

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
August 10, 2026

Part 1 **PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

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

0:25 **ROLL CALL**

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

MODIFICATIONS/APPROVAL OF AGENDA

0:43 **Motion** to approve the agenda as presented by Gingell, second Patel, motion carried.

Beck Planning Commission Acknowledgement

0:56 Mayor Fletcher presented Milton and Dee Anna Beck with plaques commemorating their 12 and 10 years, respectively, serving on the Planning Commission.

ACTION ITEMS

2:06 **1. Council Consideration of Planning Commission's Response to Order of Remand**

2:26 Pearson excused herself from the proceedings due to a known conflict of interest.

2:41 Mayor Fletcher provided background on the item before Council and introduced Charlotte Archer of Inslee Best, serving as City Attorney to Council *pro tem*, who lead the quasi-judicial process of Council's consideration of the Planning Commission's Response to its Order of Remand on an appeal from Cora Sasticum of the Special Use Permit issued to Tom Tucker for an eight-unit tiny-home development/small inn at 170 Sportsman Club Road.

4:07 Ms. Archer reviewed quasi-judicial procedures, conflict of interest, asked Council Members for appearance of fairness disclosures related to the appellant, the proponent, and the proposed project, and asked the public if they had any objections to the answers given by Council.

9:26 Attorney/Planner Fleck provided additional background and summarized the Planning Commission's Response to the City Council's Order of Remand.

17:32 Appellant Cora Sasticum reiterated statements made to the Planning Commission on remand.

- 22:34 Proponent/respondent Tom Tucker reiterated statements made to the Planning Commission on remand.
- 26:13 Mayor Fletcher asked Council if they had any questions for the appellant or proponent. There were no questions.
- 27:13 Mayor Fletcher closed the Regular Meeting at 7:55 p.m. for a 10-minute Executive Session to end at 8:05 p.m. so Council could deliberate on the matter.

Part 2

- 0:01 Mayor Fletcher resumed the Regular Meeting at 8:05 p.m.
- 1:08 **Motion** to affirm the Planning Commission's decision by Soha, second Gingell, motion carried.
- 2:12 **Motion** to authorize the Mayor and staff to execute decision documents by Soha, second Gingell, motion carried.



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- 2:55 Pearson rejoined the meeting.

PUBLIC COMMENT

- 3:34 Phoemie McCracken expressed concern about water runoff from the new ballfields to be built at the school.
- 4:16 Amy Ruble expressed concern about the lack of police response to a 911 call she had made seven days prior regarding a trespasser.
- 8:15 Lissy Andros, Director Forks Chamber of Commerce, announced the last Movies in the Park featuring Jurassic Park, and reported there were 6,000 more visitors to the Visitor Center in July than at the same time last year, that the Twilight Collection will be open everyday until September 27, and that 1,000 people are expected to visit for the free Julia Wolf concert to be held in Tillicum Park as part of Forever Twilight in Forks.
- 10:37 Deborah Gaydeski thanked the City for cutting the brush around a speed limit sign and for reactivating the caution light at Forks Ave and Calawah Way. She then asked if her suggestions regarding crosswalks and speed limit on Calawah Way could be addressed before the Calawah Way Grind and Overlay Project.

ACTION ITEMS (cont'd)

2. Council Meeting Minutes

- 11:39 **Motion** to approve minutes from the July 27, 2026 Regular Meeting by Gingell, second Patel, motion carried.

3. Expenditures

- 11:58 **Motion** to approve manual check 46019 in the amount of \$500.00, payroll checks 46020 through 46039 in the amount of \$163,402.12, claim checks 46040 through 46076 and EFTs as included in the total amount of \$152,081.34, and travel checks 3795 through 3798 in the amount of \$221.00 by Patel, second Gingell, motion carried.

4. Public Hearing on Appeal of SEPA Determination of Non-Significance

- 13:00 Mayor Fletcher introduced Charlotte Archer of Inslee Best, serving as City Attorney to Council *pro tem*, who lead the quasi-judicial process of Council's hearing of an appeal by Rod Larson of the SEPA Determination of Non-significance issued to Olympic Coast Rentals, LLC for a short-term vacation rental at 31 Sitka Circle.
- 13:46 Ms. Archer reviewed quasi-judicial procedures, conflict of interest, and appearance of fairness disclosures of the City Council related to the appellant, the proponent, and the proposed project, and asked the public if they had any objections to the answers given by Council.
- 17:50 Attorney/Planner Fleck reported on the SEPA determination and Larson's appeal.
- 24:19 Appellant Larson presented his appeal.
- 30:12 Proponent/respondent Ravae O'Leary, owner of Olympic Coast Rentals LLC (present via Zoom), presented her position.
- 32:19 Mayor Fletcher opened the public hearing.
- 32:42 Katherine Jackson, 41 Sitka Circle, encouraged Council to uphold the SEPA Determination of Non-significance.
- 34:02 Rob Nelson, 41 Sitka Circle, also encouraged Council to uphold the SEPA Determination of Non-significance.
- 35:36 Amy Ruble suggested Council consider the number of short-term rentals Olympic Coast Rentals already owns, noting that short-term rentals take away from long-term housing.
- 36:46 Mayor Fletcher closed the public hearing.
- 36:53 Mayor Fletcher asked Council if they had any questions for the appellant or proponent. There were no questions.
- 37:33 Mayor Fletcher closed the Regular Meeting at 8:42 p.m. for a 10-minute Executive Session to end at 8:52 p.m. so Council could deliberate on the matter.

