

Date: April 12, 2023
To: Port of Illahee Board of Commissioners
From: John Piccone, P.E., Soundwest Engineering Assoc.
Subject: Projects Status Summary

Waterfront Improvement Project (Docks and Pier only);

- The Corps acknowledged the letter from the attorney asking for a treaty rights determination on 2-10-23 however, their response clearly indicated that they did not expect to meet the 60-day timeline (which is approximately now). We plan to send an email correspondence within the next week inquiring on status. That said, without any further pressure on the Corps I believe it could take an extremely long time for further response from the Corps or the Tribe. The Corps specific response was as follows:
 - *“Although we will not be able to render a permit decision on this matter within 60 days, I have move this project up in the queue of pending treaty right effect determinations. The treaty right effect analysis is inherently complex and this particular application raises additional complexities. I intend to prioritize this application ahead of private and residential applications with objections, however I expect that significant time and resources will be needed to address the objections (if it cannot addressed directly between the applicant and the Tribe).”*
- I’ve been in communication with DNR regarding the renewal and update of the port’s aquatic agreement. DNR will require a survey exhibit, which is standard practice, and both the land surveyor and the bathymetric surveyor are scheduled to complete this work over approximately the next month.

Waterfront Improvement Project (Upland Improvements);

- We are still waiting for comments from the County after submittal of the 95% design plans for the upland improvements. The County has indicated that the SDAP permit status is now “under review”. Once we receive comments back from the County and make any minor revisions they will likely ask for, I’ll be able to finalize 100% plans and submit them for the building permit.
- Once the building permit is complete, we can discuss a more detailed schedule for either putting the upland work out for bid without the inclusion of the pier and docks or waiting for the Corps/Tribe and bidding the entire waterfront project as the single project originally planned.

Pier Piling Repair;

- The final RCO grant presentation was held on February 14th as previously discussed and we received preliminary scoring from RCO in late February. Illahee's pile replacement grant request ranked #11 overall and I'm happy to report that RCO has said they expect at least the top 12 projects to fall within funding range. Although this is not an official confirmation that funding will be provided for piling replacement, I believe it is safe to move forward optimistically that funding is expected to be available.
- We also have all permits secured for this work, so at this point it is just a matter of finalizing issues with the Tribe on the waterfront project and then incorporating pile replacements into that project or deciding to move forward on the piling replacement separately from the waterfront project.

Store Site Renovation:

- Jim and I had a preliminary meeting with Kitsap County on March 15 to begin discussing the Port's store renovation plans and confirm that there are no significant permit reviews or requirements needed to simply renovate the store back to a usable building that can be leased as a mercantile.
- On March 21 Jim and I spent some time walking through the store building and discussing the various items that could be done to bring the building up to a leasable state. I then sent a follow up letter to the County summarizing those items (letter attached). I've had no response from the letter to date.
- I'm not sure if it makes sense to move forward on work associated with the store site until the PLIA work is complete however, I'm not aware of any reason the port can't move forward with the renovation items listed in the attached letter. It would be a good idea to see if the Port can get any form of schedule estimation from PLIA. I will stand by on any further tasks related to the store renovation pending further discussion of port plans and clarity on my related scope of work going forward if desired.

Upcoming Milestones and Action Items

- Discuss options to move the process with the Tribe and Corps forward so that the entire waterfront park can potentially be constructed in a single phase (which would be more ideal if possible).
- Inquire with Kitsap County on SDAP comment status if we have not had any word back in April.
- Finalize survey exhibit for DNR and submit formal request for renewal and revisions to aquatic agreement.

Permit Status Summary – All Projects

Waterfront Access Project

| Permit | Submittal Date | Permit Issued | Permit Status | Design Status |
|--------|------------------------------|---------------|--|--|
| SSDP | 8-19-21 | 8-4-22 | Complete. SSDP staff report notice of decision received. | 60% Design Complete and submitted for permit. |
| HPA | Delayed | --- | Submittal of permit application pending resolution with Suquamish Tribe. | Pending resolution with Suquamish Tribe. |
| NWP | 8-17-21 | Delayed | Finalization of permit review pending resolution with Suquamish Tribe. | Pending resolution with Suquamish Tribe. |
| SDAP | 2-7-23 | --- | Submittal of permit application complete, waiting for review comments | 95% Design Complete for upland elements only to submit SDAP. |
| BP | Anticipated Mar. - July 2023 | --- | Submittal to follow SDAP after preliminary comments. | |
| ROW | Anticipated Mar. - July 2023 | --- | Submittal to follow SDAP after preliminary comments. | |
| FIRE | Anticipated Mar. - July 2023 | --- | Submittal to follow SDAP after preliminary comments. | |

SSDP – Substantial Shoreline Development Permit (Kitsap County)

HPA – Hydraulic Project Approval (WDFW)

NWP – Nationwide Permit 3 (USACE)

BP – Building Permit (Kitsap County)

ROW – Right of Way (Kitsap County)

Fire – Fire Code Permit (Kitsap County)

Pile Replacement Project

| Permit | Submittal Date | Permit Issued | Permit Status | Design Status |
|---------------------|----------------|---------------|---|--|
| Shoreline Exemption | 9-22-22 | 2/15/23 | Staff Report Issue, Pending 14 day appeal period ending 2/15/23 | 30% Design Completed for Permit submittal. |
| NWP3 | 9-22-22 | 11-21-22 | Complete. Permit issued by USACE. | 30% Design Completed for Permit submittal. |
| HPA | 2020 | 2/14/20 | Maintenance permit, expires 2/12/25 | ----- |

