

Development Review Committee Agenda

Chehalis Building and Planning Department

June 15, 2022, at 9 A.M.

Meeting Location: Chehalis Airport Conference Room

9:00 AM

Applicant Conference:

AC-22-015; 91 SW Chehalis Ave. Thorbeckes with JSA Civil is proposing a building expansion project to add a 14,400 sq. ft. addition to the existing facility for an indoor-sports area. Lewis County Parcel #005274004001. Zoned IL/CG and within the 100-year floodplain. A commercial recreation facility is a permitted use in the CG zone, but **conditional** in the IL zone.

9:30 AM

Special Event:

SE-22-008; 128 NW Prindle St. Westminster Preschool is asking to host a preschool graduation rehearsal and ceremony, seating 50 people on Whitworth Way from the evening of June 13 to 8pm June 14. Lewis County Parcel #005486001000 and ROW.

10:00 AM

1. Interdepartmental meeting

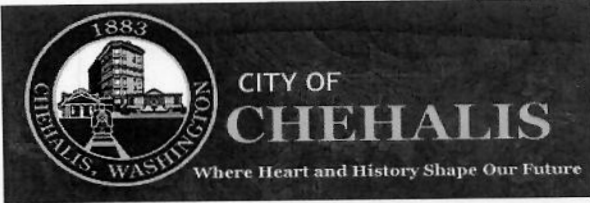
Join Zoom Meeting

<https://us06web.zoom.us/j/9484862389>

If the link does not work, please reach out to Amelia Schwartz ASAP aschwartz@ci.chehalis.wa.us



Vicinity Map for AC-22-015



Return your conference application to Community Development Department
 1321 S Market Blvd. Chehalis, WA 98532
 (360) 345-2229
www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

JOB SITE ADDRESS: 91 SW Chehalis Avenue **PARCEL #:** 005274004001

APPLICANT / CONTACT PERSON:

NAME: Matt Noren
 ADDRESS: 91 SW Chehalis Avenue
 CITY/ST/ZIP: Chehalis, WA 98532
 PHONE#: 360.748.3744
 EMAIL: matt@thorbeckes.com

CONTRACTOR /ENGINEER/ SURVEYOR:

COMPANY NAME: JSA Civil, LLC
 CONTACT NAME: Brandon Johnson, PE
 ADDRESS: 6945 Littlerock Road SW, Suite A
 PHONE #: 360.269.6346
 EMAIL: brandon.johnson@jsa-civil.com
 CONTRACTORS L&I #: _____

Is the property owner the same as the contact person? Yes No

DETAILED PROJECT DESCRIPTION: Construct +/- 14,400 sq. ft. building expansion for the addition of a new multi-purpose indoor sports facility at the existing Thorbeckes facility. Please refer to the attached preliminary site plan.

Verbal comments made during discovery are not binding. Only the plan(s) submitted will be reviewed for compliance with applicable codes. By signing below, I grant permission for City of Chehalis employees to enter and remain on the property for the purpose of review and approval of this proposal and to conduct inspections related to this proposal.

<u>Signature:</u> 	<u>Date:</u> <u>6-7-22</u>
<u>Name (print):</u> <u>Matthew Noren</u>	<u>Telephone #:</u> <u>360-580-7719</u>

Office use only	
Received by: <u>LF</u>	Date Received: <u>06/07/2022</u>
Parcel #: <u>005274004001</u>	
Permit #: <u>AC-22-015</u>	
Zoning: <u>IL/CG</u>	
Flood Zone: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Zone Classification: <u>A</u>	

Technical Memorandum

To: City of Chehalis
From: Nick Wheeler
Date: June 7, 2022
Subject: Pre-Application Narrative
Project: Chehalis Thorbeckes Expansion

City of Chehalis Staff,

Please accept this project narrative for the proposed Chehalis Thorbeckes Expansion project, located at 91 SW Chehalis Avenue, on Lewis County TPN 005274004001. The project proposes to construct a new +/- 14,400 square foot building expansion along the south end of the existing Thorbeckes facility. The following memorandum has been prepared in support of the project and is intended to provide an overall summary of the existing on-site conditions and improvements that are proposed.

Existing Conditions

The project site is located at 91 SW Chehalis Avenue on Lewis County TPN 005274004001 in the City of Chehalis. The overall site area is approximately 4.05 acres, and with an existing +/- 56,121 square foot commercial building used as an athletic center. Existing site improvements include an on-site parking lot and storm pond facility. Access to the facility is provided by a single, full-access driveway off SW Chehalis Avenue.

