 when equipment debt is included as an expense.
- Actual 2025 expenses exceeded budget projections by \$51,000. The following line items significantly exceeded budgeted amounts:
 - Operating Supplies: \$9,500 (over budget)
 - Water: \$9,100
 - Repair and Maintenance: \$8,700
 - Professional Services: \$7,600
 - Salaries and overtime: \$6,800
 - State Audit: \$4,900
 - Biosolids Supplies: \$3,500
- \$5,350,000 in Capital Improvements planned through 2030.

3.7 Rate equity and affordability criteria of current rates

As a general rule, wastewater rates are considered affordable if they consume less than 1.5% of Median Household Income (MHI). Based on an estimated median household income of ~\$60,000, residential wastewater bills currently consume 1.01% of household income and therefore are considered affordable.

4 Financial Projections and Recommendations

4.1 Capital projects

Forks has a wastewater capital improvement plan with several projects planned through 2030. Historically, Forks has been awarded Opportunity Board Grants through Clallam County that have funded most project costs. The 2026 capital projects are being funded by money that was left over from a 2025 grant.

The remaining projects in 2027-2030 total approximately \$5,000,000. The city will continue to seek grant funds but will need to cover some portion of project costs through reserve spending and loans. For modeling purposes, Forks will take out two 20-year, \$500,000 loans for capital projects, one in 2028 and one in 2030.

	Amount in Dollars \$				
	2026	2027	2028	2029	2030
Screw Press Floor Replacement	265,000				
Electrical/Backup Generator		320,000			
Headworks Improvements		237,000			
Air Gap Non-potable Water System		90,000	70,000		
Mill Creek Pump Station		30,000	520,000		
Aerated Lagoon Improvements		40,000		500,000	
RAS PS Improvements		136,000			
New Digester			814,000		814,000
In-Plant Pump Station			80,000		80,000
Lab & Maint. Bldg. Improv.	50,000				
Septage Receiving Station			2,500	15,000	100,000
Screw Press Replacement	50,000	200,000	850,000		
Sewer Comp. Plan			100,000		
Subtotal	365,000	1,053,000	2,436,500	515,000	994,000

4.2 Future Debt

Forks will need to assume debt to fund capital projects, although how much depends heavily on the amount of grants the city is able to receive. To illustrate the impact of debt on budget modeling, the models assume that the city will take out two 20-year, \$500,000 loans for capital projects, one in 2028 and one in 2030. Debt totals may be much higher, depending on grants received. Rough estimates indicate that annual payments would be \$30,000 (conservatively) per \$500,000 borrowed, these values are used in the model. Additionally, one-year of debt payments will need to be accrued and set aside as reserves, or as specified by the lender.

4.3 Suggested reserve funding

Funding reserves are an essential component of financial sustainability.

Description of reserve types are listed as follows:

- Operating reserve: *(standard suggestion is to cover operating expenses [excluding reserve funding] during 1 ½ billing cycles).* This would amount to approximately \$60,000.
- Emergency reserve: An emergency reserve was not included in modelling. *(standard suggestion is the cost of replacing the most expensive item of infrastructure whose failure would result in the system being unable to provide service. [Typically, we see: One-tenth of one percent of the component's value set aside per year]).*
- Debt reserve: Set by the funder/lender. Additional debt reserves will need to be accrued if the City plans to take out additional loans for capital projects. Typically, one year's worth of payments needs to be set aside as reserves, which can be accrued over a certain time, determined by the lender.

4.4 Capital improvement reserve: Building Capital Improvement reserves is critical for replacing infrastructure. Accruing these reserves reduces the amount that needs to be financed. For modeling, a target of a \$500,000 account balance is accrued over 5 years, from 2027-2031. Realistically, the reserves will be spent on projects within that timeframe, but that was not modeled.

4.5 Projected 5-year budgets

Budget projections were made for three different scenarios:

1. A model with a 5% revenue increase from 2027-2031.
2. A model with a 10% revenue increase in 2027 and 5% increases from 2028-20.
3. A model with a 10% increase in 2027, 7% increases in 2028 and 2029, and 5% increases in 2030 and 2031.

All budget scenarios presume:

- Rate increases in the models already have the CPI adjustment factored in, consider them “total increases”.
- No changes to the rate structure or number of accounts
- 2026 starting capital reserves of \$157,000
- 3.5% annual inflation rate applied to all future operating costs and MHI
- Public Works Board payments of \$21,000 in 2026-2030.
- Truck loan payments of approximately \$13,000 2026-2031.
- Billing Software “loan” ~\$2,000 per year
- Hypothetical \$500,000 20-year loans issued in 2028 and 2030, approximately \$30,000 in annual payments per \$500,000.
- 2026 Residential rate affordability (sewer bills/median household income): **1.01%**

1) 5% increases

- Rates increase 5% annually from 2027-2031
- Debt affordability would be maxed at approximately \$1,000,000
- Rate affordability in 2031 = 1.28%
- Does not achieve \$500,000 reserve balance

	Actuals		Budget	Projected				
	2024	2025	2026	2027	2028	2029	2030	2031
O&M Costs	\$460,000	\$502,000	\$502,000	\$519,570	\$537,755	\$556,576	\$576,057	\$596,219
Debt Payments	\$26,000	\$36,000	\$36,000	\$36,000	\$66,000	\$66,000	\$96,000	\$75,000
Total Expenses		\$538,000	\$538,000	\$636,170	\$684,355	\$703,176	\$752,657	\$751,819
Customer Revenue	\$470,000	\$509,000	\$572,000	\$600,600	\$630,630	\$662,162	\$695,270	\$730,033
Residential Bill			\$54.46	\$57.20	\$60.06	\$63.06	\$66.22	\$69.53
End of Year Net +/-	-\$16,000	-\$29,000	\$34,000	\$45,030	\$26,875	\$39,585	\$23,213	\$58,815
Reserves on Hand			\$157,000	\$202,030	\$228,905	\$268,490	\$291,703	\$350,518

2) 10% Increase in 2027, 5% annually 2028-2031

- \$500,000 reserve balance reached in 2031
- Rate affordability in 2031 = 1.34%
- City could theoretically afford \$2,000,000 in debt

	Actuals		Budget	Projected				
	2024	2025	2026	2027	2028	2029	2030	2031
O&M Costs	\$460,000	\$ 502,000	\$502,000	\$519,570	\$537,755	\$556,576	\$576,057	\$596,219
Debt Payments	\$26,000	\$ 36,000	\$ 36,000	\$36,000	\$66,000	\$66,000	\$96,000	\$75,000
Total Expenses		\$538,000	\$538,000	\$636,170	\$684,354	\$703,176	\$752,656	\$751,818
Customer Revenue	\$470,000	\$ 509,000	\$572,000	\$629,200	\$660,660	\$693,693	\$728,378	\$764,797
Residential Bill			\$54.46	\$59.92	\$62.92	\$66.07	\$69.37	\$72.84
End of Year Net +/-	-\$16,000	-\$29,000	\$34,000	\$73,630	\$56,905	\$71,116	\$56,321	\$93,578
Reserves on Hand			\$157,000	\$230,630	\$287,535	\$358,652	\$414,973	\$508,551

3) Tapered Rate increases

- 2027: 10%
- 2028 and 2029: 7%
- 2030 and 2031: 5%
- Rate affordability in 2031: 1.51% of MHI
- City could theoretically afford \$3,000,000 in debt
- Target \$500,000 in reserves reached in 2030 or 2031.

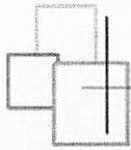
	Actuals		Budget	Projected				
	2024	2025	2026	2027	2028	2029	2030	2031
O&M Costs	\$460,000	\$502,000	\$502,000	\$519,570	\$ 537,755	\$556,576	\$576,057	\$596,219
Debt Payments	\$26,000	\$ 36,000	\$ 36,000	\$36,000	\$66,000	\$66,000	\$96,000	\$75,000
Total Expenses		\$538,000	\$538,000	\$636,170	\$684,354	\$703,176	\$752,656	\$751,818
Customer Revenue	\$470,000	\$ 509,000	\$572,000	\$629,200	\$673,244	\$720,371	\$756,390	\$794,209
Residential Bill			\$54.46	\$59.92	\$64.12	\$68.61	\$72.04	\$75.64
End of Year Net +/-	-\$16,000	-\$29,000	\$34,000	\$73,630	\$69,489	\$97,795	\$84,333	\$122,991
Reserves on Hand			\$157,000	\$230,630	\$300,119	\$397,914	\$482,247	\$605,237

4.6 Conclusions and recommendations

The amount of revenue the Forks wastewater system requires is heavily dependent on grant opportunities, lender requirements and loan terms. As the availability of grants is not guaranteed, the city should place itself in a financial position to afford to take on debt to finance capital projects. As a general rule, wastewater rates should be increased regularly to keep up with inflation, operating costs, and capital project funding needs.

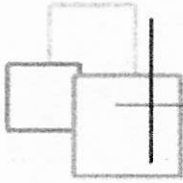
All three budget projections modeled in the analysis can support \$1,000,000 in debt. All three remain affordable in 2031, although the Tapered model affordability becomes borderline in 2031 (1.51%). Of the three budget models, option #2 is the most pragmatic approach (10% increase in 2027 plus 5% annual after that). It will allow flexibility for taking on additional debt, remains affordable, and builds sufficient reserves. It is ultimately the decision of the City to determine the amount, and timing of, any rate increases.

The budget, and the need for rate increases, should be reviewed annually to track progress and adjusted as necessary to fulfill fiscal goals and balance affordability. This allows for adjustment of rates should conditions change.



Register

Number	Name	Fiscal Description	Amount
<u>46077</u>	AFLAC Remittance Processing	2026 - August - Second Council Date	\$21.00
<u>46078</u>	AWC Employee Benefit Trust	2026 - August - Second Council Date	\$392.50
<u>46079</u>	AWC Life Ins - Supplemental	2026 - August - Second Council Date	\$37.10
<u>46080</u>	Department of Employment Security	2026 - August - Second Council Date	\$154.92
<u>46081</u>	Dept of Labor & Industry	2026 - August - Second Council Date	\$2,200.11
<u>46082</u>	Dept of Retirement - Def Comp	2026 - August - Second Council Date	\$591.56
<u>46083</u>	Dept of Retirement - Def Comp - Roth	2026 - August - Second Council Date	\$54.89
<u>46084</u>	Dept of Retirement Systems-LEOFF	2026 - August - Second Council Date	\$2,521.71
<u>46085</u>	Dept of Retirement Systems-PERS 2	2026 - August - Second Council Date	\$4,248.54
<u>46086</u>	Dept of Retirement Systems-PERS 3	2026 - August - Second Council Date	\$610.12
<u>46087</u>	Dept of Retirement Systems-PSERS	2026 - August - Second Council Date	\$1,807.97
<u>46088</u>	EFTPS	2026 - August - Second Council Date	\$17,684.84
<u>46089</u>	Employment Security Dept - PFML	2026 - August - Second Council Date	\$625.15
<u>46090</u>	Teamsters Local 589	2026 - August - Second Council Date	\$263.00
<u>46091</u>	United Way	2026 - August - Second Council Date	\$38.00
<u>46092</u>	WA Cares	2026 - August - Second Council Date	\$327.71
<u>46093</u>	Washington State Support Registry	2026 - August - Second Council Date	\$317.00
<u>Direct Deposit Run -</u> <u>8/18/2026</u>	Payroll Vendor	2026 - August - Second Council Date	\$57,694.83
			\$89,590.95



Fund Transaction Summary

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

Fund Number	Description	Amount
001	General Fund	\$49,976.49
101	Street	\$7,622.39
140	Lodging Tax Fund	\$1,029.95
150	Transit Center Fund	\$185.77
400	Water	\$19,859.12
402	Sewer	\$7,156.57
410	Airport/Industrial Park	\$3,760.66
	Count: 7	\$89,590.95

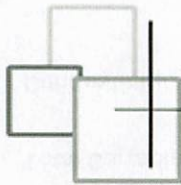
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a 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 - Second Council Date

Vendor	Number	Reference	Account Number	Description	Amount
AWC Employee Benefit					
	46094			2026 - August - Second Council Date	
		082026/AWC Leoff1			
			Leoff 1-Rice		
			001-000-000-521-20-41-15	Rice	\$1,057.10
		Total 082026/AWC Leoff1			\$1,057.10
	Total 46094				\$1,057.10
Total AWC Employee Benefit					\$1,057.10
B.R. Lymangrover Land Surveying, PLLC					
	46095			2026 - August - Second Council Date	
		575			
			Park Deed Exhibit		
			001-000-000-558-61-41-00	Professional Services	\$2,280.00
		Total 575			\$2,280.00
	Total 46095				\$2,280.00
Total B.R. Lymangrover Land Surveying, PLLC					\$2,280.00
Canon Fin Serv Inc					
	46096			2026 - August - Second Council Date	
		43726056			
			Copier Lease		
			001-000-000-515-31-31-00	Operating Supplies	\$33.36
			001-000-000-558-61-31-00	Operating Supplies	\$33.36

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-542-31-31-00	Operating Supplies	\$100.08
			400-000-000-534-80-31-00	Operating Supplies	\$66.72
			402-000-000-535-80-31-00	Operating Supplies	\$66.72
			410-000-000-552-10-31-00	Operating Supplies	\$33.37
		Total 43726056			\$333.61
	Total 46096				\$333.61
Total Canon Fin Serv Inc					\$333.61
Carradine, Tim					
	46097		2026 - August - Second Council Date		
		7915			
			IT Services		
			001-000-000-514-23-48-02	Computer Repair	\$181.09
			001-000-000-558-50-41-00	Professional Services	\$8.14
			101-000-000-542-31-48-41	Computer Repair	\$81.38
			400-000-000-534-80-48-41	Computer Repair	\$295.11
			400-000-000-534-80-48-41	Computer Repair	\$27.12
			400-000-000-534-80-48-41	Computer Repair	\$73.31
			402-000-000-535-80-31-00	Operating Supplies	\$100.61
			410-000-000-546-10-41-00	Professional Services	\$93.90
		Total 7915			\$860.66
		7916			
			IT Services		
			001-000-000-521-20-48-28	Computer Repair	\$386.89
			001-000-000-523-61-48-17	Computer Repair	\$346.16
		Total 7916			\$733.05
	Total 46097				\$1,593.71
Total Carradine, Tim					\$1,593.71
Centurylink					
	46098		2026 - August - Second Council Date		
		082026/Centurylink			
			telephones		
			001-000-000-514-23-42-00	Communications	\$139.76

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-521-20-42-00	Communication	\$37.50
			001-000-000-523-61-42-00	Communication	\$37.50
			400-000-000-534-80-42-00	Communication	\$214.63
			402-000-000-535-80-42-00	Communication	\$244.66
			410-000-000-546-10-42-00	Communication	\$69.88
		Total 082026/Centurylink			\$743.93
	Total 46098				\$743.93
Total Centurylink					\$743.93
CenturyLink Business Services					
	46099			2026 - August - Second Council Date	
		796404992			
			Broadband		
			001-000-000-514-23-42-00	Communications	\$43.94
			400-000-000-534-80-42-00	Communication	\$69.05
			402-000-000-535-80-42-00	Communication	\$25.11
			410-000-000-546-10-42-00	Communication	\$18.83
			410-000-000-552-50-42-00	Communication	\$470.84
		Total 796404992			\$627.77
	Total 46099				\$627.77
Total CenturyLink Business Services					\$627.77
Charm-Tex					
	46100			2026 - August - Second Council Date	
		0451342-IN			
			Inmate Jumpsuits		
			001-000-000-523-61-31-08	Inmates Clothes	\$535.36
		Total 0451342-IN			\$535.36
		0454999-IN			
			Inmate Jumpsuits		
			001-000-000-523-61-31-08	Inmates Clothes	\$143.84
		Total 0454999-IN			\$143.84
	Total 46100				\$679.20
Total Charm-Tex					\$679.20

Vendor	Number	Reference	Account Number	Description	Amount
Clallam County EDC					
	46101			2026 - August - Second Council Date	
		4883			
			NRIC Match		
			410-000-000-594-59-60-01	Industrial Park Upgrades	\$3,913.00
		Total 4883			\$3,913.00
	Total 46101				\$3,913.00
Total Clallam County EDC					\$3,913.00
Clallam County Environmental Health					
	46102			2026 - August - Second Council Date	
		3712			
			RAC Kitchen Permit		
			410-000-000-575-50-49-00	Misc.	\$302.00
		Total 3712			\$302.00
	Total 46102				\$302.00
Total Clallam County Environmental Health					\$302.00
Clallam Public Defender					
	46103			2026 - August - Second Council Date	
		082026/Public Defender			
			Public Defender Services		
			001-000-000-512-52-41-00	Public Defender	\$2,833.33
		Total 082026/Public Defender			\$2,833.33
	Total 46103				\$2,833.33
Total Clallam Public Defender					\$2,833.33
Curtis Blue Line					
	46104			2026 - August - Second Council Date	
		INV1078773			
			Vest & Carrier-Tyree		
			001-000-000-521-20-14-06	Uniforms- Tyree	\$2,065.57
		Total INV1078773			\$2,065.57

Vendor	Number	Reference	Account Number	Description	Amount
	Total 46104				\$2,065.57
Total Curtis Blue Line					\$2,065.57
Decker City Hardware Inc	46105		2026 - August - Second Council Date		
		082026/CIT001			
			Supplies		
			001-000-000-521-20-31-00	Operating Supplies	\$49.95
			001-000-000-521-20-31-00	Operating Supplies	\$16.84
			101-000-000-542-31-31-67	Street Signs	\$56.11
			101-000-000-542-31-31-67	Street Signs	\$43.54
			101-000-000-542-31-31-67	Street Signs	\$10.60
			140-000-000-557-30-49-02	Fourth Of July	\$9.11
			150-000-000-547-10-31-00	Operating Supplies	(\$8.01)
			150-000-000-547-10-31-00	Operating Supplies	\$30.40
			400-000-000-534-80-31-00	Operating Supplies	\$30.68
			402-000-000-535-80-31-00	Operating Supplies	\$22.02
			402-000-000-535-80-31-00	Operating Supplies	\$44.90
			402-000-000-535-80-31-00	Operating Supplies	\$53.41
			402-000-000-535-80-31-00	Operating Supplies	\$21.71
			402-000-000-535-80-31-00	Operating Supplies	\$91.40
			402-000-000-535-80-31-00	Operating Supplies	\$127.89
			410-000-000-546-10-31-00	Operating Supplies	\$7.70
			410-000-000-575-50-31-00	Operating Supplies	\$4.32
			410-000-000-575-50-48-00	Repair & Maintenance	\$33.73
		Total 082026/CIT001			\$646.30
	Total 46105				\$646.30
Total Decker City Hardware Inc					\$646.30
Empire Fire Protection	46106		2026 - August - Second Council Date		
		10460-2			
			IP Fire Suppression		
			410-000-000-594-59-60-01	Industrial Park Upgrades	\$1,970.40

Vendor	Number	Reference	Account Number	Description	Amount
		Total 10460-2			\$1,970.40
	Total 46106				\$1,970.40
Total Empire Fire Protection					\$1,970.40

Enterprise FM Trust

08242026/Enterprise EFT

2026 - August - Second Council Date

574757A-080526

Vehicle Leases

001-000-000-594-14-66-03	2020 Nissan Rogue	\$31.62
001-000-000-594-76-66-01	2020 Toyota Tacoma 71023D-GL	\$52.97
101-000-000-594-42-66-06	2020 Ford F550	\$305.50
101-000-000-594-42-66-06	2020 Ford F550	\$105.94
101-000-000-594-42-66-07	2020 Toyota Tacoma 71021D - JC	\$52.96
400-000-000-594-34-66-03	2020 Nissan Rogue	\$51.53
400-000-000-594-34-66-04	2020 Toyota Tacoma 71022D - MH	\$529.60
400-000-000-594-34-66-05	2020 Toyota Tacoma 71023D - GL	\$370.78
400-000-000-594-34-66-06	2020 Ford F550	\$712.83
400-000-000-594-34-66-09	2021 Toyota Tacoma 71784D - PH	\$73.04
400-000-000-594-34-66-10	2020 Toyota Tacoma 710210D - JC	\$105.94
402-000-000-594-35-66-03	2020 Nissan Rogue	\$17.57
402-000-000-594-35-66-04	2020 Toyota Tacoma 71021D - JC	\$264.84
402-000-000-594-35-66-05	2022 Toyota Tacoma 72745D - SG	\$766.19
410-000-000-594-52-66-03	2020 Nissan Rogue	\$16.40
410-000-000-594-52-66-04	2020 Toyota Tacoma 741021D - JC	\$105.93

Total 574757A-080526

\$3,563.64

Total 08242026/Enterprise EFT

\$3,563.64

Total Enterprise FM Trust

\$3,563.64

Ferguson Enterprises, Inc.

