



## **2020 COMPREHENSIVE SCHEME**

**DRAFT**

**PORT OF ILLAHEE  
P.O. Box 2357  
Bremerton, WA 98311**

**ADOPTED FEBRUARY 2020**

**Port of Illahee**

**DRAFT**

**2020 COMPREHENSIVE SCHEME**

**Commissioners:**

Jim Aho  
Jonathan (Jon) Buesch  
John Burton

Prepared for:  
Port of Illahee  
P.O. Box 2357  
Bremerton, WA 98311

Prepared by:  
Soundwest Engineering Associates  
8745 Pacific Avenue, Suite 201  
Silverdale, WA 98383

*Adopted February 2020*

### *Acknowledgements*

This Comprehensive Scheme builds on three major accomplishments of earlier Port of Illahee Commissioners who volunteered their time and energy since the Port was first established in 1922.

1. Port Commissioners ensured that the Illahee Community had a major dock structure, first for transportation and commerce before there were roads into Illahee, and in the following years a dock for enjoyment and recreation.
2. In more recent years, Port Commissioners purchased property adjacent the dock for increased water access, a Port meeting room, an interim rental, and for future Port options.
3. For nearly two decades, Port Commissioners pursued the abandoned Illahee Store for Port operations. Three years ago, a State cleanup grant was secured for the underground contamination making the recent 2019 purchase of the store possible.

# Table of Contents

- 1 Purpose of Comprehensive Scheme ..... 1**
  - 1.1 Development of this Scheme ..... 1
  - 1.2 Scheme Updates Process ..... 2
- 2 About the Port of Illahee ..... 3**
  - 2.1 The Port of Illahee Mission ..... 3
  - 2.2 Our History: A “Place of Rest” ..... 3
  - 2.3 Meet the Commissioners ..... 3
- 3 Port Inventory ..... 4**
  - 3.1 Port District Legal Description ..... 4
  - 3.2 Control and Tenure..... 4
    - 3.2.1 Illahee Dock Tidelands (Parcel no. 312502-4-001-2009)..... 4
    - 3.2.2 Future Waterfront Access Property (Parcel No. 4429-001-011-0000): 5500 Illahee Road ..... 4
    - 3.2.3 Future Community Center (Parcel No. 4429-015-001-0309)..... 5
    - 3.2.4 Port Rental (Parcel No. 4429-016-043-0208)..... 5
    - 3.2.5 Department of Natural Resources Lease..... 5
  - 3.3 Inventory, Condition, and Use ..... 5
    - 3.3.1 Illahee Dock ..... 5
    - 3.3.2 Future Waterfront Access Property: 5500 Illahee Road ..... 6
    - 3.3.3 Future Community Center: 5507 Illahee Road NE..... 6
    - 3.3.4 Port Rental: 5560 Ocean View Blvd..... 6
- 4 Goals and Objectives ..... 7**
  - 4.1 Port Short-Term Goals and Objectives ..... 7
- 5 Public Involvement ..... 9**
  - 5.1 Surveys ..... 9
  - 5.2 Regular Monthly Port Meetings ..... 9
  - 5.3 Special Port Meeting ..... 9
  - 5.4 Scheme Adoption Public Hearing ..... 9
- 6 Demand and Need ..... 10**
- 7 Capital Improvements Program..... 11**

---

7.1	Funding Sources .....	11
7.1.1	Grants .....	11
7.1.2	Taxes .....	11
7.1.3	Service Fees .....	11
7.1.4	Bonds .....	11
7.2	Capital Improvement Projects .....	12
<b>8</b>	<b>Scheme Adoption .....</b>	<b>17</b>
<b>9</b>	<b>Appendices.....</b>	<b>18</b>
	<b>Appendix A: RCO Self-Certification Form.....</b>	<b>19</b>
	<b>Appendix B: Blank Copy of Survey Form.....</b>	<b>22</b>