Proposed Development and Zoning

The site is currently zoned C-G – General Commercial by the City of Chehalis. The project proposes to construct a building expansion along the south end of the existing commercial structure, approximately 14,400 square feet in size, for use as a multi-purpose indoor sports facility. An access sidewalk is proposed along the northern and eastern walls of the new building area. The existing fire access lane along the southern and western perimeter of the building will be rerouted to accommodate the expanded building footprint. Based on the preliminary site plan, approximately 3 parking stalls will be eliminated by the project to allow revisions to the fire lane.

Utilities

The wet and dry utility connections currently serving the facility will remain in place. No additional service connections are proposed at this time. Utilities will be expanded internally to serve the additional building area.

Traffic Access and Parking

The existing access driveway from SW Chehalis Avenue will remain in place. Minor revisions to the current parking facility are proposed to accommodate the expanded building footprint. The fire access lane along the southern and western perimeter of the building will be rerouted further south to accommodate the expanded

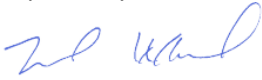
JSA CIVIL

Engineering | Planning | Management

building footprint. Based on the preliminary site plan, approximately 3 parking stalls will be eliminated by the project to allow revisions to the fire lane.

Thank you for accepting this project narrative for the proposed Chehalis Thorbeckes Expansion project. Please contact me with any questions or comments.

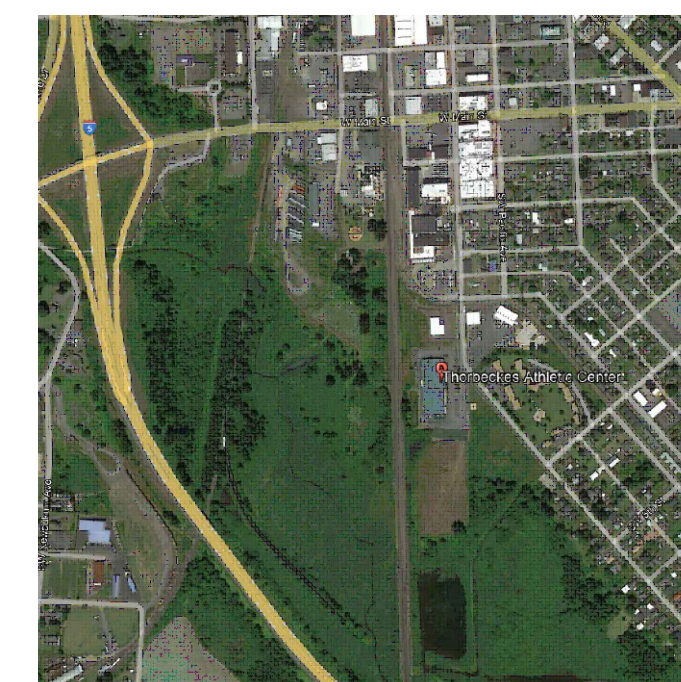
Respectfully,

A handwritten signature in blue ink, appearing to read "Nick Wheeler".

Nick Wheeler

JSA Civil, LLC

nick.wheeler@jsa-civil.com



VICINITY MAP (NTS)

SITE DATA

TIPN	005274004001
PARCEL AREA	± 4.05 ACRES
EX BUILDING SIZE	± 330' x 120'
PRO BUILDING SIZE	120' x 120'

PARKING DATA

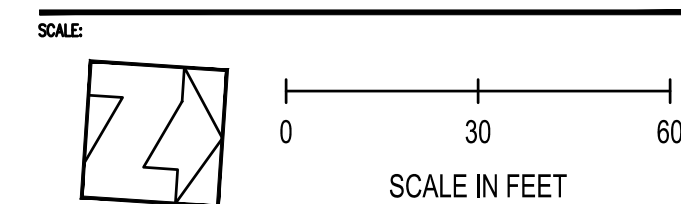
TYPE	TOTAL	ADA
AUTOMOBILE (CHANNELIZED)	106	5
AUTOMOBILE (UNCHANNELIZED)	± 46	
TOTAL PARKING	± 152	5

REV.	DATE	COMMENT	BY
0	05/27/22	ISSUED FOR REVIEW	BLJ

DRAWN BY:	L. SATER
CHECKED BY:	B. JOHNSON

SEA:

PRELIMINARY



**CHEHALIS
THORBECKES
EXPANSION**

SHEET TITLE:
CONCEPTUAL SITE PLAN

SHEET NO.
SP-01





Vicinity Map for SE-22-008

Permit Application

Submit this form and any required attachments to:

City of Chehalis
Community Development Department
1321 S. MARKET BLVD.
CHEHALIS WA 98532
(360) 345-2229

APPLICANT FILL OUT AND SIGN UPPER SECTION:

JOB ADDRESS: Corner of NW Prindle & Whitworth way

APPLICANT:
NAME: Westminster Preschool
ADDRESS: 128 NW Prindle St
CITY/ST/ZIP: Chehalis WA 98532
PHONE#: 360-748-0091
EMAIL: office.chehalis.wpc@gmail.com

PROPERTY OWNER (Same as Applicant? Yes No)
NAME: _____
ADDRESS: _____
CITY/ST/ZIP: _____
PHONE#: _____
EMAIL: _____


CONTACT PERSON (Same as Applicant? Yes No)
COMPANY NAME: Westminster Pres. Church
NAME: Linda Capps
ADDRESS: 128 NW Prindle St
CITY/STATE/ZIP: Chehalis WA 98532
PHONE # 360-748-0091
EMAIL: _____

CONTRACTOR (Same as Property Owner? Yes No)
COMPANY: _____
CONTRACTOR REGISTRATION # _____
ADDRESS: _____
CITY/STATE/ZIP _____
PHONE # _____
EMAIL: _____

DETAILED PROJECT DESCRIPTION:
Preschool Graduation Practice (during the day along w/ set up & tear down) & Preschool Graduation (6-7³⁰pm)

PROJECT VALUE: 0

Verbal comments made during discovery are not binding. Only the plan(s) submitted will be reviewed for compliance with applicable codes. By signing below, I grant permission for City of Chehalis employees to enter and remain on the property for the purpose of review and approval of this proposal and to conduct inspections related to this proposal.

Signature: 	Date:
Name (print): <u>Linda Capps</u>	Telephone #: <u>360-748-0091</u>

OFFICE USE ONLY:
Date Received: 6/01/22 By: LC Date Reviewed: _____ By: _____
Parcel #: 005486001000 Zoning: CBD Flood Zone: NO
Permit #: RWO-22-026

Right of Way Use Attachment

\$50 fee for Short Term use/Temporary use

\$100 fee for Annual Permits

Submit to: **Community Development Department**

1321 S. Market Blvd.

Chehalis, WA 98532

Type of Permit:

Right-of Way Disturbance

Short Term / Temporary

Long Term / Annual

Neighborhood Event/Parade

Other

Part A:

Number of Days Requested: 7 (90 day maximum for Disturbance and Short Term permits)

Start Date: 6/14/22 Start Time: 8:00 Hours of Use: 8:00 a.m. to 8:00 p.m.

Part B:

1. Will the work involve occupancy of any street or traveled way, result in interference to any traffic or pedestrian flow, require interruption or re-routing of any vehicular or pedestrian traffic, or have any other influence on any traffic? (circle one) **NO** **YES** (If YES, a traffic control plan is required and must be submitted for approval. The traffic control plan must be in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices and any other provisions designated by Public Works Standards.)

2. Will the work involve any disturbance to the surface, subsurface, or super-surface (bridges) of any city street right-of-way? (circle one) **NO** **YES** (If YES, a traffic control plan is required and must be submitted for approval. The permit must be obtained by a Washington State licensed and bonded contractor. The traffic control plan must be in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices and any other provisions designated by Public Works Standards.)

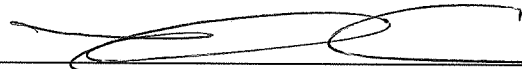
The applicant/contractor hereby agrees to perform the described work with due regard for the rights, interests, and conveniences of the public. The applicant further agrees to perform the work in compliance with all City of Chehalis ordinances/standards, state and federal regulations, and with any conditions of approval listed on the permit document.