46107

2026 - August - Second Council Date

0126299

Install Supplies

400-000-000-534-80-31-00	Operating Supplies	\$3,489.43
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Total 0126299

\$3,489.43

Vendor	Number	Reference	Account Number	Description	Amount
		0127396			
			Mill Meter		
			400-000-000-534-80-31-00	Operating Supplies	\$745.39
		Total 0127396			\$745.39
	Total 46107				\$4,234.82
Total Ferguson Enterprises, Inc.					\$4,234.82
Forks Chamber Of Commerce					
46108				2026 - August - Second Council Date	
	2026-5033				
			2026 LT Award		
			140-000-000-557-30-49-14	Chamber - FTF Collection	\$8,000.00
	Total 2026-5033				\$8,000.00
	2026-5034				
			VIC 2026 LT Award		
			140-000-000-557-30-49-04	Chamber - VIC	\$64,008.85
	Total 2026-5034				\$64,008.85
	Total 46108				\$72,008.85
Total Forks Chamber Of Commerce					\$72,008.85
Forks Outfitters, Inc					
46109				2026 - August - Second Council Date	
	082026/Outfitters				
			Supplies-Acct. #16		
			001-000-000-511-61-31-00	Operating Supplies	\$99.06
			001-000-000-511-61-31-00	Operating Supplies	\$53.68
			001-000-000-514-23-31-00	Operating Supplies	\$4.98
			001-000-000-521-20-31-00	Operating Supplies	\$40.36
			001-000-000-521-20-31-00	Operating Supplies	\$13.02
			001-000-000-521-20-31-00	Operating Supplies	\$17.34
			001-000-000-576-80-31-00	Operating Supplies	\$7.59
			001-000-000-576-80-31-00	Operating Supplies	\$14.31
			001-000-000-576-80-31-00	Operating Supplies	\$8.69
			001-000-000-576-80-31-00	Operating Supplies	\$8.69

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-542-31-31-00	Operating Supplies	\$9.33
			101-000-000-542-31-31-00	Operating Supplies	\$5.18
			101-000-000-542-31-31-61	Tools	\$16.28
			140-000-000-557-30-31-00	Operational Supplies	\$20.63
			140-000-000-557-30-31-00	Operational Supplies	\$11.18
			140-000-000-557-30-49-02	Fourth Of July	\$36.02
			140-000-000-557-30-49-02	Fourth Of July	\$28.21
			140-000-000-557-30-49-02	Fourth Of July	\$69.21
			140-000-000-557-30-49-02	Fourth Of July	\$236.64
			140-000-000-557-30-49-02	Fourth Of July	\$47.74
			140-000-000-557-30-49-02	Fourth Of July	\$66.21
			150-000-000-547-10-31-00	Operating Supplies	\$18.57
			150-000-000-547-10-31-00	Operating Supplies	\$10.07
			400-000-000-534-80-31-00	Operating Supplies	\$22.35
			400-000-000-534-80-31-00	Operating Supplies	\$14.31
			400-000-000-534-80-31-00	Operating Supplies	\$6.49
			400-000-000-534-80-31-00	Operating Supplies	\$1.28
			400-000-000-534-80-31-00	Operating Supplies	\$8.67
			400-000-000-534-80-31-00	Operating Supplies	\$179.18
			400-000-000-534-80-31-00	Operating Supplies	\$8.69
			400-000-000-534-80-31-00	Operating Supplies	\$45.59
			400-000-000-534-80-31-00	Operating Supplies	\$33.75
			400-000-000-534-80-31-00	Operating Supplies	\$3.90
			400-000-000-534-80-31-00	Operating Supplies	\$24.60
			400-000-000-534-80-31-00	Operating Supplies	\$45.39
			400-000-000-534-80-31-00	Operating Supplies	\$17.33
			402-000-000-535-80-31-00	Operating Supplies	\$86.38
			402-000-000-535-80-31-00	Operating Supplies	\$22.80
			402-000-000-535-80-31-00	Operating Supplies	\$59.72
			402-000-000-535-80-31-00	Operating Supplies	\$54.29
			402-000-000-535-80-31-00	Operating Supplies	\$18.87
			402-000-000-535-80-31-00	Operating Supplies	\$14.44
			402-000-000-535-80-31-00	Operating Supplies	\$7.83
			410-000-000-552-50-31-00	Operating Supplies	\$4.47

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-552-50-31-00	Operating Supplies	\$8.25
			410-000-000-575-50-31-00	Operating Supplies	\$40.81
			412-000-000-546-10-48-00	Repair & Maintenance	\$133.24
			412-000-000-546-10-48-00	Repair & Maintenance	\$17.57
		Total 082026/Outfitters			\$1,723.19
	Total 46109				\$1,723.19
Total Forks Outfitters, Inc					\$1,723.19
Inslee Best					
	46110			2026 - August - Second Council Date	
		458132			
			Legal Services		
			001-000-000-558-61-41-00	Professional Services	\$1,155.00
		Total 458132			\$1,155.00
	Total 46110				\$1,155.00
Total Inslee Best					\$1,155.00
Jerry's Small Engines					
	46111			2026 - August - Second Council Date	
		082026/Jerry's			
			Supplies		
			101-000-000-542-31-31-00	Operating Supplies	\$24.92
			101-000-000-542-31-31-00	Operating Supplies	\$91.17
			101-000-000-542-31-31-00	Operating Supplies	\$38.77
			101-000-000-542-31-31-00	Operating Supplies	\$42.34
			101-000-000-542-31-31-14	Equipment < \$4,000	\$771.05
			400-000-000-534-80-31-00	Operating Supplies	\$72.71
		Total 082026/Jerry's			\$1,040.96
	Total 46111				\$1,040.96
Total Jerry's Small Engines					\$1,040.96
Lemay Mobile Shredding					
	46112			2026 - August - Second Council Date	
		4940437S185			

Vendor	Number	Reference	Account Number	Description	Amount
			Shredding		
			001-000-000-521-20-47-18	Refuse	\$21.08
			400-000-000-534-80-47-18	Refuse	\$21.07
		Total 4940437S185			\$42.15
	Total 46112				\$42.15
Total Lemay Mobile Shredding					\$42.15
Maxrev Motors LLC					
	46113		2026 - August - Second Council Date		
		1940			
			Janitorial Van Repairs		
			001-000-000-511-61-48-48	Janitorial Van Maint	\$1,754.91
			140-000-000-557-30-48-61	Janitorial Van Maint	\$365.61
			150-000-000-547-10-48-61	Janitorial Van Maint	\$329.05
			400-000-000-534-80-48-51	Field Repair Van	\$804.33
			402-000-000-535-80-48-61	Janitorial Van Maint	\$255.92
			410-000-000-552-10-48-01	Van Maint & Repair	\$146.24
		Total 1940			\$3,656.06
	Total 46113				\$3,656.06
Total Maxrev Motors LLC					\$3,656.06
Olympic Springs Inc.					
	46114		2026 - August - Second Council Date		
		082026/Oly. Springs			
			Water		
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$21.61
		Total 082026/Oly. Springs			\$21.61
	Total 46114				\$21.61
Total Olympic Springs Inc.					\$21.61
Peninsula Daily News Inc (circ)					
	46115		2026 - August - Second Council Date		
		082026/PDN			
			PDN Subscription		

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-552-10-31-00	Operating Supplies	\$182.40
		Total 082026/PDN			\$182.40
	Total 46115				\$182.40
Total Peninsula Daily News Inc (circ)					\$182.40
PetroCard					
	46116			2026 - August - Second Council Date	
		0596178-IN			
			Tractor Oil		
			410-000-000-546-10-48-68	Batwing Mower (both airports)	\$86.61
		Total 0596178-IN			\$86.61
		0596637-IN			
			Fuel For Yard Tank		
			101-000-000-542-31-32-00	Fuel	\$464.19
			400-000-000-534-80-32-00	Fuel	\$464.19
		Total 0596637-IN			\$928.38
		0596972-IN			
			Diesel for Yard Tank		
			101-000-000-542-31-32-00	Fuel	\$698.76
			400-000-000-534-80-32-00	Fuel	\$698.77
		Total 0596972-IN			\$1,397.53
	Total 46116				\$2,412.52
Total PetroCard					\$2,412.52
Phina Pipia					
	46117			2026 - August - Second Council Date	
		082026/Pipia Refund			
			RAC Rent & Deposit Refund-Event Cancelled		
			410-000-000-362-00-41-03	Rent - Rainforest Arts Center	\$450.00
			410-000-000-582-10-03-00	RAC - Security Deposits	\$500.00
		Total 082026/Pipia Refund			\$950.00
	Total 46117				\$950.00
Total Phina Pipia					\$950.00

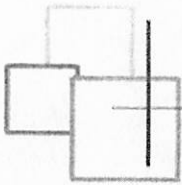
Vendor	Number	Reference	Account Number	Description	Amount
Postmaster - Trust Acct	46118			2026 - August - Second Council Date	
		082026/Postmaster			
			Postage		
			400-000-000-534-80-42-41	Postage	\$450.00
			402-000-000-535-80-42-51	Postage	\$150.00
		Total 082026/Postmaster			\$600.00
	Total 46118				\$600.00
Total Postmaster - Trust Acct					\$600.00
Quadient Finance USA, Inc	46119			2026 - August - Second Council Date	
		082026/Quadient			
			Postage		
			001-000-000-521-20-42-41	Postage	\$52.45
			001-000-000-558-61-42-41	Postage	\$161.19
			400-000-000-534-80-42-41	Postage	\$186.36
		Total 082026/Quadient			\$400.00
	Total 46119				\$400.00
Total Quadient Finance USA, Inc					\$400.00
Quileute Tribe	46120			2026 - August - Second Council Date	
		2451			
			Portable Restroom Rental		
			410-000-000-575-50-49-00	Misc.	\$750.00
		Total 2451			\$750.00
	Total 46120				\$750.00
Total Quileute Tribe					\$750.00
Rice, Granville	46121			2026 - August - Second Council Date	
		082026/Rice			
			MC Premium		

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-521-20-41-15	Rice	\$202.90
		Total 082026/Rice			\$202.90
	Total 46121				\$202.90
Total Rice, Granville					\$202.90
Rusty Gate Nursery					
	46122			2026 - August - Second Council Date	
		082026/Rusty Gate			
		Redimix			
		400-000-000-534-80-31-00	Operating Supplies		\$30.41
		Total 082026/Rusty Gate			\$30.41
	Total 46122				\$30.41
Total Rusty Gate Nursery					\$30.41
Sound Publishing, Inc					
	46123			2026 - August - Second Council Date	
		8199839			
		Advertising			
		001-000-000-511-61-41-01	Advertising		\$197.00
		001-000-000-558-61-41-01	Advertising		\$1,418.40
		Total 8199839			\$1,615.40
	Total 46123				\$1,615.40
Total Sound Publishing, Inc					\$1,615.40
St. Marie Law					
	46124			2026 - August - Second Council Date	
		77			
		Conflict Attorney			
		001-000-000-512-52-41-01	Conflict Attorney		\$1,967.00
		Total 77			\$1,967.00
	Total 46124				\$1,967.00
Total St. Marie Law					\$1,967.00
The Brookings Institution					

Vendor	Number	Reference	Account Number	Description	Amount
	46125			2026 - August - Second Council Date	
		082026/Brookings Refund			
		RAC Deposit Refund			
		410-000-000-582-10-03-00		RAC - Security Deposits	\$500.00
		Total 082026/Brookings Refund			\$500.00
	Total 46125				\$500.00
Total The Brookings Institution					\$500.00
Unum					
	46126			2026 - August - Second Council Date	
		082026/Unum			
		Leoff 1 LTC Insurance			
		001-000-000-521-20-41-15		Rice	\$188.70
		Total 082026/Unum			\$188.70
	Total 46126				\$188.70
Total Unum					\$188.70
USDA					
	08242026/USDA EFT			2026 - August - Second Council Date	
		08242026/USDA			
		Loan Payment			
		400-000-000-591-34-70-01		USDA Water Tank Loan Principal	\$2,737.24
		400-000-000-592-34-80-01		USDA Water Tank Loan Interest	\$3,062.76
		Total 08242026/USDA			\$5,800.00
	Total 08242026/USDA EFT				\$5,800.00
Total USDA					\$5,800.00
Verizon Wireless, Bellevue					
	46127			2026 - August - Second Council Date	
		6150405295			
		Cellular Service			
		001-000-000-521-20-42-00		Communication	\$346.24
		001-000-000-523-61-42-00		Communication	\$39.24
		400-000-000-534-80-42-00		Communication	\$433.79

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-80-42-00	Communication	\$39.24
		Total 6150405295			\$858.51
	Total 46127				\$858.51
Total Verizon Wireless, Bellevue					\$858.51
WA Dept of Corrections					
46128				2026 - August - Second Council Date	
		S1015518			
			Inmate Food		
			001-000-000-523-61-31-11	27000groceries-Food	\$1,326.40
		Total S1015518			\$1,326.40
		S1015898			
			Inmate Food		
			001-000-000-523-61-31-11	27000groceries-Food	\$2,523.60
		Total S1015898			\$2,523.60
	Total 46128				\$3,850.00
Total WA Dept of Corrections					\$3,850.00
West End Kruzers					
46129				2026 - August - Second Council Date	
		082026/Kruzers Refund			
			RAC Deposit Refund		
			410-000-000-582-10-03-00	RAC - Security Deposits	\$500.00
		Total 082026/Kruzers Refund			\$500.00
	Total 46129				\$500.00
Total West End Kruzers					\$500.00
Whidden, Melissa					
46130				2026 - August - Second Council Date	
		082026/Whidden Refund			
			RAC Deposit Refund		
			410-000-000-582-10-03-00	RAC - Security Deposits	\$500.00
		Total 082026/Whidden Refund			\$500.00
	Total 46130				\$500.00

Vendor	Number	Reference	Account Number	Description	Amount
Total Whidden, Melissa					\$500.00
Whitehead's Auto Parts					
	46131			2026 - August - Second Council Date	
		082026/Whitehead's			
			Supplies		
			001-000-000-576-80-31-00	Operating Supplies	\$1.88
			400-000-000-534-80-31-00	Operating Supplies	\$4.87
			400-000-000-534-80-31-00	Operating Supplies	(\$19.55)
			400-000-000-534-80-31-00	Operating Supplies	\$19.28
			400-000-000-534-80-31-00	Operating Supplies	\$318.81
			400-000-000-534-80-31-41	Tools	\$8.95
			402-000-000-535-80-31-00	Operating Supplies	\$5.95
			410-000-000-546-10-48-68	Batwing Mower (both airports)	\$6.82
		Total 082026/Whitehead's			\$347.01
	Total 46131				\$347.01
Total Whitehead's Auto Parts					\$347.01
Grand Total		Vendor Count	40		\$128,147.05



Fund Transaction Summary

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

Fund Number	Description	Amount
001	General Fund	\$21,959.60
101	Street	\$2,918.10
140	Lodging Tax Fund	\$72,899.41
150	Transit Center Fund	\$380.08
400	Water	\$16,560.68
402	Sewer	\$2,562.47
410	Airport/Industrial Park	\$10,715.90
412	Quillayute Airport	\$150.81
	Count: 8	\$128,147.05

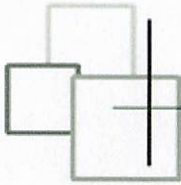
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a 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: _____

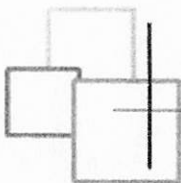
Auditing Committee



Voucher Directory

Fiscal : 2026 - August
Council Date : 2026 - August - Manuals Second Council

Vendor	Number	Reference	Account Number	Description	Amount
D & H Enterprises	46132			2026 - August - Manuals Second Council	
		2026001			
			IP Trenching		
			410-000-000-594-59-60-01	Industrial Park Upgrades	\$108,844.35
		Total 2026001			\$108,844.35
	Total 46132				\$108,844.35
Total D & H Enterprises					\$108,844.35
Quileute Tribe	46133			2026 - August - Manuals Second Council	
		082026/Patrol Vehicles			
			2 Patrol Vehicles-Used		
			001-000-000-594-61-64-02	Police Vehicles	\$10,000.00
		Total 082026/Patrol Vehicles			\$10,000.00
	Total 46133				\$10,000.00
Total Quileute Tribe					\$10,000.00
Grand Total		Vendor Count	2		\$118,844.35



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2026 - August - Manuals Second Council

Fund Number	Description	Amount
001	General Fund	\$10,000.00
410	Airport/Industrial Park	\$108,844.35
	Count: 2	\$118,844.35

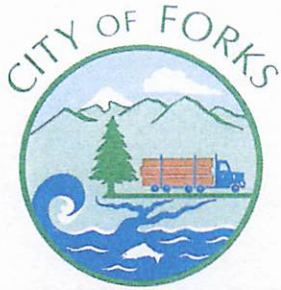
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a 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



RESOURCE REQUEST FOR EVENT

500 E Division Street, Forks, WA 98331
360-374-5412 forkswashington.org info@forkswashington.org

EVENT INFORMATION

Event name: Thompson Wedding Party Is this a new event? ☒ Yes ☐ No

Provide a brief description of the event (or an advertisement or brochure for the event):

Seeking permission for an outdoor movie screening for our wedding party after dusk at Tillicum Park. We expect ~25 people to attend. Happy to have the even open to the public.