# 1 Purpose of Comprehensive Scheme

## *RCW 53.20.10*

*It shall be the duty of the port commission of any port district, before creating any improvements hereunder, to adopt a comprehensive scheme of harbor improvement in the port district, after a public hearing thereon, of which notice shall be published once a week for two consecutive weeks in a newspaper of general circulation in the port district, and no expenditure for the carrying on of any harbor improvements shall be made by the port commission other than the necessary salaries, including engineers, clerical and office expenses of the port district, and the cost of engineering, surveying, preparation and collection of data necessary for the making and adoption of a general scheme of harbor improvements in the port district, unless and until the comprehensive scheme of harbor improvement has been so officially adopted by the port commission.*

This Comprehensive Scheme was developed in compliance with RCW Title 53.20.10 (above), which requires all ports in the State of Washington by state law to create and follow a “comprehensive scheme of harbor improvements”. This statutory requirement is for “general plans” for improvements and expenditure of public money. The **Port of Illahee 2020 Comprehensive Scheme** presents the Port of Illahee’s short-term plans (2020 through 2025) for implementing capital improvement and maintenance projects to best serve the Port district and Illahee community.

## *1.1 Development of this Scheme*

This scheme was developed and adopted following extensive input from citizens, stakeholders, and the Commissioners within the Illahee community. It was developed with a strong reference to the Port’s history and mission, as well as the community goals detailed in previous schemes.

In addition, the Port has identified grant funding as a necessary source of funding to accomplish upcoming capital improvement and maintenance projects described in this scheme. Potential grant opportunities identified within this scheme include those managed and distributed by the Recreational Conservation Office (RCO), which provides applicants with guidelines to include key elements which facilitate fundamental planning strategies. This scheme was developed according to Washington State’s (RCO) Funding Board Planning Policies and Guidelines. The RCO Self Certification Form listing fulfillment of these requirements is provided in **Appendix A**. In accordance with RCO guidelines, this scheme details key elements identified by RCO Planning Policies and Guidelines to establish the basis from which the Port qualifies for RCO grant funding as well as other federal and state financial assistance programs.

## ***1.2 Scheme Updates Process***

This Scheme presents capital improvement and maintenance projects for a six-year period (2020 through 2025) and provides the framework for future projects and the overall capital improvement direction envisioned by the Port of Illahee. Port comprehensive schemes vary widely in level of detail, and this document is recognized to contain elements that will require further detail and strategic planning. The purpose of this scheme, along with appendices and other port documents, is intended to solicit public input early in the planning process, satisfy the statutory requirement for a scheme of harbor improvements and grant application requirements, and to further provide a deliberate approach to guiding port district goals and actions.

## 2 About the Port of Illahee

Located in Illahee, Washington, an unincorporated community in Kitsap County, between the cities of Bremerton and Silverdale, the Port of Illahee is a governmental municipality established by Illahee residents in 1922 to foster and manage economic development of the Illahee Port District and to maintain the pier and floats commonly called the “Illahee Dock”.

### 2.1 The Port of Illahee Mission

The Port of Illahee Mission is as follows:

*“To create, promote and support economic development, recreational opportunities, and community-based initiatives within the Port district.”*

### 2.2 Our History: A “Place of Rest”

The word “Illahee” is a Native American word with meanings related to “land” or “place”, or “place of rest”. Surrounded by expansive parks and old-growth forests including the 75-acre Illahee State Park and the 580-acre Illahee Preserve.

### 2.3 Meet the Commissioners

The Port of Illahee is served by 3 commissioners, each elected to a 6-year term with elections occurring every 2 years. Commissioners are publicly elected to specifically serve the Illahee Port District, independent of local and state jurisdictions. Commissioners and contact information are included in Table 1.