"CALL BEFORE YOU DIG" 1-800-424-5555

****State law requires 48 hour advance notice to all utilities prior to any excavation work****

1. The petitioner, designated herein as the "grantee", their successors and assigns, will have the right and authority to enter upon the right-of-way of the city street, alley, public place or structure as indicated on the front of this form, for the purpose of such activity as applied for and approved by the Public Works Department. All provisions, conditions, regulations and requirements herein contained will be binding upon the successors and assigns of the grantee. The issuance of this permit does not diminish or negate the grantee's responsibility to comply with any other regulations, standards, licenses or obligations not covered under this permit.
2. A *Right-of-Way Disturbance Permit* is for activities that will alter the appearance of or disturb the surface, super-surface or sub-surface of a right-of-way on a temporary or permanent basis.
3. A *Short-term and Temporary Permit* is for activities that involve short-term commitments that do not physically disturb or alter the right-of-way. Uses include but are not limited to: festivals, displays, concerts and public or private gatherings. See Municipal Code 12.56.060.

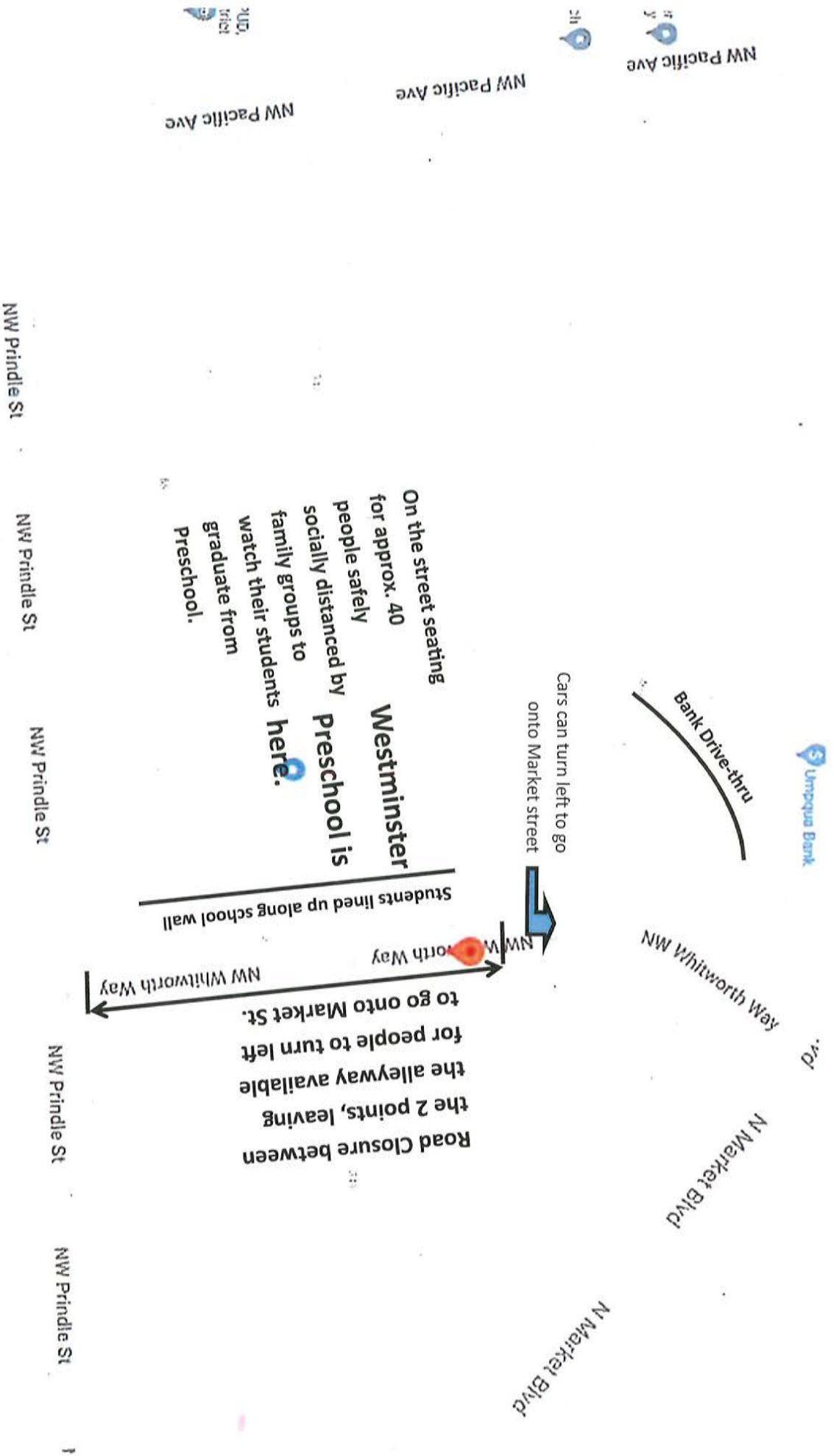
4. A *Long-term and Annual Permit* is for activities that last for an extended period of time but do not significantly disturb or alter the right-of-way. Uses include but are not limited to: construction site/haul roads, recycle facilities, advertising structures, seasonal sidewalk cafes, utility facilities, special & unique structures such as fountains, clocks, flag poles, awnings, marquees, signs, banners, street furniture and decorations. See Municipal Code 12.56.060. These permits must be renewed annually along with an associated business license if they are issued for use of public property by an adjacent business.
5. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during and after work, mode of operation and manner of maintenance of project petitioned for, will be approved by the Public Works Director or authorized representative prior to start of work and will be subject to the inspection of the same so as to ensure proper compliance with the terms of this permit.
6. After completion of work, the grantee will leave all streets, alleys, public places and structures in as good and safe a condition in all respects, as it was prior to the commencement of any work by grantee. Damage of any kind to any street, alley, public place, structure or public property resulting from said work by the grantee will immediately be repaired by the grantee at their own sole cost and expense, to the satisfaction of the City.
7. The Public Works Director or a designated representative may perform, order, or have done any and all work considered necessary to restore to a safe condition any street, alley, public place or structure which is in a condition that is dangerous to life or property resulting from the grantee's use, activity or work as permitted herein, and upon demand, the grantee will pay to the City all costs of such work and materials.
8. The City Council, Public Works Director or designated representative may at any time, change, amend, modify, revoke, annul or terminate this permit and/or any of the conditions herein enumerated so as to conform to any state or federal statute or City regulation pertaining to the public welfare, safety, health, convenience to the public or highway regulations as are, or may hereinafter be enacted, adopted or amended, etc. The City Council, Public Works Director or designated representative may terminate this permit if grantee fails to comply with any such changes or conditions herein enumerated.
9. In accepting this permit the grantee, their successors and/or assigns agree to defend, indemnify, and hold harmless the City, its officers, employees, and agents from any and all suits, claims, causes of actions or liabilities caused by, or arising out of, any activities conducted by the grantee resulting from the issuance of the permit.