Event date(s)/time: Saturday, September 5th - Approximately 8:30pm - 11:00pm

Primary contact: Brian Thompson ☒ Event organizer ☐ Event staff ☐ Other

Phone: (208) 794-8813 E-mail: brianthompson@boisestate.edu

Are street closure(s) requested: ☐ Yes ☒ No

If you checked Yes, list exact times the road(s) will be closed, street name(s), and exact location(s) (i.e., Forks Ave between Bogachiel Way and Division St.).

Have all affected businesses agreed to the closure in writing? ☐ Yes ☒ No

CITY RESOURCES REQUESTED

☐ Barriers (City crew places and removes barriers) ☐ City staff for Forks Ave closure ☐ Other (describe below)

POLICE DEPARTMENT RESOURCES REQUESTED

**Law enforcement duties will always take precedence over event participation.*

☐ Officer (and cruiser) ☐ Officer presence ☐ Other (describe below)

OTHER CITY STAFF AND TIME (FOR OFFICE USE)

List the work and staff needed and the date(s)/time(s) they are needed on the back of this form.

Departments involved:

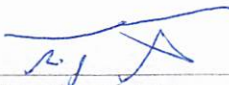
☐ Public Works Department head initials _____

☐ Legal Department head initials _____

☐ Police Department head initials _____

☐ Finance Department head initials _____

Mayor approval ☒ Yes ☐ No


Mayor's signature

08/18/2026
Date

Nick Dias

From: Brian Thompson <brianthompson@boisestate.edu>
Sent: Thursday, August 13, 2026 1:20 PM
To: Nick Dias
Subject: Special Use Permit Inquiry - Tillicum Park

Hi Nick!

Thanks so much for taking the time to chat with me earlier today about my daughter's wedding, and her desire to host an outdoor movie for wedding guests who have traveled into the area.

Here are the details of our inquiry.

- Date: Saturday, September 5th
- Time: Dusk
- Event: Outdoor Movie (PG-13 rated, 2 hours)
- Attendees: About 25 members of the wedding party who have traveled into town.

We have all the equipment (i.e., electric generator, an outdoor 90 inch screen, projector, a small BOSE sound system). We only need a place for the folks to come together, lay out some blankets, and watch the movie together.

Again, we are totally fine that it would be open to the public.

Please don't hesitate to let me know if you have any questions or concerns or need any additional information.

Thanks again for your assistance on getting the permit application going!

Brian

--

BRIAN THOMPSON

Asst. Director, Clinical Professor

LEAD Program - Boise State University

ph (208) 794-8813

email: brianthompson@boisestate.edu

web: <https://www.boisestate.edu/leadershipcertificate/>





RESOLUTION No. 540

ADOPTING THE PARKS, RECREATIONAL AND OPEN SPACES (PROS) PLAN

WHEREAS, the City of Forks has numerous properties that it maintains for the public's benefit either as parks or recreational facilities; and

WHEREAS, the Park Board determined that there was a need to develop a comprehensive look at these City properties, the needs of existing facilities; as well as the potential need for new facilities:

WHEREAS, it was determined that the City would be best served by developing and adopting a Parks, Recreation, and Open Spaces (PROS) Plan

WHEREAS, half of the funding for this effort was received from the Lloyd J. Allen Charitable Trust and the remaining funding amount was provided by the City; and

WHEREAS, the draft plan was developed by Beckwith and Associates; and

WHEREAS, workshops occurred on the 23rd of February and the 8th of April, and the comments received were incorporated into the PROS Plan;

WHEREAS, a joint meeting of the Park Board and the Planning Commission was held at the end of July; and

WHEREAS, both the Park Board and the Planning Commission recommended that the City Council adopt the PROS Plan; and

WHEREAS, the City Council held a public hearing on 10 August 2026 on the proposed PROS Plan;

WHEREAS, a citizen survey associated with the prioritization of improvements and developments, as well as levels of funding support, is underway which will be used in the future to prioritize identified projects in the PROS Plan;

WHEREAS, the PROS Plan may be adopted now and the future prioritization of projects and associated expenditures will be developed after the completion of the citizen survey;

WHEREAS, after FY 2027, the prioritized list of PROS Plan projects will be fully integrated into the City's annual Capital Facilities Improvement Plan process;

WHEREAS, the City's Capital Facilities Improvement Plan aides in the development of the City's budgeting for improvements to capital facilities such as Tillicum Park;

WHEREAS, on 24 August 2026, the City Council considered the proposed PROS Plan that was made available to the public on the City's website at:

<https://forkswashington.org/documents/2026-pros-plan/>

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FORKS DOES HEREBY RESOLVE AS FOLLOWS:

1. The City of Forks hereby adopts the proposed and recommended PROS Plan;
2. The City of Forks acknowledges earlier public sentiment that the Tillicum Playground and Stadium Access are two of the City's current and immediate future highest priority for rehabilitation, replacement, and modernization;
3. The City of Forks will develop a more prioritized list of PROS Plan projects based upon the citizen survey that is presently underway, This prioritization will be incorporated into 2027's revisions of the Capital Facilities Improvement Plan.

PASSED AND ADOPTED this 24th day of August 2026

Tim Fletcher, Mayor

Authenticated and Attested to:

Caryn DePew
Clerk/Treasurer

Approved as to Form

William R. Fleck
Attorney/Planner

Meeting Minutes of the Joint Park Board and Planning Commission

Attendees	<u>Park Board</u>	<u>Planning Commission</u>
	David Hurn	Brian Weekes
	Annie Foster	Jason Huling
	Drew Huggins	Dean Decker

Also in attendance was Tom Beckwith via ZOOM, and Rod Fleck, Attorney/Planner. For a brief period Corey Pearson was in the audience.

Meeting was called to order and each person introduced themselves for the record.

The joint meeting of the Park Board (Board) and the Planning Commission (Commission) got underway with a very brief staff report on procedure from Fleck. Beckwith then introduced the Parks, Recreation, and Outdoor Spaces (PROS) Plan that has been drafted for the City. He noted that the PROS Plan addressed all facilities, City and otherwise, that would be considered having benefit to the areas of the plan. The plan also looked at what facilities were in use by residents, as well as visiting tourists. Each facility is evaluated as to its age, maintenance needs, and projecting from what is currently available to what could be expanded, or where new facilities are suggested.

While the Plan is being adopted, Beckwith's team is also running a concurrent survey to determine the level of support that these different components have.

Recreation and Conservation Office (RCO) has the final say on the plan. The plan does have to be compliant with the Growth Management Act (GMA), and the financial analysis, made available at this meeting, is one of those requirements. If there is no feasible means of supporting the list of projects, then the list would need to be scaled back. The analysis is merely that, an analysis of possible ways in which the list of potential projects can be financed.

The recent proposed improvements to the 2-5 year old portion of the playground will be subject to a competitive design and bid process. But, is listed in and supported by the plan. A good solid plan makes projects competitive in the seeking of funding from RCO and others. The plan should be updated every six years, however, GMA wants local governments to look out 20 years. So, the materials in the analysis does so at six year and 20 year periods.

If everything were to be done in Tillicum Park, that would be over \$12m in improvements. The analysis looked at the General Fund providing what it has historically funded. Other funding sources that could be explored include lodging taxes with a portion being allocated based upon tourist usage. Fleck noted that the geo-spatial project could assist with that. Real Estate Excise Tax (REET) is available, however, the City only has imposed the first of two REET options and the second option has a strong parks focus. If there is a short fall, a

special levy could also be pursued. These tend to run for six years and include projects to be constructed as well. Such levies can also include funding for operations and levies.

The analysis provided in the proposed appendix to the plan is just that. It is not a blueprint in how to get things done.

Foster felt that the plan was one that was good and could be changed as needed. Requirements were met.

Fleck noted that the SEPA DNS has a comment period through 7 August 2026 and any comments received would be reviewed by the City Council.

Department of Commerce. Fleck referred to what Beckwith shared.

There was no written comments received on the plan. The one member of the audience did not want to comment.

On a motion by Foster, seconded by Hurn, the Park Board voted to close the public hearing.

On a motion by Huling, seconded by Decker, the Planning Commission voted to close the public hearing.

Deliberations.

Decker raised that the funding was a lot. Hurn stated that the plan opens the door, and shows an organized list of needs. He was open to discussion about more revenue sources. The Playground is going to be government work and that will be expensive. The new equipment will also be expensive. Listing things in the plan provides a spot to where those could access funding opportunities.

Decker asked how many tourists go to the park? He felt that there were a lot that frequent the park and use it. Fleck noted that the City was undertaking a geospatial project with the objective of learning where people are from that use the park. The project is in the fine-tuning phase, but the data appears to show significant tourism use of the park.

Weekes asked about the proposed path around the park. Foster explained that it is a trail that is being suggested as an amenity to the park.

Weekes also asked about the turf suggestion, would this require those fields to be locked off from the public. Hurn noted that that may be decided by funding sources. Foster reminded everyone that RCO requires that the facilities be open to the public. Hurn noted that pages 13-14 of the Appendix shows everything and doesn't require proof. Rather that these are general ideas and concepts which will need to be worked on.

On a motion by Hurn, seconded by Huggins, the Park Board unanimously adopted a recommendation to the Forks City Council encouraging the adoption of the PROS Plan.

On a motion by Decker, seconded by Huling, the Planning Commission unanimously adopted a recommendation to the Forks City Council encouraging the adoption of the PROS Plan.

On a motion by Foster, seconded by Hurn, the Park Board unanimously voted to conclude the joint meeting.

On a motion by Huling, seconded by Decker, the Planning Commission unanimously voted to conclude the joint meeting.

The Park Board excused itself as the Planning Commission continued with the rest of the published agenda.

On a motion by Huling, seconded by Decker, and passed unanimously, the Planning Commission proceeded with the public hearing on the revisions to Title 17, the Forks Zoning Code.

Fleck offered a staff report noting that no written comment was received, and that there was no one any longer in the audience. Fleck and Beckwith gave an overview of the changes with most being oriented to address the various new state laws on middle housing. Multi-family housing was maintained after comments by Commerce. Beckwith noted that another addition was “co-living” or shared housing. Decker referenced this as ‘college style’ housing. Fleck shared that he did not believe that changing the zoning code would suddenly produce this middle housing. Huling stated that the small return on investment was one of the key driving forces impact this in this region.

On a motion by Huling, seconded by Decker, the Commission unanimously voted to close the hearing.

The Commission had no questions of staff. Decker felt that the proposed changes were straightforward. He also felt that there was nothing that the Commission could do about Olympia’s requirements.

On a motion by Decker, seconded by Huling, the Commission recommended that proposed Title 17 be forwarded to the City Council for adoption.

Good of the order included the reminder that the next meeting of the Commission would be 19 August 2026. He also wished Rob Nelson a quick recovery.

Motion to adjourn was made by Huling, seconded by Decker and passed unanimously.

Ordinance No. 696

An ordinance amending the City's Title 17 – Zoning Code to address Comprehensive Plan Update matters and primarily address legislative requirements associated with 'Middle Housing;' in the City of Forks

WHEREAS, the City of Forks has adopted a Comprehensive Plan Update pursuant to Washington's Growth Management Act (GMA);

WHEREAS, the Washington legislature has also mandated various zoning code requirements to address housing needs often referred to as 'middle housing' to include various types of multi unit housing developments;

WHEREAS, the Washington legislature also mandated cities planning under the GMA to adopt 'accessory dwelling unit' standards;

WHEREAS, the Washington legislature also mandated that cities planning under the GMA adopt limits on parking for housing development;

WHEREAS, the Planning Commission recommended the adoption of the amended Title 17 by the City Council;

WHEREAS, the City Council held a public hearing on the proposed amended Title 17 on 10 August 2026;

BASED THEREON, THE CITY COUNCIL OF THE CITY OF FORKS DOES ORDAIN AS FOLLOWS:

Section 1. Amending FMC Chapter 17.10 Definitions. Chapter 17.10 – Definitions of the Forks Zoning Code is here by amended with the underlined text being the addition or the text replacing the text that has been struck out.

17.10.006 Accessory dwelling unit (ADU).

"Accessory dwelling unit (ADU)" is a small, self-contained residential unit located on the same lot as an existing single-family home. An ADU may be created as a separate unit within an existing home (such as in an attic or basement), an addition to the home (such as a separate apartment unit with separate entrance), or in a separate structure on the lot (such as a converted garage). An ADU has all the basic facilities needed for day-to-day living independent of the main home, such as a kitchen, sleeping area, and a bathroom. As the term "accessory" implies, ADUs are generally defined to be smaller in size and prominence than the main residence on the lot.



17.10.011 Administrative design review.

"Administrative design review" means a development permit process whereby an application is reviewed, approved, or denied by the planning director or the planning director's designee based solely on objective design and development standards without a public pre-decision hearing, unless such review is otherwise required by state or federal law, or the structure is a designated landmark or historic district established under a local preservation ordinance. The City may utilize public meetings, hearings, or voluntary review boards to consider, recommend, or approve requests for variances from locally established design review standards.

17.10.016 Affordable housing.

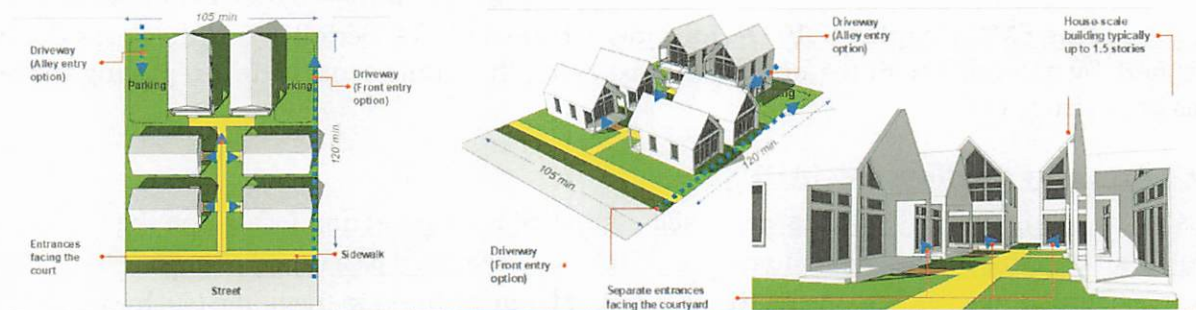
"Affordable housing" means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed 30 percent of the household's monthly income. For the purposes of housing intended for owner occupancy, "affordable housing" means residential housing that is within the means of low or moderate-income households. (RCW 36.70A.540)

17.10.091 Co-living.

"Co-living" means residential developments featuring individually rented, private, secured sleeping units (sometimes with private baths) combined with shared kitchen/living facilities to address affordable housing needs (HB 1998). Sometimes called boarding houses or micro-apartments.

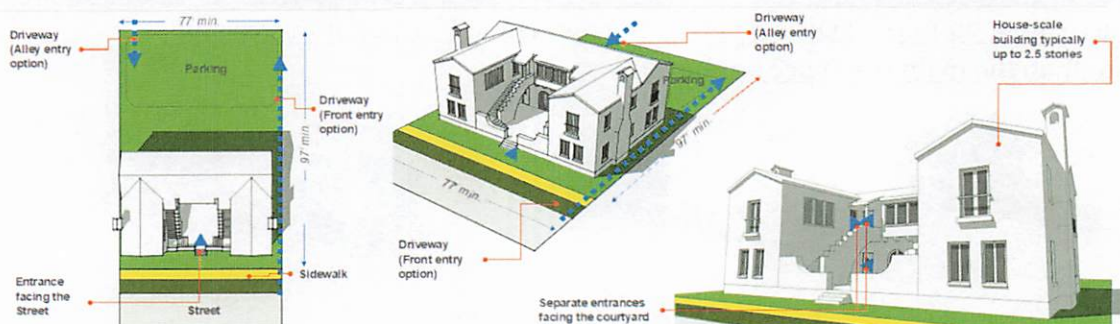
17.10.124 Cottage housing.

"Cottage housing" means residential units on a lot with a common open space that either: (a) Is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.



17.10.125 Courtyard apartments.

"Courtyard apartments" means up to 4 attached dwelling units arranged on 2 or 3 sides of a yard or court."