**Table 1. Commissioner Contact Information**

<b>John Burton</b>	Elected 11/2017; term expires December 31, 2023	illaheeportone@gmail.com
<b>Jon Buesch</b>	Elected 11/2017 to finish a 4-year term; term expires December 31, 2021	illaheeport2@gmail.com
<b>Jim Aho</b>	Elected 11/2019; term expires December 31, 2025	illaheeporthree@gmail.com

Commissioners of the Port of Illahee meet regularly to discuss the current and future status of the Port and Port business at their monthly public meeting, meeting times and location are posted on the Port website; [portofillahee.com](http://portofillahee.com).



## 3 Port Inventory

The Port of Illahee has provided public access to Port Orchard Bay, Puget Sound, since its inception in 1922. Port facilities include the “Illahee Dock”, which consists of a wooden pier, gangways, and two recreational floats. The Port also manages three properties including a Port Rental at 5560 Ocean View Blvd, the future Community Center property at 5507 Illahee Road, and the future Waterfront Access property at 5500 Illahee Road.

### 3.1 Port District Legal Description

Port legal description of the Port District is as follows:

ALL OF FRACTIONAL SECTION 6, TOWNSHIP 24N, RANGE 23; ALL OF FRACTIONAL SECTIONS 30 AND 31, TOWNSHIP 25N, RANGE 2E; AND ALL OF SECTION 36, TOWNSHIP 25N, RANGE 1E, W.M.

### 3.2 Control and Tenure

Port owned and managed lands include the Rental Property (parcel no. 4429-016-043-0208), the future Community Center property (parcel no. 4429-015-001-0309), and the future Waterfront Access property (parcel no. 4429-001-011-0000). The Illahee Dock is bounded within Port-owned tidelands (parcel no. 312502-4-001-2009) and a lease with the Washington State Department of Natural Resources (DNR).

#### 3.2.1 Illahee Dock Tidelands (Parcel no. 312502-4-001-2009)

On August 19, 1922 the Port acquired tidelands around the Illahee Dock which was transferred to the Port of Illahee by a quit claim deed.

The legal description for the Port-owned tidelands, parcel no. 312502-4-001-2009, is as follows:

THAT PORTION OF THE TIDELANDS IN FRONT OF GOVERNMENT LOT 3, SECTION 31, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, WHICH IS LOCATED EAST OF THE EAST END OF A CERTAIN STREET, THE WEST END OF WHICH INTERSECTS WITH ILLAHEE ROAD NORTHWEST (ROSE STREET), ALL VIEW BOULEVARD NORTHEAST AND OCEAN VIEW BOULEVARD NORTHEAST, BETWEEN BLOCKS 1 AND 2, ACCORDING TO THE RECORDED PLAT OF ILLAHEE, RECORDED IN VOLUME 4 OF PLATS, PAGE 54, RECORDS OF KITSAP COUNTY, WASHINGTON.

#### 3.2.2 Future Waterfront Access Property (Parcel No. 4429-001-011-0000): 5500 Illahee Road

Acquired by the Port in July of 2011, the legal description for Port-owned parcel no. 4429-001-011-0000, located at 5500 Illahee Road, is as follows:

LOT 12 AND THE SOUTH 10 FEET OF LOT 11, BLOCK 1, ILLAHEE, AS PER PLAT RECORDED IN VOLUME 4 OF PLATS, PAGE 54, RECORDS OF KITSAP COUNTY, WASHINGTON; TOGETHER WITH TIDELANDS OF THE SECOND CLASS, AS CONVEYED BY THE STATE OF WASHINGTON, SITUATE IN FRONT OF, ADJACENT TO OR ABUTTING THEREON; EXCEPT SAID PORTION OF

SECOND CLASS TIDELANDS DESIGNATED AS PUBLIC STREET IN THE PLAT OF SAID ADDITION.

### **3.2.3 Future Community Center (Parcel No. 4429-015-001-0309)**

Acquired by the Port in September of 2019, the legal description for Port-owned parcel no. 4429-015-001-0309, located at 5507 Illahee Road, is as follows:

THE SOUTH 20 FEET OF LOT 1, ALL OF LOT 2, AND THE NORTH 20 FEET OF LOT 3, BLOCK 15, ILLAHEE, ACCORDING TO PLAT RECORDED IN VOLUME 4 OF PLATS, PAGE 54, RECORDS OF KITSAP COUNTY, WASHINGTON.