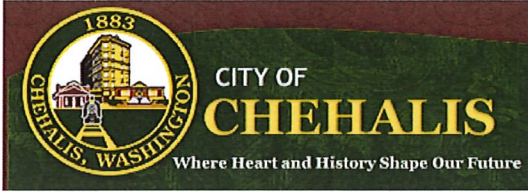
Applicant Signature:  _____

(Attach this form to the standard development permit application form and submit to Chehalis Community Development office, 1321 S. Market Blvd., Chehalis, WA.)

Questions regarding the specific requirements for use of a public right-of-way may be directed to the Chehalis Public Works Department (for construction or placement of obstructions), or the Chehalis Police Department (for parades or events) at the numbers above.

Maps NW Whitworth Way





Community Development Department
 1321 S Market Blvd. Chehalis, WA 98532
 (360) 345-2229 / Fax: (360) 345-1039
www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

SPECIAL EVENT APPLICATION

submit at least 28 days in advance of proposed event

Will your event take place on City owned property?

No **Yes** if yes, insurance is required to be submitted *along with the application*.

*****Please note: Incomplete applications not accepted *****

INSURANCE – The City of Chehalis does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with the City of Chehalis policy, name the City of Chehalis as an **additional insured** on the policy, and be responsible for providing proof of such insurance. If your event will take place on City of Chehalis property, you are required to provide proof of insurance. Insurance coverage shall be at a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Acceptable forms: **CG 20 26** or **CG 20 12**.

Please check the event type:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Street Event |
| <input type="checkbox"/> Noise Permit | <input type="checkbox"/> Park Event |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Parade |
| <input checked="" type="checkbox"/> Other <u>Preschool Graduation</u> | |

Name of Applicant/Organization: Westminster Preschool / Presbyterian church
 Location of event: Whitworth way (between Prindle st & Alley)
 Person in Charge: Kelly Wheeler Address: 128 NW Prindle st, Chehalis, WA 98531
 Phone Number: Daytime: 360-669-3447 Work: 360-748-0091 Email: office.chehalis.wpc@gmail.com
 Additional Authorized Individuals: Linda Capps
 Phone Number: Daytime: 360-748-0091 Work: 360-748-0091 Email: office.chehalis.wpc@gmail.com
 Emergency Contact: _____