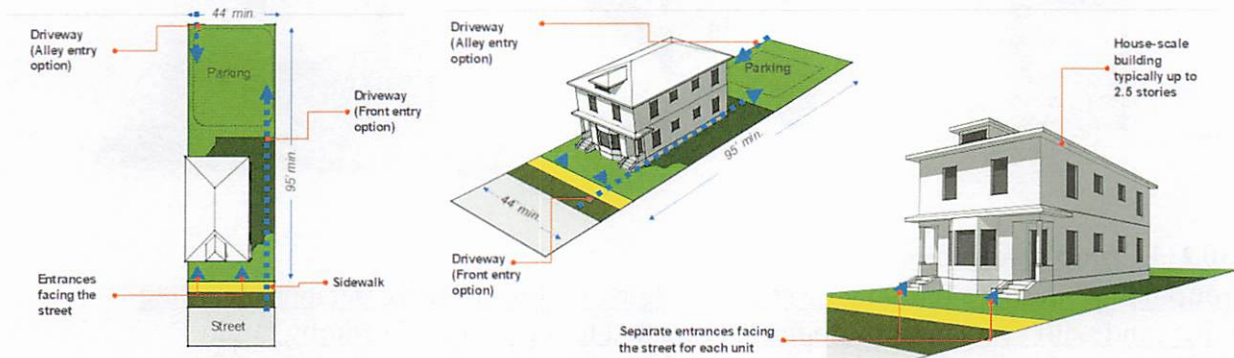


17.10.134 Development regulations.

“Development regulations” means any controls placed on development or land use activities by the City, including, but not limited to, zoning ordinances, official controls, subdivision ordinances, and binding site plan ordinances.

17.10.146 Duplex.

“Duplex” means a residential building with 2 attached dwelling units.



17.10.166 Emergency housing.

“Emergency Housing” means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

17.10.167 Emergency shelters.

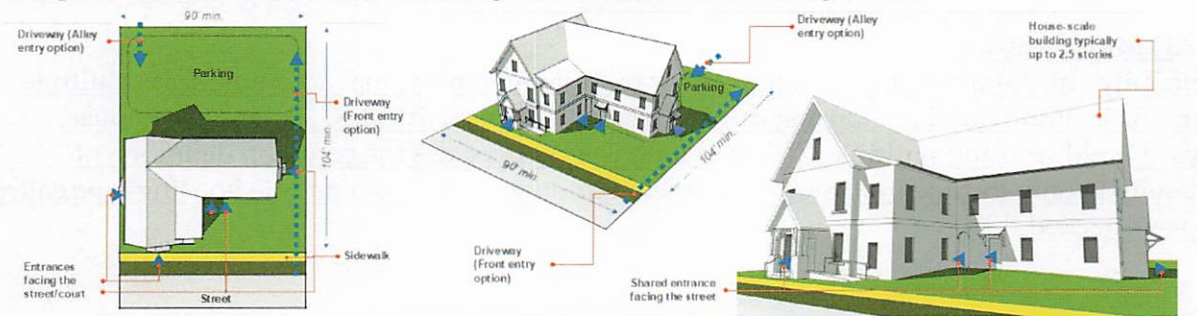
“Emergency Shelter” means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

17.10.168 Encampments on religious property.

“Encampment on religious property” means outdoor encampments, safe parking efforts, indoor overnight shelters, and temporary small (tiny) houses on property owned or controlled by a religious organization to house homeless or temporarily unhoused individuals and families for a period less than four months (RCW 35.21.915).

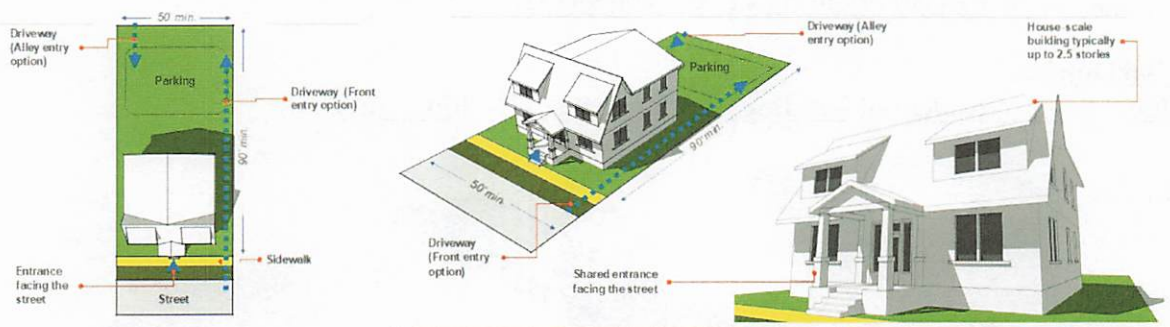
17.10.186 Fiveplex.

“Fiveplex” means a residential building with 5 attached dwelling units.



17.10.187 Fourplex.

"Fourplex" means a residential building with 4 attached dwelling units.



17.10.215 Group residencies.

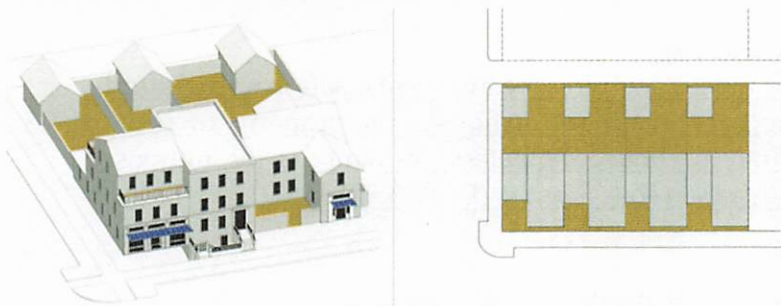
"Group home" means a building providing lodging to three or more persons including children and with or without disabilities, unrelated to the principal residing family including, among other things, boarding houses and bed and breakfast establishments. This definition excludes multifamily residences, hotels, hospitals, and institutions of involuntary detention.

17.10.308 Middle housing.

"Middle housing" means buildings that are compatible in scale, form, and character with single-family houses and contain 2 or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

17.10.309 Mixed-use building.

"Mixed-use building" means a building whose ground floor is at least 75 percent occupied by retail or pedestrian-interest activity and the remaining 25 percent of the ground and mall of the upper floors are residential.



17.10.330 Multifamily

"Multifamily" means a housing structure, other than single-family, that accommodates multiple households including middle housing duplex, triplex, fourplex, fiveplex, sixplex, townhouse, courtyard buildings, and multiplex/stacked flats. This supersedes the common definition of multifamily to only include multistory apartment buildings, which is a middle housing type called multiplex/stacked flats.

17.10.381 Permanent supportive housing (PSH).

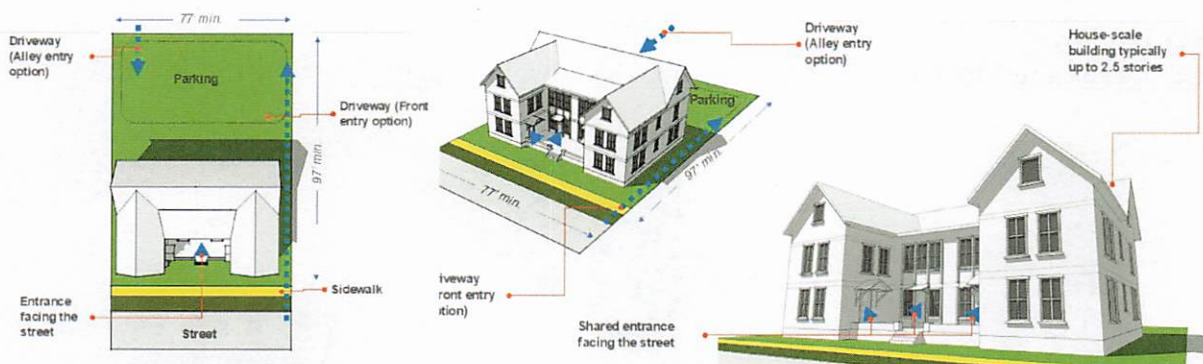
"Permanent Supporting Housing (PSH)" means subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services.

17.10.436 Religious organization

"Religious organization" means a church, synagogue, or other religious entity.

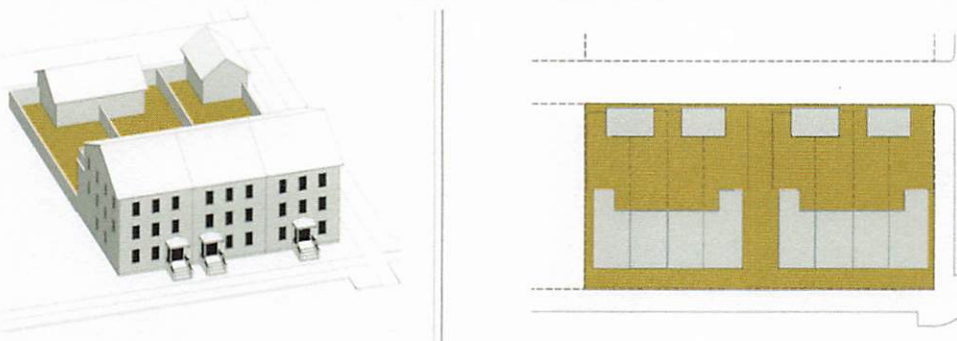
17.10.496 Sixplex.

"Sixplex" means a residential building with 6 attached dwelling units.



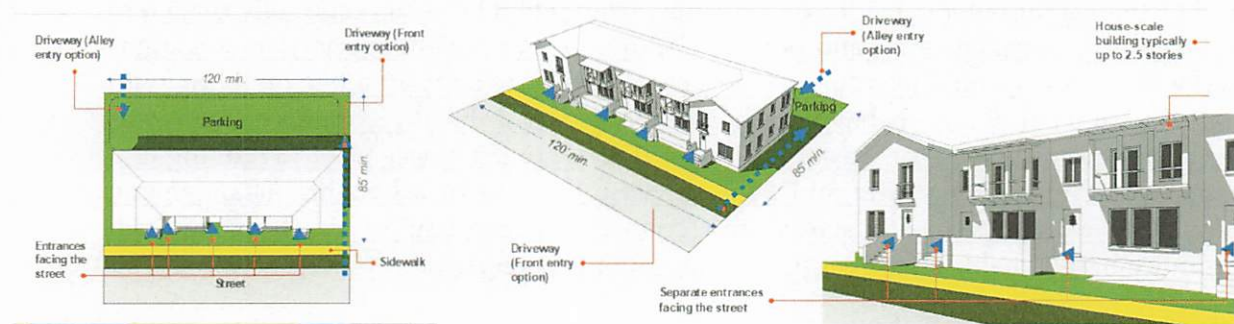
17.10.511 Stacked flat.

"Stacked flat" means dwelling units in a residential building of no more than 3 stories on a residential zoned lot in which each floor may be separately rented or owned.



17.10.581 Townhouse.

“Townhouses” means buildings that contain 3 or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than 2 sides.

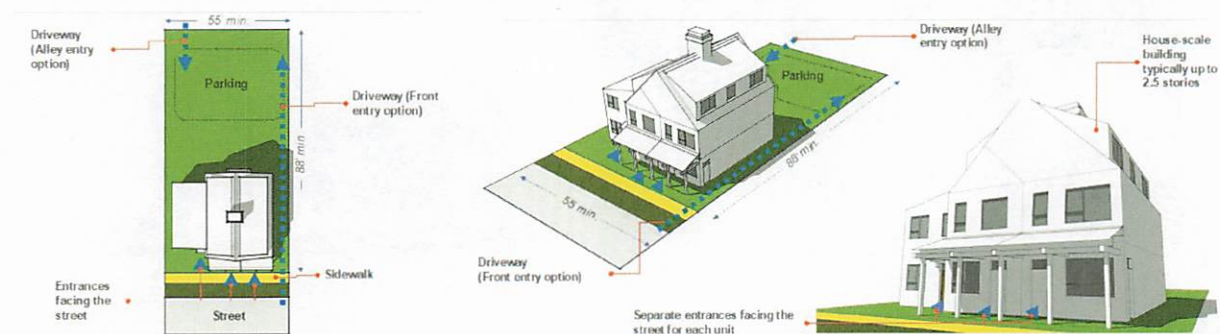


17.10.582 Transitional housing.

“Transitional housing” means a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living.

17.10.583 Triplex.

“Triplex” means a residential building with 3 attached dwelling units.



17.10.584 Unit density.

“Unit density” means the number of dwelling units allowed on a lot, regardless of lot size.

Section 2. Amending FMC 17.15.060 Land Use Matrix. The Forks Zoning Code is hereby amended by replacing the Land Use Matrix found at Chapter 17.15.060 in its entirety with the following table. The additions and modifications to the Land Use Matrix are underlined>.

17.15.060 Land use matrix.

C – Conditional P – Permitted S – Special X – Prohibited

Use	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone	Industrial – General
<u>Accessory Dwelling Units</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Adult entertainment	X	X	X	C	C	C	C	X	X	C
<u>Affordable housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>
Agriculture	P	P	S	C	P	X	X	P	X	X
Agriculture services	S	S	C	X	P	P	P	X	C	C
Amusement arcade	X	X	X	X	C	C	C	X	X	X
Arts and entertainment center	C	C	C	C	P	P	P	S	X	X
Automobile sales	X	X	X	X	P	P	P	X	X	X
Billboard signs (sign area greater than 40 sq. ft.)	X	X	X	X	C	C	C	C	C	X
Campgrounds other than RVs	C	C	C	C	C	C	C	C	X	X
Cemetery	P	P	P	X	X	X	X	P	X	X
Christmas tree farm	X	X	X	P	P	X	X	C	X	X
Church	C	C	C	C	P	P	C	X	X	X
Clubs and fraternal organization	S	S	S	C	S	S	S	X	X	X
<u>Co-living housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>

Use	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone	Industrial – General
Commercial greenhouse	C	C	C	C	P	P	P	X	C	C
Condominium	P	P	C	C	C	C	X	X	X	X
Convenience store	X	X	X	C	P	P	P	X	X	C
<u>Cottage housing</u>	<u>X</u>	<u>C</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Courtyard building</u>	<u>X</u>	<u>C</u>	<u>S</u>	<u>P</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>
Day care center with more than 12 kids	C	C	C	C	P	P	C	X	X	X
Day care center with less than 12 kids	P	P	P	P	P	S	C	X	X	X
Drugstore/retail pharmacy	C	C	C	C	P	P	P	X	X	X
Single-family dwelling	P	P	P	P	P	P	P	X	X	X
Duplex	P	P	P	P	S	S	P	X	X	X
<u>Encampments on religious property</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Emergency housing</u>	<u>X</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Emergency shelter</u>	<u>X</u>	<u>X</u>	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>X</u>	<u>X</u>	<u>X</u>
Factory/manufacturing premises	X	X	X	X	C	C	C	X	P	C
Feed lot/rendering plant	X	X	X	X	C	C	X	X	C	C

Use	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone	Industrial – General
Fire protection	C	C	C	C	C	C	C	P	C	C
<u>Fiveplex</u>	<u>X</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>S</u>	<u>S</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Fourplex</u>	<u>X</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>S</u>	<u>S</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>
Funeral home	C	C	C	C	P	P	P	X	C	C
Gas station	C	C	X	X	S	P	P	X	C	X
Grocery store	C	C	X	X	P	P	P	X	X	X
Health clubs	C	C	C	C	P	P	P	X	X	X
Home enterprise within home	S/P ⁱⁱ	S/P ⁱⁱ	S/P ⁱⁱ	P ⁱⁱ	P ⁱⁱ	P ⁱⁱ	P ⁱⁱ	X	X	X
Home enterprise within separate facility with less than 2,000 sq. ft.	S ^{**}	S ^{**}	S ^{**}	S ^{**}	P	P	P	X	X	X
Horse arena	X	X	C	C	C	C	X	C	X	X
Kennel	C	C	X	X	S	S	C	C	X	X
Kiosks	C	C	C	P	P	P	P	P	X	X
Labor camp and/or staging area	X	X	C	C	C	C	C	P	C	C
Liquor stores	X	X	X	X	C	C	C	X	X	X
Medical services	C	C	C	P	P	P	P	C	X	X
Mineral extraction or processing	X	X	X	X	X	X	X	C	S	C
Mini-storage facility	C	C	C	C	P	P	X	X	X	X
Motel/hotel/inn	<u>X</u>	C	C	C	<u>S</u>	<u>S</u>	<u>S</u>	X	X	X
<u>Mixed Use</u> /Multi-use building	C	C	C	P	P	P	P	C	C	X

Use	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone	Industrial I – General
<u>Multifamily dwelling (seven to nine units)</u>	X	C	S	P	S	S	S	X	X	X
<u>Multifamily dwelling (10 plus units)ⁱⁱⁱ</u>	X	C	C	P	C	C	C	X	X	X
Mobile home parks	C	C	C	C	X	X	X	X	X	X
Neighborhood park	S	S	S	S	S	S	S	P	X	X
Nursery	S	S	S	S	P	P	P	X	C	C
Outdoor-oriented recreational use	C	C	C	X	P	P	P	P	X	C
Park and ride facility	C	C	C	P	X	C	P	P	P	C
<u>Permanent Supportive Housing (PSH)</u>	P	P	P	P	P	P	P	X	X	X
Planned unit development	P	P	P	P	C	X	X	X	X	X
Power generation facilities	X	X	X	X	X	X	X	C	C	C
Power relay facilities	C	C	C	X	C	C	C	S	C	C
Professional office	P	P	S	S	P	P	P	C	X	X
Public building	C	C	C	C	C	C	C	C/S ⁱ	S	C
Race track	C	C	X	X	C	C	C	X	X	C
Research facilities	C	C	C	X	C	C	C	C	P	C
Restaurant	C	C	C	C	P	P	P	X	X	X

Use	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone	Industrial General
Retail store w/ less than 4,000 sq. ft. of total floor space	X	X	C	X	P	P	P	X	C	X
Retail store w/ 4,000 to 10,000 sq. ft. of total floor space	X	X	X	X	C	P	P	X	C	C
Retail store w/ 10,001+ sq. ft. of total floor space	X	X	X	X	C	C	C	X	C	C
Rock crushing and asphalt plant	X	X	X	X	X	X	X	C	P	C
RV parks*	C	C	C	C	P	S	C	X	X	X
RV overnight facilities	C	C	C	C	C	C	C	C	X	X
Schools	C	C	C	C	C	C	C	C	C	X
Shopping center	X	X	X	X	X	C	P	X	X	X
<u>Single-family dwelling</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Sixplex</u>	<u>X</u>	<u>C</u>	<u>S</u>	<u>P</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>
Small inn	S	S	C	C	P	S	S	X	X	X
Solid or liquid waste disposal	X	X	X	X	C	C	X	C	C	C
<u>Stacked flats</u>	<u>X</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>
Studio	S	S	S	S	P	P	P	X	S	C
Taverns	X	X	X	X	C	C	C	X	X	X
Theater, indoor	C	C	X	X	C	C	C	X	X	X
Theater, outdoor	C	C	X	X	C	C	C	X	X	X
Timber harvesting	P	P	S	X	S	C	X	P	C	C

Use	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone	Industrial – General
Timber management and processing	P	P	S	X	S	C	X	X	P	C
Tower	C	C	C	X	C	C	X	S	S	C
<u>Townhouse</u>	<u>X</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>S</u>	<u>C</u>	<u>C</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Transitional housing</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Triplex</u>	<u>X</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>X</u>	<u>X</u>	<u>X</u>
Utilities, other than power/sewer	C	C	C	C	C	C	C	P/C ⁱ	C	C
Vacation/visitor rental	S	S	S	P	P	P	P	X	X	X
Vehicular repair	X	X	X	X	P	P	P	X	S	C
Veterinary clinic	X	X	X	S	P	P	P	X	X	X
Warehouse	X	X	X	X	C	C	X	C	P	C
Wrecking yard	X	X	X	X	C	C	C	X	X	X

* Any new development of an RV park will be required to undertake a State Environmental Policy Act review and determination pursuant to FMC 14.10.090 even if such use is permitted outright pursuant to this chapter.