### **3.2.4 Port Rental (Parcel No. 4429-016-043-0208)**

Acquired by the Port in December of 2009, the legal description for Port-owned parcel no. 4429-016-043-0208, located at 5560 Ocean View Blvd, is as follows:

LOTS 43 THROUGH 45, INCLUSIVE, AND THE SOUTH HALF OF LOT 46, BLOCK 16, PLAT OF ILLAHEE, ACCORDING TO THE PLAT RECORDED IN VOLUME 4 OF PLATS, PAGE 54, RECORDS OF KITSAP COUNTY, WASHINGTON.

### **3.2.5 Department of Natural Resources Lease**

The Washington State Department of Natural Resources (DNR) manages 2.6 million acres of state-owned aquatic lands, affecting most water dependent ports. Lease agreements of various durations are required with the DNR for facilities extending into or over the state-owned lands. The Port of Illahee entered into a “without fee” lease agreement with the DNR on 5/11/88 (Interagency Agreement No. 20-008845) for a Term of 30 years beginning May 28, 1985, (expiring on 5/28/2015). The Port is in process to renew the existing agreement for an additional 30 years.

## **3.3 Inventory, Condition, and Use**

### **3.3.1 Illahee Dock**

The Illahee dock consists of a timber pier, two aluminum gangways, and two timber recreational floats providing temporary moorage for smaller vessels and access for water-borne activities.

The existing pier shows some deferred routine maintenance that needs to be addressed within the context of existing maintenance permits during the term of this comprehensive scheme. Furthermore, because existing construction materials no longer meet current requirements, replacement of individual components (such as sections of pier decking as an example) may require upgraded materials that conform to current standards. Where upgraded materials are required to meet current regulation, the Port will assess



environmental mitigation scenarios that may allow cost effective and/or grant funded opportunities that will improve the usefulness and safety of the pier for public use.

The existing timber floats and associated piles have deteriorated beyond the point of reasonable long-term repair and require replacement during the term of this comprehensive scheme in order to continue providing public access.

### ***3.3.2 Future Waterfront Access Property: 5500 Illahee Road***

The Port of Illahee owns the residential property located at 5500 Illahee road that is situated directly between the future community center and the existing Illahee dock. The current residential home on the property was constructed in 1940 and its condition prohibits ongoing use as a residential rental property.



The Port purchased this property with foresight of its significant potential as waterfront public access that would provide parking and pedestrian connectivity between the Illahee Dock, existing small craft boat launch, and upland future community center. The Port envisions demolition of the existing residential structure and improvement to the site during the term of this comprehensive scheme. Improvements are generally anticipated to include beach access, Illahee Dock access, and additional Port parking including ADA access (which does not currently exist) to the Dock and small craft launch.

### ***3.3.3 Future Community Center: 5507 Illahee Road NE***

Previously known to residents as the long-vacated “Illahee Store” the Port finalized the purchase of the property located at 5507 Illahee Road in September of 2019 for the purpose of converting the deteriorating property into a multipurpose community center.



During the term of this comprehensive scheme the Port plans to renovate the existing property for use as a public community center. The community center building will provide space for a commercial venue as well as public meeting space. The property site will be improved by cleaning up underground contamination (utilizing grant funds) and reconfiguring the site to provide parking and connectivity with the future waterfront access property and Illahee dock.

### ***3.3.4 Port Rental: 5560 Ocean View Blvd***

The Port purchased the property at 5560 Ocean View Blvd in December of 2011 as an interim Port meeting room and office and as a future rental property. The site includes a single-story building constructed in 1959 and a parking area.