Phone Number: Daytime: _____ Work: _____ Email: _____
 Type of Activity Planned (describe event): Preschool Graduation Rehearsal + graduation
will be seating 50 people on Whitworth way to watch children sing & accept their graduation certificates

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? (Please circle) YES NO

Will participants pay a fee or make a donation? (Please circle) YES NO

Will City of Chehalis services be requested for:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Street Closure | <input type="checkbox"/> Sidewalk Closure |
| <input type="checkbox"/> Security | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Garbage Collection | <input type="checkbox"/> Parking Restrictions |
| <input type="checkbox"/> EMS | <input type="checkbox"/> Other _____ |

Date(s) of Proposed Event: Evening of June 13 - 8pm June 14th

Hours of Operation: ^{actual} 8³⁰ Am - 8:00 pm (includes setup & tear down/cleanup)

Set-up Date/Time: 8³⁰ Am June 14th

Dismantling Date/Time: 8pm June 14th

Number of Staff/Volunteers: 2

Estimated Number of Participants: 50

LOCATION/STREET(S) INVOLVED (describe area involved in event, attach map/route plan):
See attached map.

Special Considerations - (Additional permits and/or licenses may be required) - Will there be:

Amplified sound? (Please circle) YES NO

Alcohol? (Please circle) YES NO

Animals? (Please circle) YES NO number _____ species _____

Booths/Commercial Vendors: (Please circle) YES NO
Each vendor is required to have a current City of Chehalis business license.

Cooking/Food Service: (Please circle) YES NO

Fire/Fireworks/Pyrotechnics: (Please circle) YES NO

Inflatables or Amusement Rides: (Please circle) YES NO

Mechanical Rides: (Please circle) YES NO

Portable Restrooms: (Please circle) YES NO How many? _____ Some restrooms must meet ADA requirements.

Dumpsters: (Please circle) YES NO How many and where? _____

Signs: (Please circle) YES NO only on adjacent fence to restrict parking before event

Stage: (Please circle) YES NO

Other special considerations: _____

List any special signs/barricades/cones requested to be supplied by the City of Chehalis. There is no guarantee that the city will be able to provide.

Need 6 "A-frame" barrier to close Road.

*****ATTACH COPY OF SAFETY PLAN TO THIS APPLICATION*****

Public Relations: Please state what efforts, if any, have occurred, or you intend to make, to notify residents or businesses that will likely be affected by your event. If permit is granted it will be the responsibility of event organizers to alert those likely to be impacted. (i.e. street closures, no parking zones, noise, etc.)

We have contacted Umpqua Bank regarding closing Whitworth way & will be posting notices along parking on Whitworth that the road will be closed the night of June 13 - through the early evening of June 14th

ATTACH COPIES OF BROCHURES, POSTERS, FLYERS, OR MAILINGS ADVERTISING THIS EVENT

INSURANCE – The City of Chehalis does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with the City of Chehalis policy, name the City of Chehalis as an **additional insured** on the policy, and be responsible for providing proof of such insurance. If your event will take place on City of Chehalis property, you are required to provide proof of insurance. Acceptable forms: CG 20 26 or CG 20 12. Insurance coverage shall be at a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

HOLD HARMLESS –Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Chehalis, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Chehalis.

Signature of Applicant:  Date: 6/2/22

Organization/Title: Westminster Preschool / Presbyterian church

OFFICE USE ONLY:

Date Received: 06/02/2022 By: LF Date approved/denied _____
DRC Reviewed: _____ Reason for denial _____
Parcel #: 005486001000
Permit #: SE-22-008

NW Whitworth Way



Bank Drive-thru

NW Whitworth Way

N Market Blvd

N Market Blvd

Cars can turn left to go onto Market street



NW Whitworth Way



NW Whitworth Way

Road Closure between the 2 points, leaving the alleyway available for people to turn left to go onto Market St.

Westminster
Preschool is here.

Students lined up along school wall

On the street seating for approx. 40 people safely socially distanced by family groups to watch their students graduate from Preschool.

NW Prindle St

NW Prindle St

NW Prindle St

NW Prindle St

NW Prindle St



NW Pacific Ave

NW Pacific Ave

NW Pacific Ave

TEMPORARY

NO

PARKING

TIME:

8:30 AM - 8:30 PM

DATE:

JUNE 14, 2021

**PRESCHOOL GRADUATION
REHEARSAL & GRADUATION**

SPECIAL EVENT