

# Development Review Committee Agenda

Chehalis Community Development Department

June 2, 2021 at 9 o'clock A.M.

Meeting location: Chehalis-Centralia Airport, 900 Northwest Airport Road, Chehalis, WA

Staff Present: Tammy Baraconi, Angie Elder, Celest Wilder, Ashleigh Cox, Brandon Rakes, Trent Lougheed, Rick Mack via Zoom.

## I. Meeting Agenda for Action Items

### 9:00 AM to 9:30 AM

#### a. **Site Plan Review:**

UGA-CU-21-001, 2169 Jackson Hwy, Jackson Park Phase 2: K & W Properties, represented by Stephanie Werner, has applied for Phase 2 of Jackson Park. This phase will contain a 7 unit multi family and a 12 unit multi-family building. There will be 7 garages and 37 parking stalls. An MDNS has been issued for this project and the appeal period will end on June 8, 2021. For the Conditional Use Permit, Planning will make a recommendation to the Hearing Examiner based upon the recommendation of the DRC. All requirements of the DRC must be based upon the Chehalis Municipal Code so please be prepared to provide the CMC reference at the meeting. Lewis County TPN 010783000000. Zoned CG, General Commercial. **Applicants present: Bob Balmelli and Stephanie Werner.**

1. Tammy announces the project as: K & W Properties, represented by Stephanie Werner, has applied for Phase 2 of Jackson Park. This phase will contain a 7 unit multi family and a 12 unit multi-family building. There will be 7 garages and 37 parking stalls. An MDNS has been issued for this project and the appeal period will end on June 8, 2021. For the Conditional Use Permit, Planning will make a recommendation to the Hearing Examiner based upon the recommendation of the DRC.

2. Rick, Fire Marshal – No concerns. Wants to ensure building characters are contrasting. Rick suggests also using a badge or plaque by the stairwell clearly identifying which unit is located where. Bob states that they put in a hydrant with the previous phase of Jackson Park and the new buildings will be within the required distance. Rick suggests a knoxbox/rapid entry box for the riser room. It is ok to use one box for access to both riser rooms. Marisa Peterson at the Chehalis Fire Department has information regarding the rapid entry boxes.

3. Celest with Public Works – No concerns. Bob states they are going to use the water line they previously established. Celest states to make sure they follow stormwater requirements.

4. Trent with Public Works – Wants to know if they are ever going to be sold as individual units? Stephanie states no. Trent says it is difficult to create new, separate meters if the units are ever sold. Meter needs to be by the street. Bob states it will be done like the previous phase.

5. Brandon with the Airport – No concerns.

6. Angie with Police Department – No concerns.

7. Tammy with Planning Department – Wants to know if this is considered a timely development, Trent states yes. Are the first floors all ADA? Stephanie says no, there is supposed to be one ADA unit. Tammy states the plans need to be changed and sent to her ASAP showcasing this change. Tammy asks if DRC recommends this project. Unanimous decision is aye.

### 9:30 AM to 10:00 AM

#### b. **Applicant Conference:**

Exhibit E

AC-21-019; 355 James St SW; Lewis County Gospel Mission, New Parking Lot: The Lewis County Gospel Mission proposes paving the lot behind the Mission to provide additional parking for staff and volunteers. Lewis County TPN 003979000000. Zoned CG, General Commercial. Applicants present: Roger from the Gospel Mission.

1. Roger says The Lewis County Gospel Mission proposes paving the lot behind the Mission to provide additional parking for staff and volunteers. He has been in discussion with Aaron Fuller of Fuller Designs. He wants to know if they can use GIS Contours? Has some questions about grade of parking lot, drainage, and entrance of parking lot.

2. Rick, Fire Marshal – No concerns.

3. Celest with Public Works – Some of the answers to the questions have to do with final square footage of impervious surface being brought in. Celest will investigate the existing storm water system in the surrounding area and if there is one on James St. Celest cannot say for sure, but one catch basin should suffice. Roger wants to change the grade so the water runs towards the center of the parking lot. Celest says that is ok. Celest suggests looking into LID (Low-impact development) to mitigate the storm water, Tammy suggests a grassy swale. Celest states the entrance to the parking lot needs to be 24 ft with curb cuts and a five-foot radius. Roger wants to know if there must be concrete on both sides, Celest says yes. There needs to be a curb, gutter, vegetative strip and then the sidewalk. The curb will start at the road and 35 feet is the suggested width of the entrance. Celest states to have the entrance be placed as much to the East as possible. Roger wants to know if he needs a permit for tree removal. He does not need a permit for the removal of the trees, but if he blocks the sidewalk, he will need a ROW permit. Roger wants to know if they improve both alleys, will that make the taxes go up due to improving the property. The alleys are City Right of Way, the taxes will not go up for the Gospel Mission. The alleys will need to be improved to City specifications, however.

4. Brandon with the Airport – No concerns.

5. Angie with Police Department – States it is a private parking lot and it will be the owner's responsibility.

6. Tammy with Planning Department – The parallel parking spots need to be removed to make adequate turnaround room. Tammy doesn't think GIS Contours will work on a lot this small and flat. Tammy recommends fencing the parking lot in black, vinyl chain-link. Tammy needs to see a final grading plan with stormwater specifications and based on that, will issue a permit. The process can be permitted separately or under one permit. If it is under one permit, there will still be separate fees, fee costs will depend on how much dirt is brought in or moved around among other things. Tammy states Aaron will get a copy of these notes, but Roger will need to discuss this information with Aaron Fuller.

**II. Inter-department staff meeting**

- a. This is a dedicated time to share information and projects with other departments to keep the lines of communication open.

**III. Weekly Informational Reports**

- a. **Issued permits** – Permits submitted in the last 90 days that are still in review.