Date: March 22, 2023
To: Renea Nolan, Kitsap County
From: Jim Aho, Port Commissioner & John Piccone, Port Engineer
Subject: Store Renovation Plan (Conceptual) and Permit Assumptions

1 INTRODUCTION & PORT GOALS

More Than a Store – A Central Part of the Illahee Community: The center of Illahee has long been the Illahee Community Dock and the Illahee Store. The current 1970's store building replaced the 1930's store, which is upland from the 1916 Illahee Dock. When the store closed in the late 1990's due to contamination from leaking underground gas storage tanks, the Port persevered and was able to purchase it at a Sheriffs Sale in 2019, and at the same time secure cleanup funding from the State Pollution Liability Insurance Agency (PLIA). The Port's vision for the store is basically that of the last nearly 100 years, a gathering center and store (zoned mercantile) for residents and dock users. The Port envisions refurbishing the building to what it once was as soon as the contaminated tanks and pump island are removed and cleaned up by PLIA (anticipated by mid-2023).

2 BUILDING AND SITE OVERVIEW

Parcel. 4429-015-001-0309

Address. 5507 ILLAHEE RD NE BREMERTON WA 98311

Zoning. Neighborhood Commercial (NC)

Occupancy Classification. The building and site were permitted as a 2-employee convenience grocery store and fueling station in 1979, which is classified as Mercantile, "M", occupancy by IBC 2018.

Building Footprint. 1,600 square feet

3 REPAIR TASKS ANTICIPATED

The following is a concept level list of the tasks the Port hopes to undertake in its efforts to repair the store and reestablish the mercantile. The below tasks would be undertaken by the Port directly prior to any potential tenant improvements that may take place once a tenant is selected. The Port plans to lease the building to a third-party mercantile business once primary repairs are completed.

- **ELECTRICAL;** The existing electrical system is still mostly intact and believed to be partially usable. The Port anticipates hiring a licensed electrician to repair the systems generally in the same configuration. The main service panel and breaker panel would remain in its current location but some ceiling lights and outlets would likely need to be relocated.
- **PLUMBING;** The old bathroom and sinks were removed but the below slab pipework is intact. The Port would rebuild the bathroom in the same configuration and stub out prior sink drains elsewhere in the slab in the event the future tenant desires additional sinks. The existing septic system is still in place however, the Port is uncertain of it's condition.

If the septic system requires repair or replacement is something the Port plans to determine.

- HVAC; The prior HVAC system was removed (stolen) and the Port anticipates installing a new unit with ducting as required.
- FRAMING AND SHEETROCK; No structural framing is anticipated, interior partitions for the bathroom will be constructed as well as furring out the existing masonry walls for sheetrock. The existing truss ceiling will also receive sheetrock.
- INSULATION; All of the prior insulation was damaged and consequently removed, the Port anticipates installing new insulation throughout the building.
- WINDOWS; There were originally four windows on the north wall, two of them have been removed and framed in (original headers still in place). The Port anticipated installing four new windows in the same rough openings on the north wall. The Port is also considering adding a fifth window in the existing east wall (masonry bearing wall).
- DOORS; There is currently only one door which is a double hung commercial glass door. The Port anticipates keeping this door in place with only minor component repair if needed.
- FLOORING; The Port will likely want to add finish flooring material to the existing concrete slab.
- EXTERIOR; No major changes to the exterior are anticipated. The Port plans to make minor exterior trim repairs and repaint the entire building to improve aesthetics. No structural work or changes to the building footprint are anticipated.
- SITE; No significant sitework is anticipated for the building site. The Port plans an asphalt overlay within the existing asphalt parking area, and reestablishing existing landscape areas primarily all for aesthetic purposes.

4 ANTICIPATED APPROACH & COUNTY REGULATORY GUIDANCE

The Port plans to follow its standard procurement policy to award construction contracts to one or more licensed contractors who will perform the construction work. Contract requirements will stipulate that the contractor will be required to obtain any and all required building permits.

The Port is currently assuming that this work as conceptually described does not require any sealed plan submittals by engineers or architects and that only standard building permits will be necessary for the various repairs to the existing structure and site? Further, these building permits can typically be submitted by the contractor, and issued by the County within 1-2 weeks of application? We are also assuming that as long as the occupancy of the building remains as mercantile, no further planning level or site civil reviews would be required?

The Port is requesting any feedback the County can provide at this stage regarding the permits and process that will likely (or may) be required for these work tasks so we can plan appropriately and avoid costly delays and/or change orders once the contract is awarded and work begins. The concern would be that the Port does not adequately inform the contractor of his permitting requirements and consequently there are unanticipated construction delays and/or costs that the Port would be asked to absorb. The Port has a very limited budget to work with and any assistance the County can provide as we plan for this work on the community's behalf would be greatly appreciated.

Sincerely,

Jim Aho, Port Commissioner & John Piccone, Port Engineer

Existing Illahee store, exterior north and east walls:



Former bathroom area to be repaired:



Interior north wall:



Interior southeast corner, existing elec. panel and sink drains:



Former 1930's Illahee Store...