** Vacation/visitor rental may be permitted pursuant to FMC 17.10.225.

i See Chapter 17.52 FMC, PL – Public Land District.

ii See FMC 17.75.045, Home enterprises within home – Cases when permitted outright.

iii Any multifamily dwelling project consisting of 10 units or more will be required to undertake a State Environmental Policy Act review and determination pursuant to FMC 14.10.090 even if such use is permitted outright pursuant to this chapter.

(Ord. 629 § 6, 2018; Ord. 587 § 2, 2011; Ord. 580 § 1, 2010; Ord. 561 § 2, 2008; Ord. 560 § 1, 2008; Ord. 531 § 1, 2005; Ord.

514 § 2, 2004; Ord. 502 § 3, 2002; Ord. 489 §§ 1, 3, 2001; Ord. 467 § 1, 2000; Ord. 433, App. B, 1997)

Section 3. Adding FMC 17.15.065 Development Standards. The Forks Zoning Code is here by amended by adding the following table to Chapter 17.15 and provides in table form, the development standards associated with Title 17.

	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone
Minimum lot area									
Minimum lot area in acres	5.0						5.0		
Minimum lot area in square feet					13,500	4,500	2,500	200	12,500
Maximum single-family density in du/acre	0.2	2.0	3.2	9.7					
Maximum multi-family density in du/acre	0.2	2.0	14.5	17.4					
Minimum lot area (square feet)									
Single-family (3)	217,800	20,000	13,500	4,500					
Multi-family		3,000	3,000	2,500					
Accessory Dwelling Unit ADU	6,000	6,000	4,000	4,000					
Duplex			4,000	4,000					
Triplex			4,500	4,500					
Fourplex			4,500	4,500					
Fiveplex				9,500					
Sixplex				6,000					
Townhouse – 3 units				6,500					
Townhouse – 5 units				10,200					
Courtyard building				7,200					
Stacked flats/multiplex				10,200					
Co-living			4,000	4,000					
Cottage housing – 6 units			12,600						
Minimum lot width (feet)									
At building line	200	100	70	50	50	45	25		50
Single-family detached			50						
Accessory Dwelling Unit (ADUs)									
Duplex, triplex, fourplex			45						
Fiveplex				90					
Sixplex				55					
Townhouse – 3 units				80					
Townhouse – 5 units				120					
Courtyard building				80					
Stacked flats/multiplex				120					
Co-living				80					
Cottage housing s			105						

Minimum lot depth (feet)	R-1 Very Low Density	R-2 Low Density	R-3 Moderate Density	R-4 High Density	C-1 Low Density	C-2 Moderate Density	C-3 High Density	Public Land	Industrial Park Zone
Minimum lot	150	90	90	90	100	100	100		100
Single-family detached			90						
Accessory Dwelling Unit (ADU)									
Duplex, triplex, fourplex			85						
Fiveplex				105					
Sixplex				100					
Townhouse – 3 units				85					
Townhouse – 5 units				60					
Courtyard building				100					
Stacked flats/multiplex				85					
Co-living				60					
Cottage housing s			120						
Setbacks (feet)									
Front yard (1)	20	20	20	20					
Side yard	15	5	5	5					
Side yard adjacent to a residential use					10		20	10	30
Rear yard (2)	10	10	10	10					
Rear yard to the center of an alley (4)					10	10			
Rear yard adjacent to a residential use					25	25	25		
Side or rear yard (5)					10	10	10		30
Accessory structures									
Lot coverage by buildings									
Total lot coverage									
Accessory buildings of rear yard									
Maximum height (feet)									
Main buildings	32	32	32	32	32	32	32	32	32

(1) May be reduced in R-1 to 15 feet, in R-2, R-3, and R-4 to 15 feet if no impairment.

(2) May be reduced in R-1 to 10 feet, in R-2, R-3, and R-4 to 5 feet if no impairment.

(3) Minimum lot area in R-3 is 13,500 square feet or per health code if private septic system being used.

(4) No obstructions can interfere with emergency access.

(5) At least the side or rear yard shall be at least 10 feet from the applicable lot line excluding any dedicated street or alley.

Affordable housing incentives.

(1) Increased density may be allowed consistent with local needs for any affordable housing development of any single-family or middle housing residence located on real property owned or controlled by a religious organization (RCW 36.70A.545)

(2) Additional housing units may be created within existing commercial, mixed-use, and middle housing buildings that are exempt from density limits, parking, and other regulations (RCW 35A.21.440 and RCW 35.21.990).

Section 4. Adding Chapter 17.57 - Accessory Dwelling Unit. The Forks Zoning Code is here by amended by adding a new chapter to Title 17 as Chapter 17.57 - Accessory Dwelling Unit.

Chapter 17.57

ACCESSORY DWELLING UNIT (ADU)

Sections:

17.57.010 Purpose and Intent.

17.57.020 Authority.

17.57.030 Standards and Criteria.

17.57.040 Bulk Standards/ADU Regulations.

17.57.050 Appeals.

17.57.060 Examples of ADUs.

17.57.010 Purpose and Intent.

The purpose of this chapter is to:

(1) Add affordable units to existing housing and make housing units available to moderate-income residents who might otherwise have difficulty finding homes within the City.

(2) Protect neighborhood stability, property values and the single-family residential appearance of the neighborhood by ensuring that Accessory Dwelling Units ("ADUs") are constructed according to applicable Code provisions.

(3) Promote the development of additional housing options in residential neighborhoods that are appropriate for people at a variety of stages of their lives.

17.57.020 Authority.

The City Planner shall have the authority to approve ADUs which are consistent with the regulations and provisions herein.

17.57.030 Standards and Criteria.

(1) Allowed Zoning: ADUs may be allowed in any zone on a lot where a dwelling unit exists as a permitted use if they comply with the requirements listed in this Chapter. Two (2) ADUs are permitted on all lots located in all zoning districts that allow for dwelling units. ADUs can be categorized as either attached or detached. An ADU may be created by any one or combination of the following methods:

(a) A separate unit within an existing home (such as in an attic or basement), or

(b) An addition to the home (such as a separate apartment unit with a separate entrance), or

(c) in a separate detached structure on the lot (such as but not limited to a new or converted garage).

(2) Sale/Conveyance: The city shall not prohibit the sale or other conveyance of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an ADU.

(3) Permitted Size: An ADU shall not be less than 400 square feet nor greater than 1,000 square feet in area.

The ADU sizing is calculated per the 2021 (or currently adopted edition) International Building Code which is the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, ramps, closets, the thickness of interior walls, columns or other features. Areas that are <5 feet in height are not counted in the ADU square footage. Additionally, garages are not counted in the ADU square footage.

17.57.040 Bulk Standards/ADU Regulations.

(1) An ADU, and any accessory structures for the ADU such as but not limited to garages, carports, or workshops, shall comply with the underlying zoning district for the dwelling unit located onsite, including height, setbacks, floor area, accessory buildings, and lot coverage, except as provided in this section.

(2) One on-site parking stall is required for an ADU. However, no parking is required when either improved public street parking is available on at least one side of the lot whereon the ADU is proposed, or the ADU is within one-half mile walking distance to a "major transit route." If the lot abuts an alley or private access easement, parking shall be accessed from the alley or private access easement except when the City Planner determines that such access is environmentally constrained.

(3) For detached ADUs, a minimum of ten (10) feet separation from the existing dwelling unit is required.

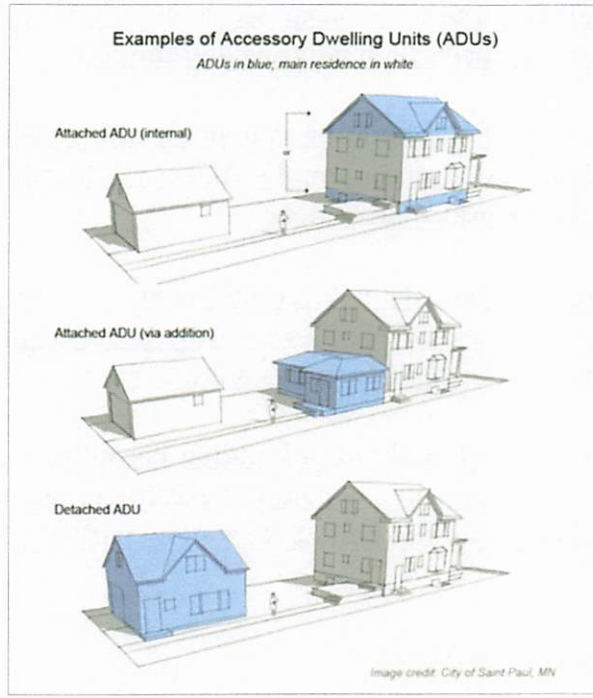
- (4) Any utility lines being installed or altered must have their connections inspected as part of the building permit process.
- (5) Attached ADUs can use the water meter and side sewer that was permitted for the existing dwelling unit. However, all detached ADUs shall have their own water meter and side sewer connection. If fire sprinklers are required, the property owner shall install a backflow prevention device behind the water meter.
- (6) All water and sewer system charges shall apply for any new connection and/or modifications to the existing water and sewer system(s) for an ADU.
- (7) ADUs are not permitted on lots that are not connected to and served by public water and sewer.
- (8) Existing structures, including but not limited to detached garages, may be converted into ADUs even if they violate current code requirements for setbacks or lot coverage; provided that the existing structure(s) proposed to be converted into an ADU may be required to be brought into conformance with current building and fire code requirements. Existing detached structures proposed to be converted to ADUs shall not be located across property lines or within the right of way.
- (9) Addressing of the existing dwelling unit shall be changed to identify the existing dwelling unit as "Unit A" and the new ADU as "Unit B" prior to issuance of a certificate of occupancy (CO).
- (10) An approved building permit is required to construct an ADU in the City. The building permit must comply with the City's adopted building code, fire code, zoning code, critical area regulations, environmental regulations, and stormwater regulations adopted at time permitting is sought.
- (11) When property corners are not known, the City Planner may require the applicant to hire a Washington State licensed land surveyor to reestablish property corners.
- (12) Detached ADUs may be sited on a rear/side lot line only if the lot line abuts an improved public alley pursuant to RCW 36.70A.681(1)(i).
- (13) ADUs are permitted on any lot that meets the zone's minimum lot size required for a dwelling unit.
- (14) Eligible properties can have one (1) dwelling unit and two (2) ADUs, for a maximum total of three (3) dwelling units. ADUs can be in any configuration of attached or detached units.
- (15) Owner occupancy is not required for either the existing dwelling unit or any ADUs existing and/or proposed.

- (16) All attached ADUs are required to have their own separate entrance(s) from the existing dwelling unit. Additionally, attached ADUs are required to be separated internally from the existing dwelling unit by solid wall construction that meets both building and fire code.
- (17) ADUs shall be designed so that the appearance of the building containing the principal residence remains that of a single-family residence. At a minimum, the ADU shall match the exterior materials, design, and pitch of the roof of the principal residence.
- (18) ADUs shall comply with the maximum permitted height for the underlying zone. In the Residential Zone however, attached ADUs shall not exceed 35 feet above average original grade. Detached ADUs in the Residential Zone shall not exceed 28 feet average original grade.
- (19) Homeowners with existing non-permitted ADUs must apply for a building permit to make them legal. Units that are not legalized will be subject to enforcement. Pre-existing units must meet the same requirements as new ADUs, including but not limited to: zoning, parking, fire, and building code standards/regulations.
- (20) RVs, including park model trailers, shall not be used as ADUs.
- (21) ADUs are exempt from the density requirements of the underlying zone.
- (22) If applicable, impact fees and connection fees associated with the construction of an ADU shall not be greater than 50 percent of the fees that would be imposed on the dwelling unit.
- (23) Where practical, the ADUS shall be located and designed to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to:
- (a) Stagger windows and doors to not align with such features on abutting properties.
 - (b) Avoid upper-level windows, entries and decks that face common property lines to reduce overlook of a neighboring property.
 - (c) Install landscaping as necessary to provide for the privacy and screening of abutting property.
- (24) Short Term Rental (STR) Regulations: ADUs shall not be used as short-term rentals (STR) for less than 6 months (180 days) within a calendar year.

19.18.050 Appeals.

Appeals. There is no appeal of the City Planner's determination regarding whether to issue a building permit to construct an ADU on a subject property in accordance with of CMC 18.08.030(3).

19.18.060 Example of Accessory Dwelling Unit (ADU).



Section 5. Amending FMC Chapter 17.75 Special Conditions. Chapter 17.75 – Special Conditions of the of the Forks Zoning Code is here by amended as follows.

- A. The following table is added immediately following 17.75.120 Improvement of parking space and access.

Residential	Parking requirements
Single-family	2 stalls per unit
Accessory dwelling unit (ADU)	1 stall per studio or 1 bedroom, 2 stalls per 2 or more bedrooms not to exceed more than 2 stalls per unit
Duplex, triplex, fourplex on lots less than 6,000 square feet (1)	1 stall per studio or 1 bedroom, 2 stalls per 2 or more bedrooms not to exceed more than 2 stalls per unit
Fiveplex, sixplex, townhouse, stacked flat/ multiples, courtyard building on lots less than 6,000 sf (1)	1 stall per studio or 1 bedroom, 2 stalls per 2 or more bedrooms not to exceed more than 2 stalls per unit
Cottage housing	1 stall per studio or 1 bedroom, 2 stalls per 2 or more bedrooms not to exceed more than 2 stalls per unit
Caretaker apartments/quarters	1 stall per apartment
Co-living housing units/boarding house	1 stall for the manager plus 1 stall per sleeping room for boarders and/or lodging use plus 1 additional stall for each 4 persons employed on the premises
Mixed-use	Total requirements shall be the sum of the requirements for the principal uses computed separately
Affordable housing	1 stall per studio or 1 bedroom, 2 stalls per 2 or more bedrooms not to exceed more than 2 stalls per unit
Permanent supportive housing (PSH)	1 stall per studio or 1 bedroom, 2 stalls per 2 or more bedrooms not to exceed more than 2 stalls per unit
Transitional housing	1 stall per sleeping quarter plus 1 additional stall for each 4 persons employed on the premises
Emergency housing and shelters	1 stall per sleeping quarter plus 1 additional stall for each 4 persons employed on the premises
Encampments on a religious property	1 stall per tent, vehicle, tiny home, or other sleeping quarter plus 1 additional stall for each 4 persons employed on the premises
Group homes	0.5 stalls per bed
Nursing homes	0.25 stalls per bed
Motels and hotels	1 stall for manager and 1 stall per room
Mobile and manufactured home parks	1 stall for manager and 2 stalls per dwelling unit
Commercial	Parking requirements
Retail sales of small items including but not limited to groceries, drugs, and department store items (1)	1 stall per 350 square feet of gross floor area plus 1 stall per employee on the largest work shift.
Retail sales of bulky items but not limited to furniture, appliances, feed and grain, service stations, furniture and appliance repair, car washes, professional laundries, data processing and printing, plumbing, construction, craft shops, cabinet making, machine shops, fabricating shops, and other trades, motor vehicles and heavy equipment sales and repair, warehousing and food or property storage facilities,	1 stall per 750 square feet of gross floor area plus 1 stall per employee on the largest work shift.

Residential	Parking requirements
wholesale sales, bottling and distributing shops, and truck terminals. (1)	
Taverns, lounges, restaurants, and commercial indoor places of amusement and recreation. (2)	1 stall per 175 square feet of gross floor area; or 1 stall per every 3 persons of legal occupancy, or practical occupancy, where a legal standard does not exist plus 1 stall per employee, whichever is greater;
Laundry, self-service	1 stall per 175 square feet of gross floor area
Hotels, motels, or boarding houses	1 stall per guest room plus 1 stall per employee on the largest work shift
Hospitals, residential care facilities	1 stall per 3 patient beds or examination tables plus 1 stall per staff doctor plus 1 stall for every other employee working on the largest shift
Clinic and pharmacies incidental to a clinic	1 stall per patient bed or room plus 1 stall per staff doctor and 1 stall per employee on the largest work shift
Personal, professional, financial services, businesses, and public offices	1 stall per 350 square feet of gross floor area plus 1 stall per employee on the largest work shift (1)
Industrial	Parking requirements
Manufacturing, home based businesses, processes, and treatment plants	1 stall per every 2 employees
Public assembly and recreation	Parking requirements
Churches, mortuaries, places of public assembly, places of adult instruction or exhibition halls (2)	1 stall per 4 fixed seats in the main auditorium (every 20 inches of church pews equals 1 seat); or 1 stall per 175 square feet of gross floor area in the main assembly area.
Other uses not specified h	Parking shall be provided as specified for the use which, in the opinion of the City Council, is most similar to the use under consideration

- (1) If parking can be placed behind and/or to the side of the facility, an allotment of 1 stall per 450 square feet of gross floor area can be utilized.
- (2) If parking can be placed behind and/or to the side of the facility, an allotment of 1 stall per 250 square feet of gross floor area can be utilized.

B. Section 17.75.160 – Development standards for middling housing. The Forks Zoning Code is amended by adding the following section to Chapter 17.75.