## 4 Goals and Objectives

Goals and objectives for the Port of Illahee were identified by Port commissioners and presented for public comment on November 20<sup>th</sup>, 2019 at a special public meeting and again at the Port's regular meeting on December 11, 2019. During this time period, community and stakeholder feedback was collected and analyzed to align Port goals and objectives with public needs. These goals and objectives were officially adopted as a component of the 2020 Comprehensive Scheme on February 12, 2020 at a Port-held public hearing advertised in the Kitsap Sun for two prior consecutive weeks.

Port goals and objectives will be revisited regularly with each update of this scheme to align proposed capital improvements and expenditure of public funds with public and stakeholder needs. Port goals describe the desired outcomes of the proposed capital improvements proposed in this Comprehensive Scheme. Port objectives are measurable and specific results that describe when Port goals have been attained. Port goals and associated objectives broadly support the Port's overall mission and purpose to promote economic development, recreational opportunities, and community-based initiatives within the Illahee district.

### 4.1 Port Short-Term Goals and Objectives

Short-Term goals and objectives are as follows:

#### **Goal 1. Improve Illahee Dock Facilities**

- Objective 1.1. Replace the Illahee Dock floats and piles, which have deteriorated beyond the point of practical repair.
- Objective 1.2. Improve configuration of Illahee Dock floats to increase available space and functionality for small vessel moorage.
- Objective 1.3. Improve configuration of Illahee Dock floats to facilitate user access for fishing, swimming, scuba diving, and similar water-based activities.
- Objective 1.4. Improve public ADA access to the Illahee Dock where feasible (completed in connection with goal 2).
- Objective 1.5. Provide necessary maintenance and ongoing upkeep of the Illahee Dock fixed pier.
- Objective 1.6. Make small scale capital improvements to the fixed pier in conjunction with float and waterfront access objectives that improve public access, experience, and accessibility.

**Goal 2. Develop Waterfront Access on the 5500 Illahee Road Property**

- Objective 2.1. Develop public access waterfront improvements including improved ADA facilities, better access to the small craft launch ramp, and additional public parking for Port facilities.
- Objective 2.2. Provide connectivity between the future community center and the Illahee Dock including ADA accessible paths where feasible.
- Objective 2.3. Demolish the existing residential building (in whole or in part) and assess opportunities to repurpose portions of the structure and/or foundation that will enhance user experience and provide storage space for Port operations.

**Goal 3. Develop a Multipurpose Community Center at the 5507 Illahee Road Property**

- Objective 3.1. Renovate the existing building to provide space for a commercial venue in combination with a public meeting space.
- Objective 3.2. Complete remedial cleanup of contaminated soils within the parcel utilizing available grant funding.
- Objective 3.3. Develop the site to include well configured public parking, ADA accessibility, outdoor seating areas, and pedestrian connectivity to the waterfront and Illahee Dock.

**Goal 4. Conduct Long-Term Master Planning Public Outreach and Analysis**

- Objective 4.1. Initiate long-term master planning; preliminary steps to include public outreach and evaluation of potential opportunities.

## 5 Public Involvement

Public involvement was an essential component in this planning process to ensure capital improvement and maintenance projects aligned with current public needs. Public feedback was collected through multiple mechanisms, including surveys, personal interviews, website notifications, and open public meetings. This feedback was an integral component in the formation of this Comprehensive Scheme.

### 5.1 Surveys

Surveys were provided by the Port to evaluate public needs and support of proposed Port goals and objectives. Surveys were distributed during open public special meeting on November 20<sup>th</sup>, 2019 and comments were collected. Surveys were also mailed to all residents within the Port District, and made available on the Port website, and on the Illahee Community website. The public was encouraged to mail completed forms to the Port P.O. Box.

### 5.2 Regular Monthly Port Meetings

The Port holds open public meetings on the 2<sup>nd</sup> Wednesday of each month. Notification of these meetings is posted on the Port website. The public is encouraged to attend and participate in these meetings to provide feedback on ongoing Port activities.