Part 3

0:16 Mayor Fletcher resumed the Regular Meeting at 8:52 p.m.

00:28 **Motion** to uphold the SEPA Determination of Non-significance regarding a proposed short-term rental at 31 Sitka Circle by Gingell, second Patel, motion carried.



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1:42 **Motion** to authorize the Mayor and staff to execute decision documents by Soha, second Patel, motion carried.

5. Title 17 Zoning Code Update Public Hearing

2:28 Attorney/Planner Fleck introduced and explained proposed changes to Forks Municipal Code, Title 17, many of which, he said, are based on changes imposed by the State.

5:07 Mayor Fletcher opened the public hearing at 8:57 p.m.

7:10 Cora Sasticum suggested implementing an annual fee for short-term rentals and capping their number in the City of Forks as other municipalities have done.

9:12 Mayor Fletcher closed the public hearing at 9:01 p.m.

6. PROS Plan Public Hearing

9:33 Attorney/Planner Fleck explained, and provided background on, the Parks, Recreation, and Open Space Plan.

12:00 Tom Beckwith of Beckwith Consulting Group, present via Zoom, contributed to the explanation.

12:31 Mayor Fletcher opened the public hearing at 9:05 p.m.

There was no public comment.

12:55 Mayor Fletcher closed the public hearing at 9:05 p.m.

13:06 Attorney/Planner Fleck noted that approval of the Plan has been recommended by both the Park Board and Planning Commission.

7. Budget Calendar Approval

14:00 Clerk/Treasurer DePew introduced the proposed budget calendar.

14:28 **Motion** to approve the 2027 budget calendar as presented by Gingell, second Patel, motion carried.

8. Set CIP Public Hearing for September 14, 2026

14:55 Attorney/Planner Fleck summarized the CIP timeline.

15:24 **Motion** to set the public hearing on the Comprehensive Improvement Plan 2027–2032 for September 14, 2026 by Gingell, second Patel, motion carried.

9. Approval of Temporary Hire Position

15:49 Clerk/Treasurer DePew explained the upcoming need for a temporary hire in the Finance Department.

16:15 **Motion** to approve the hiring of a temporary administrative assistant by Patel, second Gingell, motion carried.

10. May 2026 Treasurer's Report

16:38 **Motion** to approve the May 2026 Treasurer's Report by Gingell, second Patel, motion carried.

11. June 2026 Treasurer's Report

17:04 **Motion** to approve the June 2026 Treasurer's Report by Gingell, second Patel.

17:11 Gingell asked about the significant jump in the dispersal of lodging tax revenue, to which Clerk/Treasurer DePew responded, "Just timing".

17:45 Motion carried.

12. Tillicum Park Overnight Use Approval

17:52 Clerk/Treasurer DePew introduced a request for overnight activity in the Park.

18:27 Melissa Whidden explained she needs permission for a two-person security team to be in the Park after-hours to ensure equipment for a four-day event to be held in the Park is not vandalized or stolen.

18:57 **Motion** to approve overnight use of Tillicum Park by Gingell, second Soha, motion carried.

DISCUSSION ITEMS

1. Reports

• Council Member Reports

19:21 **Council Member Patel** questioned zoning code hotel/motel occupancy regulations and owner liability.

22:20 **Council Member Gingell** said he is glad to see so much community input in recent public hearings and that the City does need to do something about the short-term rentals.

23:48 **Council Member Pearson** said she feels strongly that the City needs to do something about the short-term rentals, that she is hearing a lot of complaints regarding personal safety at the Transit Center, and that she would like the City to restrict camping in public places.

- Staff Reports

26:51 **Clerk/Treasurer DePew** explained why an annual fee on short-term rentals is not possible, and said she sees a need for a workshop on the availability and use of lodging tax revenue.

27:59 **Public Works Director Hampton** said more speed signs, beginning with Calawah Way and Bogachiel Way, are being considered, and that the Public Works crew might be able to add some crosswalks before they can be added with major projects.

28:39 **Police Chief Rowley** reported the Police Department spends a lot of time dealing with people at the Transit Center, but that there is only one police officer on duty at a time. He said if people are afraid to walk out to their vehicle, they can call for an officer escort. He also reported a new officer currently on her fourth day of field training and that she is doing well. He then touched on a variety of issues, including mushroom pickers and jail contracts.

35:54 **Attorney/Planner Fleck** reported he is working with the Brookings Institute on their America's Rural Future event.

37:26 • Mayor's Report

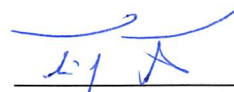
Mayor Fletcher said the City is doing its best to respond to public complaints and suggestions, that he hopes to see many applications for lodging tax revenue, and that he has reached out to some service groups to sponsor additional radar signs, noting that the private individuals and groups can also do so.

3. ADJOURNMENT

38:44 **Motion** to adjourn by Soha, second Patel, motion carried. Meeting adjourned at 9:31 p.m.



Caryn DePew, Clerk/Treasurer



Tim Fletcher, Mayor