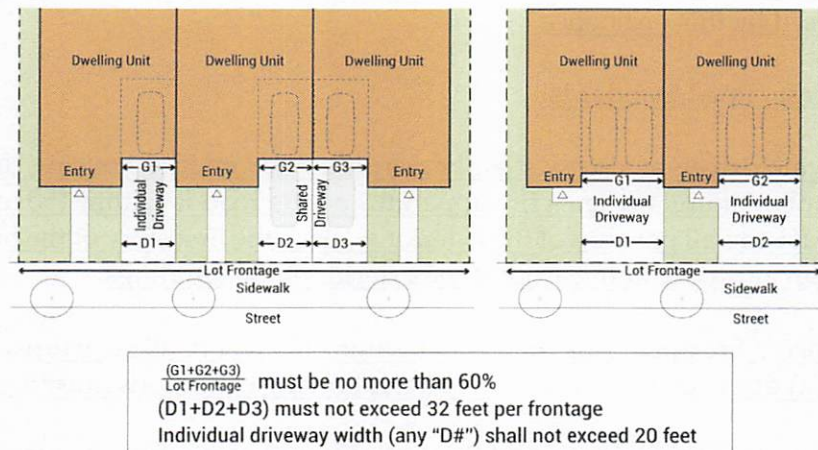
17.75.160 Development standards for middle housing.

(1) Middle Housing. Middle housing includes accessory dwelling units (ADU), duplex, triplex, fourplex, fiveplex, sixplex, townhouse, courtyard buildings, and cottage housing. The purpose of these standards is to:

(a) Promote compatibility of middle housing with other residential uses, including single-family houses.

(b) De-emphasize garages and driveways as major visual elements along the street.

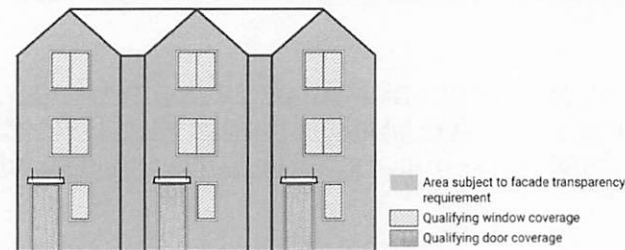
- (c) Provide clear and accessible pedestrian routes between buildings and streets.
- (2) Design Review. The process used for reviewing compliance with middle housing design standards shall be administrative design review.
- (3) Pedestrian access. A paved pedestrian connections at least three feet wide is required between each middle housing building and the sidewalk (or the street if there is no sidewalk). Driveways may be used to meet this requirement.
- (4) Vehicle Access, Carports, Garages, and Driveways. For lots abutting an improved alley that meets the town's standard for width, vehicular access shall be taken from the alley. Lots without access to an improved alley and taking vehicular access from a street shall meet other standards of subsection (5)(a-c).
- (5) Garages, Driveways, and Off-Street Parking. Garages, driveways, and off-street parking areas shall be located between a building and a street, except when either of the following conditions are met:
- (a) The combined width of all garages, driveways, and off-street parking areas does not exceed a total of 60 percent of the street frontage property line. This standard applies to buildings and not individual units: or
- (b) The garage, driveway, or off-street parking area is separated from the street property line by a dwelling; or



- (c) The garage, driveway, or off-street parking is located more than 100 feet from a street.
- (6) Garages. All detached garages and carports shall not protrude beyond the front building façade.
- (7) Driveways. The total width of all driveway approaches shall not exceed 32 feet per frontage, as measured at the property line. Individual driveway approaches shall not exceed 20 feet in width.
- (8) Collector Road Access. Town requirements for driveway separation and access from collector streets and arterial streets shall apply.

(9) Entries. Each building shall incorporate a primary building entry or one or more private unit entries, such as a covered porch or recessed entry. Each entry shall feature minimum weather protection fo three feet by three feet.

(10) Windows and Doors. A minimum of 15 percent of the area of the street-facing façade elevation shall include windows or doors. Facades separated from the street by a dwelling or located more than 100 feet from a street are exempt from this standard.



C. Section 17.75.170 – Infrastructure standards for middling housing. The Forks Zoning Code is amended by adding the following section to Chapter 17.75.

17.75.170 Infrastructure standards for middle housing

(1) Transportation. Regulations for driveways, frontage improvements, alley improvements, and other transportation public works and engineering standards shall not be more restrictive for middle housing than for detached single-family residences, except as addressed by this ordinance.

(2) Lot Access/Road Standards.

(a) Private driveway access shall be permitted for middle housing development with any number of units when a fire apparatus access road is within 150 feet of all structures on the lot and all portions of the exterior walls of the first story of the buildings, as measured by an approved route around the exterior of the buildings.

(b) When a fire apparatus road is not within 150 feet of all structures on the lot, subsection (2)(a) does not apply and one of the following conditions must be met:

(i) The building is equipped throughout with an approved automatic sprinkler system meeting International Fire Code requirements.

(ii) No more than 2 units are accessed via the same private driveway.

(iii) Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.

(c) Private driveways shall not be required to be wider than 12 feet and shall not be required to have unobstructed vertical clearance more than 13 feet 6 inches except when it is

determined to be in violation of the International Fire Code or other fire, life, and safety standards, such as sight distance requirements.

(d) Private driveway access, separate from access to an existing home, shall be permitted unless it is determined to be in violation of the Fire Code or other fire, life, safety standards, such as sight distance requirements.

(e) This subsection is not intended to limit the applicability of the adopted Concrete fire code, except as otherwise presented in this subsection.

Section 6. Amending FMC Chapter 17.120 Hearings. Section 17.120.010(1)(a) of the Forks zoning code is hereby amended with the underlined text being the addition or the text replacing the text that has been struck out.

17.120.010 Notice of public hearing.

(1) Notice, as required by this code, shall be provided to the community by using the following methods:

(a) Posting notice, as described below, ~~in a conspicuous place upon the property in question;~~
in a conspicuous place on the City's website; and

Section 7. Amending FMC Chapter 17.125 Fees. Section 17.125.030 Permit Fees of the Forks zoning code is hereby amended with the underlined text being the addition or the text replacing the text that has been struck out.

Change of a Zone Boundary	\$250	<u>\$1,200</u>
Special Use Permit	\$100	<u>\$ 300</u>
Variance	\$250	<u>\$ 800</u>
Conditional Use Permit	\$250	<u>\$ 800</u>
Planned unit development application fee* (includes SEPA costs)	\$500	<u>\$ 800</u>
Density transfer application* (includes SEPA costs)	\$500	<u>\$1,500</u>
Appeal of decision	\$100	<u>\$ 250</u>
SEPA checklist/ determination costs	\$150	<u>\$ 500</u>

*These could require additional fees associated with short platting or subdividing the property in question.(Ord. 433 § 23.30, 1997)

Section 8. Effective Date. This ordinance shall be in full force and effect five-days after a summary of the ordinance has been published in the City's journal of record as required by state law and a fully executed copy of the ordinance has been posted on the City's website..

Passed by the City Council during a regularly scheduled meeting held on 24 August 2026,
and approved by the Mayor thereafter.

Tim Fletcher, Mayor

Authenticated and Attested to:

Approved as to Form:

Caryn Depew, Clerk/Treasurer

William R. Fleck, Attorney/Planner

Summary Publication of City Ordinance No. 696

Amending Title 17 – Forks Zoning Code

Pursuant to RCW 35A.12.160, the City of Forks is publishing this ordinance in a summary form due to its length (twenty five pages). A full copy of the ordinance may be found on the City's website www.forkswashington.org. In addition, a full copy of the ordinance will be mailed to any individual making such a request by contacting the City of Forks at 500 East Division Street, Forks WA 98331; 360/374-5412; or, info@forkswashington.org.

At its 24 August 2026 meeting, the City Council passed Ordinance No. XXX that amended the Forks Zoning Code, found at Title 17 of the Forks Municipal Code, to enact development regulations in line with the City's recently adopted Comprehensive Plan Update required by the Growth Management Act. In addition, the zoning code update incorporated legislatively requirements associated with 'middle housing' which is a term used to describe various forms of multi-unit housing developments. The Council adopted the zoning code on a recommendation from the Forks Planning Commission to the Council encouraging the adoption of the proposed amendments.

Section 1 adding new definitions to the zoning code to include:

- Accessory dwelling unit (ADU);
- Administrative design review;
- Affordable housing;
- Co-living;
- Cottage housing;
- Courtyard apartments;
- Development regulations;
- Duplex;
- Emergency housing;
- Emergency shelters;
- Encampments on religious property;
- Fiveplex;
- Fourplex;
- Group residences;
- Middle housing;
- Mixed-use building;
- Multifamily;
- Permanent supportive housing (PSH);
- Religious organization;
- Sixplex;
- Stacked flat;
- Townhouse;
- Transitional housing;
- Triplex;
- Unit density.

Section 2 amends the Zoning Code's Land Use Matrix by replacing the existing matrix with a new matrix that includes the various 'middle housing' options, while also making modifications to existing uses and when a use requires a special use or conditional use permit. Some uses have also been made prohibitive in the very low density residential zone.

Section 3 amends the Zoning Code by adding a new section, FMC 17.15.065 – Development Standards which consists of a table showing the development standards for various uses in the land use matrix. It also includes affordable housing incentives.

Section 4 amends the Zoning Code by adding a new chapter, 17.57 Accessory Dwelling Unit (ADU). The chapter explains what an ADU is, what are the standards and criteria for ADUs, whether ADU decisions are subject to appeal, and an graphic showing examples of ADUs.

Section 5 amends the Zoning Code by adding a table to Section 17.75.120 Improvement of parking space and access which helps to clarify the parking requirements for specific uses and incorporates recent state law regarding parking for housing related developments. It also adds Section 17.75.160, Development standards for middle housing, and Section 17.75.170 Infrastructure standards for middle housing.

Section 6 amends the Zoning Code by removing the requirement to post the notice on the property associated with a zoning code permit and rather post the notice in a conspicuous place on the City's website.

Section 7 amends the Zoning Code by raising the fees associated with zoning code applications and appeals as the fees have not been increased since the code's adoption in 1997.

Section 8 makes these amendments effective five days after the publication of this summary and posting the entire zoning code to the City's website.

The ordinance was signed as approved by Mayor Tim Fletcher, whose signature was attested to by Clerk/Treasurer Caryn DePew. The ordinance was approved as to form by the City Attorney Rod Fleck.

City of Forks Capital Improvement Plan 2027-2032

The Capital Improvement Plan (CIP) is for the period of 2027 through 2032. The update of the CIP will be undertaken annually during the City’s budgeting process. This is different from the City’s Transportation Improvement Plan, but similar in approach.

The following numerical codes used within the following tables explain the funding mechanisms to be utilized in completing these projects.

Funding Sources

- | | |
|---|--|
| 1. General Fund | 5. Improvement District |
| 2. Street Funds | 6. Grants |
| 3. Lodging Tax | 7. Bonds |
| 4. Enterprise Funds (Water, Sewer, FEDSC) | 8. Loans |
| | 9. Other (inc. Capital Improvement Fund (Real Estate Excise Tax REET)) |

In addition, the following is a listing of the facility types covered by this element:

1. Water Systems
2. Sewer Treatment Systems
3. Forks Comprehensive Flood Management Plan related projects
4. City Hall and City Compound Building and Grounds
5. Parks and Recreation
6. Airports, Industrial Park, Mill Holdings, Technology Center, and Transit Center
7. Possible Projects by Other Agencies

Water Systems

	Fund Source	2027	2028	2029	2030	2031	2032
1. Wellhead protection plan	4		25,000	25,000			
2. Reservoir North of Calawah River with distribution system	6	25,000	25,000	100,000	1.3m		
3. Waterline Improvements	4, 6, 8	50,000	50,000	50,000	50,000	50,000	50,000
4. Water Rate Survey & Study	4, 6, 8		25,000				
5. Galvanized Line Assessment and Replacement	4	20,000	20,000	20,000			
6. Ongoing Water Meter replacements	4	50,000	50,000	50,000	50,000		
Sub-Totals		145,000	195,000	245,000	1.4m	50,000	50,000

1. Wellhead Protection Plan. Acquisition of easements, where necessary, or establishment of reciprocal agreements with neighboring property owners to establish a wellhead protection plan. Some consulting work may be required. Cost to be paid from the Water fund.
2. Reservoir North of Calawah with Distribution System. Funding for preliminary engineering and geotech work has been allocated from the American Rescue Plan Act (ARPA) funds the City has received from the federal government. This initial phase would allow for a more detailed preliminary engineering report of the type and costs of a water reservoir (tank) and distribution system to be built in part of the City and Forks Urban Growth Area located north of the Calawah River. This system, when and if developed, would address any additional water or water pressure needs associated with future industrial park users having such a requirement or demand.
3. Waterline improvements. Water Systems Plan identifies a list of approximately 13 water line distribution upgrades. What is being projected here is an annual average for upgrades rather than each identified project.
4. Water Rate Survey & Study. Undertake a third-party review of rates as well as whether the rates can be adjusted to promote water conservation.
5. Galvanized Line Assessment and Replacement. In areas where galvanized water lines are still in place, assess cost to replace and undertake replacement of said lines with polyethylene lines.
6. Ongoing Water Meter Replacements. Continuing with the replacement and upgrading of existing water meters as time, inventory, and funding allows.

SEWER SYSTEM

	Fund Source	2027	2028	2029	2030	2031	2032
1. Screw press floor replacement	6	265,000					
2. Electrical/Backup Generator	4, 6, 8		320,000				
3. Headworks Improvements	4, 6, & 8		237,000				
4. Air Gap Non-Potable Water System	4, 6, 8, & 9		90,000	70,000			
5. Mill Creek Pump Station	4, 6, 8, & 9		30,000	520,000			
6. Aerated Lagoon Improvements	4, 6, 8		40,000		500,000		
7. RAS PS Improvements	4, 6, 8		136,000				
8. New Digester	4, 6, 8			814,000		814,000	
9. In-Plant Pump Station				80,000		80,000	
10. Lab & Maint. Bldg. Improv.	4, 6, 8	50,000					
11. Septage Receiving Station	4, 6			2,500	15,000	100,000	
12. Screw Press Replacement	4, 6	50,000	200,000	850,000			
13. Sewer Comp Plan	4,8	200,000					
Subtotal		565,000	1,053,000	2,336,500	515,000	994,000	

1. Screw press floor replacement. Floor in the current facility is starting to delaminate. Project would be to replace the existing flooring needed to bear the weight of the existing screw press.
2. Electrical/Backup Generator. Installation of a 250kW generator on site, replacing the reliance on a portable 200kW generator, with necessary automatic transfer switches all housed in a sound attenuating enclosure.
3. Headworks Improvements. Undertake the replacement of the existing grinder, which grinds plastic entering the system; installation of additional coarse screens; and making other necessary improvements needed to ensure compliance with permits.
4. Air Gap Non-Potable Water System. Upgrading system to ensure that there is a physical separation of the water systems at the treatment facility to comply with cross connection regulations. The installed air gap would be within an existing building.
5. Mill Creek Pump Station. Replace the original pump station with new pumps, retrieval systems, and control panel. Such an upgrade would be mandatory prior to any potential addition of the Visitor Center or Museum

6. Aerated Lagoon Improvements. In conjunction with the new digester, installation of a double liner with leak detection system; replacement of the originally installed aerator and mixer with two of each item to be able to address additional increases in loads.
7. RAS PS Improvements. Replacement of the original chopper pump with two submersible pumps to ensure redundancy is equipped in such a manner as to allow operator control of the rate of returning sludge to the aerated lagoon; and installation of a magnetic flow meter.
8. New Digester. Recommendation is to install this in conjunction with aerated lagoon improvements to ensure operations during the installation of the lagoon's new double liner. Two approaches were suggested. One is the installation of a new FKC screw press system that would be of a size to process the proposed expansions discussed in the Facility Plan. This option would require replacing the screw press, as well as installing new sludge holding tanks, feeding pump, polymer system, flocculation tank and boiler skid. Estimated cost is \$920,000 for this option. The second option is to construct a new aerobic digester that would produce Class B biosolids that would then be processed within the existing screw press. This option would create a level of redundancy that is lacking with the Class A screw press system. It is estimated that this option would cost \$814,000 and is the option reflected above.
9. In-Plant Pump Station. Replacement of both in-plant pumps with submersible centrifugal pumps and stalled in such a manner as to aid in retrieval for maintenance and repair. In addition, electrical upgrades would be needed to meet necessary ratings.
10. Lab & Maintenance Building Improvements. Undertake minor modifications and maintenance to include the installation of new counter tops, flooring, fan in bathroom and ventilation in lab room, and heating controls.
11. Septage Receiving Station. Installation of the necessary equipment to permit the treatment facility to take pumped septage from on-site septic systems. This project has been identified over time as a potential additional revenue source if other items were addressed.
12. Screw Press Replacement. Assess and size a new heated biosolids screw press to ensure continued operations of biosolid treatment and the production of Class A biosolid materials.
13. Sewer Comp Plan. Undertake a planning process to update the Sewer/Wastewater Facility Plan. This update would include a review of existing rate structures, capital facilities and needs. Funding was received from the Public Works Trust Fund with the amount awarded being \$200,000 split equally between a grant and a very low interest five year loan.

STORMWATER

	Fund Source	2027	2028	2029	2030	2031	2032
1. Division Street Outfall, Peterson Creek Wetland Rehab and Flood Management	2, 4, 6, 8, & 9	10,000	40,000	50,000	50,000		
2. Palmer Road - NE FUGA Stormwater and Floodwater Management	2, 4, 6, 8, & 9	10,000	15,000	25,000			
3. F Street Culvert Replacement	2, 4, 6, 8, 9	40,000	40,000	40,000	40,000	40,000	40,000
4. King Ranch Culvert Replacement and Installation	1	300,000	300,000				
5. FCMP Plan Update/ Revision	6		60,000				
Sub-Totals		360,000	455,000	115,000	90,000	40,000	40,000

Forks Comprehensive Flood Management Plan Inspired Projects

[Does not reflect FEMA funded repairs to structures. FEMA/State mitigation funding could be a source for some of these projects.]

1. Division Street Outfall, Peterson Creek Rehab and Flood Management. Planning and subsequent development of that property into a stormwater treatment and infiltration pond that may include adjacent recreation improvements (pedestrian trail). In 2024, the City initiated with the North Olympic Development Council project that was funded by The Nature Conservancy to determine whether the stormwater outfall could be utilized by a micro-hydro turbine to generate power when water is flowing through the stormwater system. Additional data and analysis were needed that would provide details on the hydrology and water quantities flowing through the drainage system.
2. Palmer Road and NE FUGA: The City acquired property at the end of Palmer Road as part of a joint effort with Clallam County to develop a two-acre retainage pond to capture storm and flood water associated with the NE portion of the FUGA. Currently, these waters are channeled along Calawah and Merchant Road and have impacted the ability to fully utilize Calawah Way in significant storm events. It was originally hoped that the project would be done predominately by City and County work crews. Estimated costs could be as high as \$50,000 of hard costs depending upon design requirements. This is a placeholder for that project.
3. F Street Culvert Replacement: This project would continue the removal of culvert blockages on Warner Creek, where it runs from Bogachiel Way along F Street. Culverts would be replaced with short span bridges or increased capacity culverts. Funding for this project may include grants, under DOE's FCAAP program, in addition to monies from the City's current expense and street funds. Objective is to remove a few culverts every year as funds are available. Temporary repairs may be done through specific culvert replacements by individuals and/or city.
4. King Ranch Culvert Replacement and Installation – replace and install three crossings over the diversion ditch over a two-year period, depending upon applicable state permits. HPAs/JARPA's were submitted in July and August. City is required, per settlement agreement, to install/construct what is permitted by the state and/or federal agencies.
5. Plan update: The current Flood Control and Management Plan was adopted by the City in 1997 and the City has systematically utilized the document as a guide to what projects to pursue. It is expected that by 2018, a new plan will be needed to determine what projects and issues remain for the City to address since a decade will have passed between the plan and the proposed update. Estimated cost is \$60,000 and it is expected that most of this will be to develop potential projects beyond the conceptual descriptions found within the first plan.

Building/Grounds

	Fund Source	2027	2028	2029	2030	2031	2032
1. City Hall Improvements a. Window Replacement b. Replace siding on northern front of the City	1, 4, 9	\$80,000 \$50,000					
2. Correctional Facility Upgrades	1, 9	35,000			15,000		15,000
3. ICN Exterior Paint	4	33,000					
4. ICN Roof	4, 6	10,000					
5. ICN Refloor	4	2,000	2,000	2,000			
6. Transit Replacement Heat Pumps	4, 9	10,000	10,000				
7. Transit Bathroom Remodel	3,4, 6, 9	20,000	80,000				
8. City Compound - Vehicle Storage	2, 4, 8 & 9	20,000	100,000				
9. Streetlight Pole Replacements	2	25,000	25,000	25,000	25,000	25,000	25,000
10. Animal Shelter Improvements a. Replace Roof of the building b. Meter box and power improvements	1	50,000	100,000				20,000
Sub-Totals - costs/in-kind donation		335,000	317,000	27,000	40,000	25,000	60,000

1. City Hall Improvements. A. Replacement of existing windows for new windows that would reduce heating loss from the building; B. Replacement of northern facing siding.
2. Correctional Facility Upgrades. Past history indicates that the Correctional Facility will have upgrade requirements/improvements to include:
Resurfacing of floors, interior walls with epoxy paints, and associated improvements;
Upgrading of exhaust and venting of the electronic and telecom utility rooms to include safety improvements, new doors, new or refurbished slider, etc.
This is a place holder noting those improvements.
3. ICN Exterior Paint. Repainting of the building's exterior, as well as address some areas where rot was noted in the assessment done by Clint Wood. Estimate based upon his report.
4. ICN Roof - continue to address leak associated with a roof drain that runs in the interior southern portion of the building. May require specific engineering and subsequent plumbing components to work with the existing roof drainage system
5. ICN Refloor. Replacement of linoleum, common hallway and common room areas.
6. Transit Replacement of Heat Pumps. Repairs have been made to the heating system. Place holder for potential replacement.
7. Transit Bathroom Remodel. Seek architect/engineering services in 2027 to develop a project specification and materials list for remodeling of the two public bathrooms original to the building. In addition, also look at adding a small bathroom to the North Side office. Amount reflects the use of Lodging Tax and the remaining using the existing 50/50 split for transit-related improvements.
8. City Compound. In late 2027, seek architect/engineering services to determine whether extending the existing building or obtaining a new pole building would be better suited for increasing vehicle storage by adding onto the existing building.
9. Street Light Replacement. Identify and replace streetlight poles within the City.
10. Animal Shelter Improvements. Replace the shelter's existing roof. Undertake electrical improvements at the meter box and the connection to the PUD line.

Parks & Recreation

	Fund Source	2027	2028	2029	2030	2031	2032
1. Ben Dome Repair & Improvements	1, 3, 6, & 9	5,000/ 5,000	4,000/ 4,000	3,000/ 3,000			
2. Tillicum Park Land Ownership Resolution	1, 3, 6, & 9		35,000				
3. Tillicum Park Arena Bathroom/ Announcers Stage	1, 3, 6, & 9	10,000	10,000/ 10,000	60,000/ 20,000			
4. Ford Park Improvements	1, 6, & 9		10,000	5,000			
5. Tillicum Park Playground Upgrades	1, 3, 6, & 9	750,000	500,000	100,000	100,000	100,000	100,000
6. Olympic Discovery Trail - Planning	6 & 9	150,000	50,000				
7. 3rd Field Conversion	6 & 9	15,000					
8. Arena's Gate Ramp improvement	3, 6 & 9	20,000	40,000				
9. Additional Tillicum Park Lighting	3, 6 & 9	15,000	15,000	15,000	15,000		
10. Tillicum Park Improvement & Upgrade Plan	1, 3, 6, & 9	80,000					
11. Arena Improvements	1, 3, & 6	25,000	20,000	20,000			
12. 10 Spot Shay Train Fencing and Repainting	1, 3, & 6	25,000					
Sub-Totals - costs/in-kind donation		1,095,000/ 5,000	684,000/ 14,000	203,000/ 23,000	115,000	100,000	100,000

1. Ben Dome Repair & Improvements. Place holder for possible improvements envisioned by the Forks Lions Club at the Ben Dome that would be of benefit to the community in this building.
2. Tillicum Park Land Ownership. Current lease with DNR for the Northern ~2.6 acres of the existing ballfields was renewed in 2017. City, service groups, and community organizations will need to develop a long-term resolution of the use and/or ownership of this part of Tillicum Park. Estimated cost is given as a range reflecting the continuation of the existing lease to acquisition of the property in fee simple. Estimated Cost is between \$1-\$35,000.
3. Tillicum Park Arena Bathroom/ Announcers Stage. Utilizing grants, city funds and community service groups, replace the existing bathroom/announcer's stage with a new building if possible, or some means of providing the same facilities for those using the arena. One potential approach would be utilizing a smaller announcer's stage and mobile trailer with toilet facilities or sani-cans instead of the permanent bathrooms. Cost estimate assumes that additional donations of time, materials and funds would be obtained from groups like the 4th of July Committee, Lions, and Elks.
4. Ford Park. This is kept in the plan as a placeholder to address any potential proposed improvements to this maintained open space in Fork Park. Estimated costs simply are included as a placeholder.
5. Tillicum Park Playground upgrades. Replace the playground equipment, remove gravel beds and replace with outdoor playground matting. RCO grants have been submitted in 2026 for this identified need. Park Board is also pursuing private foundation grants.

6. Olympic Peninsula Discovery Trail. Planning grant received by Port Angeles where PA was originally going to be the lead administrator. Our portion was \$200k of the multimillion PS2P (Puget Sound to Pacific) RAISE Grant awarded by USDOT. However, in 2024, a decision was made that each jurisdiction would be responsible for their project under an agreement with WSDOT who would administer the project. These funds are solely for planning related issues. The planning effort is how to bring the ODT into Forks from the Calawah River. City has indicated that it would prefer to work with an engineering consultant firm that is working with various recipients. This should allow more PS2P funding to be dedicated to the planning, design, and detailed project cost analysis. Allen Foundation has allocated funds as a significant contributor for the bridge required Planning project would begin in the Federal Fiscal Year (FY) 2026 (October 2025) and concluded in FY 2027 (May 2027).
7. Tillicum Park 3rd Field Conversion – convert the ballfield into a youth soccer field.
8. Arena Gate Ramp Improvement. Assess, design and improve access to the Arena via the front gate in a manner that removes the current wood and gravel steps.
9. Increase exterior lighting in Tillicum Park.
10. Tillicum Park Improvement and Upgrade Plan. Develop with the assistance of an architect familiar with park and recreational facilities an improvement and upgrade plan noting what items need to be repaired, improved, or replaced within the Tillicum Park. Document would provide both a prioritization of projects and provide preliminary budget estimates for the identified projects and improvements. Effort would be taken with the objective of modernizing and enhance the park's infrastructure and amenities in a manner that ensures the Park's sustainability, inclusivity, and multi-generational public spaces.
11. Arena Improvements. Assess and design a replacement for the current viewing stand that would result in a multi-use structure allowing for outdoor concerts and other such uses in addition to the need for a viewing stand for the annual Demo Derby.
12. 10 Spot Shay Train Fencing and Repainting. Extend the black security fencing upwards (~8') after repainting the historic Rayonier train.

NOTE: The City of Forks is in the process of finalizing a Parks, Recreation, and Outdoor Spaces (PROS) Plan that will have its own Capital Facilities Improvement Program associated with it. Once adopted, the PROS CFIP will be integrated into this annual effort in 2027.

Airport/Industrial – (Quillayute (UIL); Forks Municipal Airport (FMA); Forks Industrial Park (FIP)

	Fund Source	2027	2028	2029	2030	2031	2032
1. UIL Main Hangar South Face Renovation	4, 6	300,000	155,000				
2. UIL – Airport Runway Edge Lighting	4, 6		300,000	270,000			
3. Joint Airports Hangar Design	4, 6, 8		15,000				
4. FMA – Runway Repair	4, 6, 8	15,000		15,000		15,000	
5. FMA – Culvert assessments and repair	4	30,000	30,000				
6. FMA – Electrical assessment and improvements	4	20,000	20,000				
7. FMA – Additional Parking	4, 6, 8		15,000	15,000			
8. FIP – Repaint and reffloor office	4,8	40,000					
9. FIP – Roof Assessment	4,8	35,000					
Sub-Totals		440,000	535,000	300,000		15,000	

1. UIL Main Hangar South Face Renovation. UIL has been designated in the federal Bipartisan Infrastructure Legislation to receive funding that may be utilized for improvements to the WWII era hangar’s south side. City solicited for an architect/engineering firm, SKSH, and awarded a contract. FAA has required additional work and information addressing federal environmental review that required additional assistance to the firm. City is working with the FAA to secure allocated funding for a phased project that would include the repair of the hangar roof, initial stabilization of the south side, and with non-FAA sources removal of the asbestos siding. FAA funds cannot be utilized with regard to septic system installation. Proposed work, utilizing FAA funding as its primary source, would allow the building to become more usable for revenue generating purposes. Work is now expected to be done in 2026/2027.
2. UIL Airport Runway Edge Lighting. Utilizing FAA designated funding for UIL, and possible matching funds from the State, install working solar airport runway edge lighting which has been missing from UIL for approximately 50 years. Solar lighting has been utilized in FAA approved pilot assessments. UIL could potentially qualify for such a pilot with AIP funds, and potentially other federal & state funding sources being utilized for this project.
3. Joint Airport Hangar Design. Employee an engineering firm to create a “box” and “t-hangar” design that could be utilized at entire S18 (Forks) or UIL by future tenants.
4. FMA – Runway Repair. Place holder for repair to the runway, taxiway and apron of the Forks Municipal Airport as the need arises based upon walking surveys of the airport. Funding would include Airport/Industrial funds, as well as proceeds from the annual racing events on the runway.
5. FMA – Undertake an assessment of the stormwater culverts at FMA and repair or replace as needed.
6. FMA – With the electrical improvements noted above regarding the Animal Shelter, determine if any additional improvements, upgrades, or repairs are needed for the FMA electrical needs and undertake such work as needed or determined by assessment.
7. FMA – Additional parking for aircraft in a camping light setting near the southeastern corner of the runway. This could be a service organization-led project with support and assistance from the City. Amounts and dates listed as place holder until further planning and proposals are developed and approved by the City.
8. FIP – In 1st or 2nd Qtr. 2027, as determined by the City and Riverside, undertake the repainting and replace existing flooring in the office portion of the FIP mill building.
9. FIP – Roof Assessment – Contract to have a roofing engineer assess the status of the 31+ year metal roof to determine whether the roof can be coated, or whether portions need to be replaced, or both.

	2027	2028	2029	2030	2031	2032	
Overall Annual totals	2,945,000	3,253,000	3,249,500	2,160,000	1,224,000	250,000	Grand Totals
Non-grant contingent totals	2,940,000	3,239,000	3,226,500	2,160,000	1,224,000	250,000	City of Forks
Grant contingent totals	5,000	14,000	23,000	0	0	0	

POSSIBLE PROJECTS BY OTHER AGENCIES

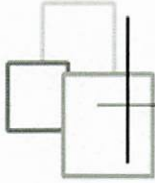
The City of Forks may be approached or asked by one of the government agencies in Forks to participate in a County, State, and/or Federal entity that has funding that only a municipal government can obtain, or in the alternative the funding source requires the inclusion of the project on the City's CIP in order for that agency to apply for funds and the application does not require the City to actively participate. In the initial CIP, there are no dates associated with the named project. In future updates, the City will solicit for additional information from the agencies. Inclusion of a project in this portion of the CIP *does not imply nor guarantee City involvement or participation*. Such involvement or participation shall be determined by the Mayor and/or the City Council

Project Name Agency that City would be aiding/supporting	Fund Source							
1. Heating and Building Upgrades Quillayute Valley Park and Recreation District	4,6,7,8	100,000						
2. Hospital District facility expansion or improvements.	4,6,7,8	2m						
3. Fire Hall Replacement Forks Fire District	4,6,7,8	2m						
4. Affordable Housing Peninsula Housing Authority	6, 8, 9	3.6m						
5. Forks Middle School Quillayute Valley School District	4,6,7,8	25m						
Sub-Totals		32.7m						

Entire Facility	Tier I	+33%	Tier II	+33%	Tier III	+33%
Weekday up to 4 hours	\$ 40	\$ 53	\$ 60	\$ 80	\$ 180	\$ 239
Weekday more than 4 hours	\$ 80	\$ 106	\$ 120	\$ 160	\$ 360	\$ 479
Weekend	\$ 160	\$ 213	\$ 240	\$ 319	\$ 720	\$ 958
Theater lighting system	\$ 25	\$ 33	\$ 25	\$ 33	\$ 25	\$ 33
Theater curtain	\$ 25	\$ 33	\$ 25	\$ 33	\$ 25	\$ 33
Projector	\$ 25	\$ 33	\$ 25	\$ 33	\$ 25	\$ 33
Microphones	\$ 20	\$ 27	\$ 20	\$ 27	\$ 20	\$ 27

REMOVE

WE STILL HAVE SUPPLIES/CLEANING, UNABLE TO
RENT IT OUT FOR THE REMAINDER OF THE DAY



Rainforest Arts Center

		2025	2024
Revenue	FCC Collection	\$16,771.00	\$11,065.00
Revenue	Rentals	\$15,785.00	\$21,284.00
		\$32,556.00	\$32,349.00
Expenses	Operating	\$34,321.42	\$30,283.74
Expenses	HVAC Upgrades	\$0.00	\$16,051.25
		\$34,321.42	\$46,334.99
		(\$1,765.42)	(\$13,985.99)

Public Use Rates

Conference Rooms and Classrooms

Effective March 1, 2025

Room	Rental Rate
Hemlock Room	\$169.00/day
Forest Room	\$169.00/day
Combo Hemlock and Forest Room	\$335.00/meeting \$470.00/ day
Library (capacity 10 people)	\$88.00/day
Social Hall/Dining Room	\$265.00/meeting \$420.00/day
Social Hall Field Trip Use	\$138.00
Chemical Laboratory	\$175.00/day

Motion to approve Resolution #437 transferring the former Forks Community Center facility to the Quillayute Valley Park and Recreation District by Weissenfels, second Hillcar, motion carried.

5. Public Hearing for Amendments to Forks Municipal Code Chapter 6.05 Regarding Animals

A draft of the revised code was distributed. Attorney/Planner Fleck reviewed the process to date and the major changes to the code. He suggested that the code be slated for adoption at the next meeting.

Mayor Monohon opened the public hearing. There were no public comments. Mayor Monohon closed the public hearing.

Suggestions were made for further revisions to the section pertaining to "under control" while in a vehicle. Audience members were asked whether or not they are in favor of a leash law. All present indicated they are in favor of a leash law.

Motion to present the revised Code Chapter 6.05 Animals for vote at the October 27, 2014 meeting by Hillcar, second Weissenfels, motion carried.

DISCUSSION ITEMS

1. Rainforest Arts Center (RAC) Facility Use

Attorney/Planner Fleck informed Council that a meeting is scheduled with community members tomorrow at 4:00 to discuss parameters for using the RAC. Those parameters are being developed to ensure the building will be self-sustaining. Fees will be charged to address maintenance and operation costs less the retail space revenue. A draft rental application was distributed. A tier system is being examined to address use by various arts groups.

2. Council Member Reports

Council Member Hinchey attended the North Olympic Peninsula Sport Fishing Coalition meeting last night and is pleased with the work they are doing.

Council Member Weissenfels gave a Friends of Forks Animals (FOFA) update. She transported animals to shelters last Thursday. They have transported approximately 50 kittens to shelters this month and spent about \$4,000 for spay, neuter and shots.

3. Staff Reports

Clerk/Treasurer Grafstrom reported that Caryn Depew and Ginger Simons attended the Vision software conference last week. The budget process is underway. Also, she thanked the Public Works Crew for the great job they did on demolishing the derelict hangar.

Public Works Director Zellar commended his crew for the hangar demolition. He was also pleased to see the rain, which is needed to bring up the water table.

Basic Parameters for Discussing Future Rainforest Art Center Usage

The following working paper is provided to help sketch out the basic parameters for discussing how the future Rainforest Art Center would be made available for use.

Basic Presumptions

The City is proceeding with a few specific presumptions.

1. The building will remain in the City's ownership;
2. As a result of the above, the City will need to have a level of engagement and possibly oversight of the building's use, operations and/or maintenance;
3. Building should be:
 - a. Self-sustaining in that the building's revenues should cover the daily and long term costs associated with maintenance and operations (M&O);
 - b. Utilized by a wide spectrum of users, public or private, with the understanding that there will be a fee for use of the building;
 - c. Seen as an vital part of the community, not as a building that might be used by the community;
 - d. Subject to an annual schedule that is easily accessible.

Basis for the Presumptions

While the RAC will be a new building, it will continue to have specific costs associated with its M&O:

1. Daily/Monthly Costs:
 - a. Water/sewer;
 - b. Trash;
 - c. Electrical;
 - d. Telephone/Internet;
 - e. HVAC (annual inspection/servicing);
 - f. Cleaning;
 - g. Exterior building/grounds maintenance;
 - h. Insurance
2. Longer term M&O needs.

NAC utilizes a cost for M&O of \$1.15 to \$1.50/sq. ft. of total building space. This amount does not incorporate an amount for the longer term maintenance. Using this estimate, the RAC would have an estimated M&O cost of ~\$6,900 to \$9,000/year. In discussing these costs in house, staff identified a potential comparison that has known costs as follows:

a. Water/sewer	660.00
b. Trash	440.00
c. Electrical	5,000.00
d. Telephone/Internet/Yellow Pages	<u>2,240.00</u>
TOTAL	8,340.00/year

This possible comparable did not include insurance costs.

Obviously, there is a range of costs and some will not be fully understood until the building is actually built. However, using some of the information above, staff penciled out the following cost estimate:

a. Water/sewer	660.00
b. Trash	400.00
c. Electrical	5,000.00
d. Telephone/Internet	1,200.00
e. HVAC (annual inspection/servicing)	400.00
f. Cleaning	1,200.00
g. Exterior building/grounds maintenance	800.00
h. Insurance	<u>3,500.00</u>
TOTAL	\$13,160.00/year.

Renting the proposed retail space would help offset these expenses. Using a rental rate of \$800 per month, upon completion of that space, there would be a base revenue of \$9,600/year. Requiring some means of addressing the \$3,500/year difference between the estimated revenue and expenditures.

A few other items were discussed by staff regarding the operations of the building:

1. The building will be keyed in such a manner that will allow temporary, or long term, keys to be issued pursuant to a written key agreement used with other City buildings;
2. Users may need to have an event based insurance policy naming the City as a third-party insured;
3. Multi-year agreements may be beneficial to the purpose of the RAC noted earlier; PROVIDED, that the agreements:
 - a. Are in writing;
 - b. Address M&O;
 - c. Do not unreasonably restrict other users from utilizing the building;
 - d. Do not allow a vesting of long term use in some subrecipient or user group. Put another way, each user should have a use agreement; and,
 - e. Do not allow for modification or subletting without written prior approval of the City;
4. Any use fee must be reasonable and should be tiered to reflect:
 - a. Uses for education, recreation, and/or the arts;
 - b. Costs associated with the activity's use; and,
 - c. Whether the proceeds will benefit to a non-profit or for-profit user;
5. Some public and/or private uses may require deposits to address post-use cleaning, repair, etc. Any such deposits need to have clear explanations for their return and when appropriate, retention by the City.

Resolution No. ____

A resolution establishing the City's legislative
positions and objectives for 2026

WHEREAS, the City of Forks has numerous interests that may need to be advanced or protected in the upcoming meeting of the Washington State Legislature;

WHEREAS, the City believes that its elected officials and staff members may need to provide information, as well as state positions of the City on proposed legislation;

THEREFORE, BE IT RESOLVED THAT

1. The City of Forks hereby adopts the following positions. The City:
 - Supports efforts to provide funding for infrastructure (streets, water and sewer utilities, public buildings, etc.) projects within the City of Forks.
 - Supports legislative efforts promoting additional use of wood products in government construction as well as woody biomass for heating and/or power generation that could result in additional infrastructure improvements, new mill related industries, and/or job growth within the region.
 - Support efforts that provide incentives, without costs to local governments, to developers for increasing housing stock that could be rented or purchased by members of the community.
 - Support legislation that provides oversight and review of the Board of Natural Resources and the Department of Natural Resources in the agency's use of conservation programs, the sustainable harvest level calculations; trust obligations; and, fiscal accountability of its managed assets.
 - Supports efforts to increase the telecommunications infrastructure in the Westend and throughout rural Washington.
 - Supports legislation and specific budget proposals that would strengthen the City's ability to pursue additional means of economic and community development.
 - Supports legislation and specific budget proposals that may provide direct or indirect benefit to the City.
 - Requests the legislature to curtail administrative interpretations that are limiting the flexibility empowered by the legislature regarding the use of Hotel-Motel tax revenues.
 - Oppose efforts to undermine parental rights over their children.
 - Oppose efforts to ban wood stoves as primary or secondary heating sources.
 - Oppose all gun laws as unconstitutional and passage of such as a violation of their oath for a public servant.
 - Oppose institution of any variety of income tax, including, but not limited to capital gains tax.
 - Oppose legislation that forces compliance with sanctuary city laws.
 - Opposes those proposals and specific budget recommendations that would result in a threat to the community's, and its members', public safety and well-being to include efforts to release early felony offenders and/or reduce community supervision of felony offenders.
 - Opposes those proposals and specific budget proposals that would increase demands on local agencies to provide mental health services without adequate funding from the State.
 - Opposes legislation and specific budget proposals that would have a negative economic impact upon our community resulting from reducing any State agency's ability to provide assistance to our citizens and community members.

- Opposes legislation, policies and rules further removing working forest lands “off base” which would have adverse impacts to the well-being of the communities in the Olympic Experimental State Forest as well as the Olympic Peninsula.
 - Opposes legislation that would degrade the DNR’s trust obligations (e.g., duty of undivided loyalty, duty of prudent management, duty of impartiality, etc.) or that could result in reductions in revenues to local junior taxing districts.
 - Opposes legislation and specific budget proposals that would require the City to shoulder additional activities that do not have adequate funding from the State to cover such unfunded, or underfunded, mandates.
2. The Mayor shall coordinate the legislative efforts for the City. The Mayor may designate a staff member or members to act on the City’s behalf. When applicable, said staff member(s) shall be responsible for compliance with the Public Disclosure Commission’s reporting requirements and all legislative contacts by other staff members will be coordinated with that individual. A copy of any written position shall be kept and be made available to the public at its request. All staff may continue their participation in legislative committees associated with AWC, RMSA, WSAMA, etc. that they currently participate in provided that a copy is kept for reporting purposes.
 4. If additional issues arise that are not covered by this resolution, the Mayor or their designee upon approval of the Mayor may respond to those requests or issues if time does not permit the issue to be brought before the Council for consideration. Where time is not of the essence, the Council will be consulted.
 5. The City, its elected officials and staff shall ensure compliance with the rules and regulations of the Public Disclosure Commission with regard to legislative activities. The Mayor and/or his designee shall be responsible for complying with these requirements.

Passed by the City Council on this ____ of January 2026.

Tim Fletcher, Mayor

Authenticated and Attested to:

Caryn DePew
Clerk/Treasurer

Approved as to Form

William R. Fleck
Attorney/Planner

Rod Fleck

From: Engelbrecht, Joshua (COM) <joshua.engelbrecht@commerce.wa.gov>
Sent: Wednesday, August 12, 2026 1:40 PM
To: Rod Fleck
Subject: Forks CFIP - Planview Submittal 2026-S-15185 - No Concerns

Good afternoon,

Thank you for submitting Forks' six-year CFIP to us (Planview No. 2026-S-15185). We had the opportunity to review and did not have any concerns or comments to relay. I appreciate you taking the time to puzzle through Planview and I appreciate your willingness to collaborate.

I hope your week is off to a great start!
Thanks!

All the best,

Joshua Engelbrecht, AICP (He/Him/His) | SENIOR PLANNER - WESTERN REGION
Growth Management Services | **Washington State Department of Commerce** | **INVEST. BUILD. SERVE.**
1500 Jefferson St. SE
P.O. Box 42525
Olympia, WA 98501

Desk: 360-725-3046

Stay connected

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Email communications with state employees are public records and may be subject to disclosure, pursuant to Ch. 42.56 RCW.



Feedback will be accepted until October 1st, 2026.

Conceptual Designs



Feedback Prompts



- Should vehicle access in Zone C be retained? Should it be walking access only?
- Would lower campsite density be more desirable (make the sites farther apart), or should space be maximized (fit in as many campsites as possible in the space)?
- What are your thoughts about group camping? Should the group campsite be secluded, or integrated into the campground?
- What do you think about RV camping being separated from car/tent/walk-in camping?
- Share your thoughts about camping cabins or yurts?
- Would amenities such as flush toilets and electric hookups be worth the substantial investment to have them on site, if they are feasible?
- Do any of the concepts best reflect the type of recreation experience you want at Klahanie, and why?
- What elements do you like? Are there elements from different scenarios that should be combined?
- Are there elements you feel strongly should not be included?
- Are there activities or amenities missing that should be considered?

Frequently Asked Questions

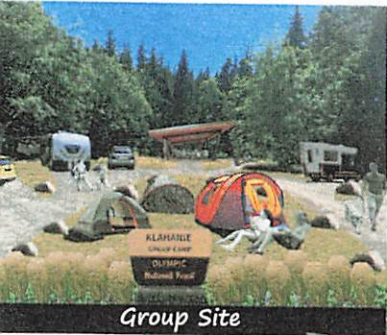


Scenario 1 Highest Development Level with Vehicular Emphasis

Group Site is linked but functions as a separate unit

Retains vehicle access to lower loop

Accommodates multiple camping styles while providing maximized density of sites



Group Site



Standard RV Site



Primitive Walk-in/Bike-in Site

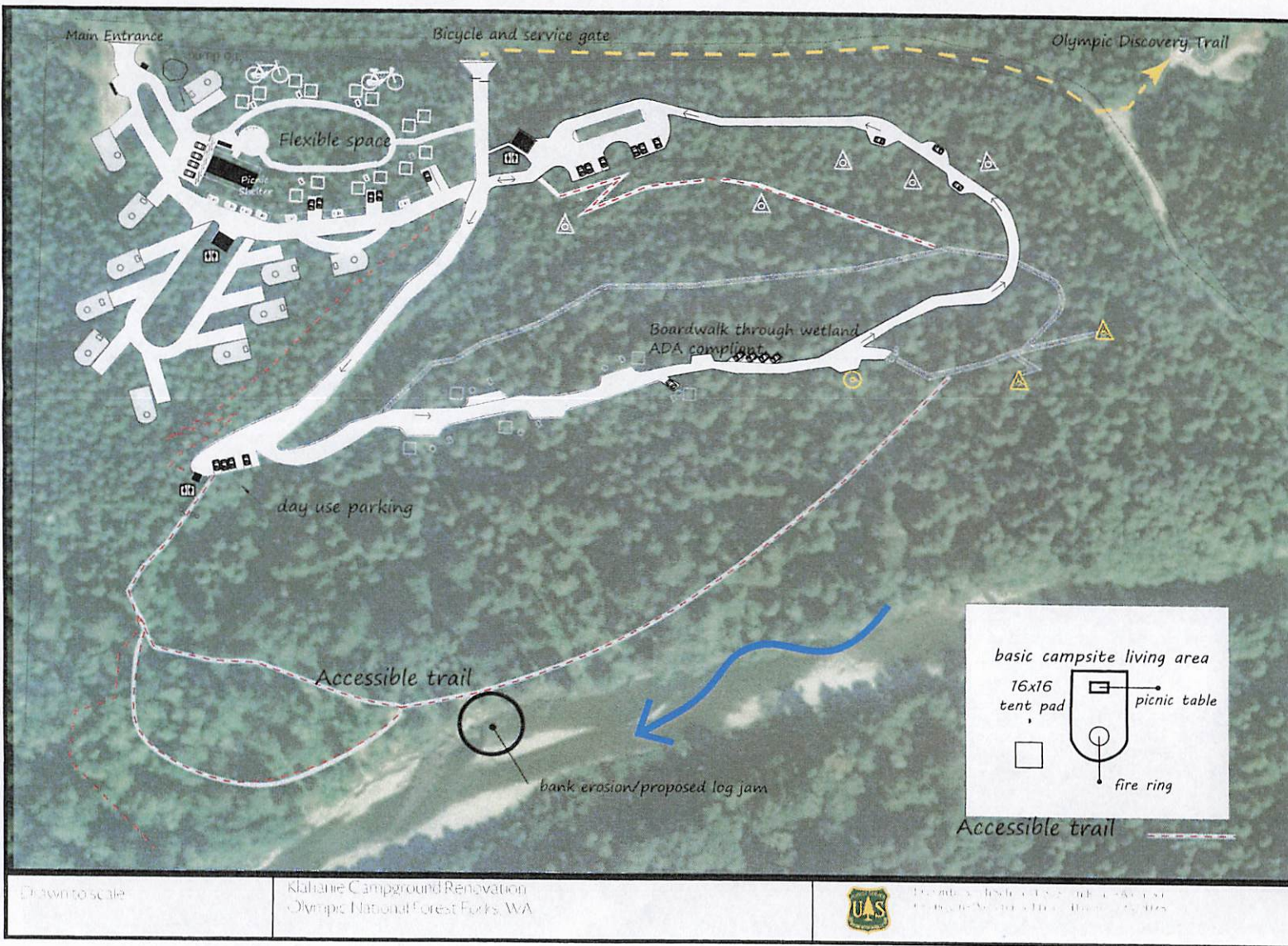


Standard Car Site

Site Features

- Accessible boardwalk
- Accessible trail in old loop
- Flush toilets
- Central Water Filling Station
- Beach/Day use access in lower loop

Scenario 2 - Flexible Day Use/Group Site & Road Extension



Site Plan Features

Re-establish old loop sites out of floodplain as accessible sites

Create a central gathering space that is flexible for group programs for day use/and overnight groups

Bike friendly path to Community fire pit access group site Picnic shelter Flexible parking

RV/Car Loop path to access group site

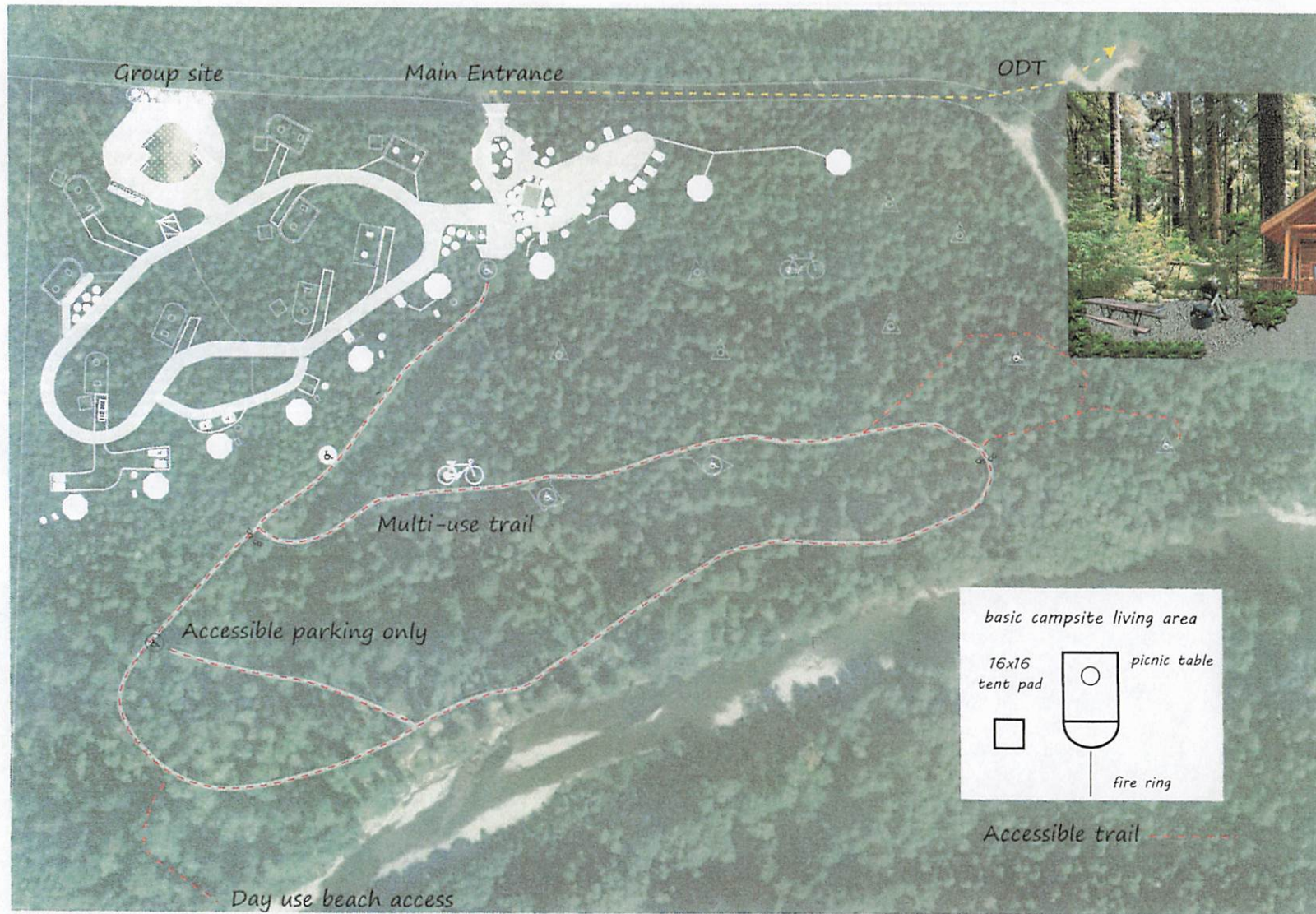
Interconnected trails • Flexible parking

Walk-in sites • RV/Car Loop

Boardwalk through interconnected trails old-growth rain forest Path to river access

Convert old road to old-growth rain forest accessible trail

Scenario 3: Low density, pedestrian, accessible yurts/cabins



Site plan features

Yurts or cabins are constructed to take advantage of natural topography breaks & overlooking the river terrace.

Universally accessible.



Old loop is converted to accessible multi-use trail with adjacent campsites refurbished.

Group site is attached to main loop.

- Upper terrace sites are car/RV compatible.
- Walk-in and bike-in sites are situated in more seclusion
- Day use river access is developed in SW corner and only accessible by foot or bike.
- Accessible nature trails are emphasized

Drawn to scale

Nahcnic Campground Renovation
Olympic National Forest
Porto, WA



Drawn by Sarah Schmitt, USFS
Landscape Architect 8/1/2020
Okanogan-Wenatchee National Forest