### 5.3 Special Port Meeting

The Port held a special meeting on November 20<sup>th</sup>, 2019 to present the Goals and Objectives of the Draft 2020 Comprehensive Scheme as the framework from which the Port would develop and implement improvement projects at the Port of Illahee.

A copy of the Goals and Objectives was made available on the Port website for residents to view and submit comments on by filling out the Port-provided survey form. The public was encouraged to provide feedback to help the Port best address public needs. Letters were also mailed to all residences within the port district notifying the public of the special meeting.

### 5.4 Scheme Adoption Public Hearing

The 2020 Draft Comprehensive Scheme was posted on the Port of Illahee website on January 15<sup>th</sup>, 2020. Notification of public hearing on the draft scheme was posted in the Kitsap Sun. Following a public hearing on February 12, 2020; the **2020 Comprehensive Scheme** was adopted through a formal resolution during the regular monthly Port meeting following the public hearing.

## 6 Demand and Need

Demand and need for capital improvement and maintenance projects, as well as identification and prioritization of Port goals and objectives, were based on multiple inputs, including: the opportunity to promote economic development, current conditions of Port facilities, and public feedback. Based on these inputs, goals and objectives were prioritized as listed in **Section 3**. Capital improvement projects were identified and prioritized as described in **Section 7**.

Public feedback was collected from November 20<sup>th</sup>, 2019 through January 8, 2020. Survey forms were mailed to all residences within the Illahee Port District, and posted on the Port website, to solicit public opinion on Port goals and objectives. A copy of the survey is provided in **Appendix B**. A total of 108 survey responses were received by the Port. A summary of survey results is provided in Table 1 as follows.

**Table 1. Summary of Survey Results**

<b>DO YOU AGREE WITH THESE PORT OF ILLAHEE GOALS?</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
	<i>Number of Survey Responses</i>				
The Illahee Dock is an important community asset that should be well maintained with major renovations to be funded by grants.	78	17	7	1	5
Renovating the old store into a new Community Center (including a commercial venue, Port Meeting space, and parking) would be a desirable asset for the Illahee community.	67	15	10	8	8
Developing the 5500 Illahee Road property to provide better access and parking for Port facilities would offer the community a desirable improvement.	52	29	11	8	8

<b>IF CONSTRUCTED, HOW FREQUENTLY WOULD YOU USE THESE IMPROVED PORT FACILITIES?</b>					
	<b>Never</b>	<b>Yearly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>
	<i>Number of Survey Responses</i>				
Improved Illahee Dock Facility	18	29	31	23	6
Community Center / Commercial Venue / Meeting Space	22	29	24	27	3
Improved Waterfront Access and/or Parking	24	27	33	21	2

## 7 Capital Improvements Program

The Illahee Port District has identified the following capital improvement opportunities and maintenance projects requiring funding. Port Districts are able to finance long term investments needed for such projects with five different revenue sources: grants and gifts, taxes, service fees, as well as bonds and loans.

### 7.1 Funding Sources

#### 7.1.1 Grants

Ports may use grants or direct appropriations to support development. These grants come from a variety of sources including local, state and federal agencies.

As a steward of public money, the Port is committed to responsibly managing public funds in a manner which offsets burden of relying on taxpayer monies to the extent feasible. As a result, multiple grants were identified to potentially facilitate the implementation of capital improvement projects described in this Comprehensive Scheme.

#### 7.1.2 Taxes

The Port of Illahee was established by a vote of Illahee residents in 1922 and is, and has been, supported entirely by Illahee taxpayers through a property tax assessment ever since. A Port district may levy taxes at the rate of 45 cents per \$1,000 assessed value on taxable property. Most ports use these funds for capital development / improvement of marine facilities, industrial parks and infrastructure. Ports can also create an Economic Development District (EDD) and levy an additional 45 cents per \$1,000 for a six-year period.

#### 7.1.3 Service Fees

When a Port district owns a facility, it typically leases it to a business or private individual and collects fees for the use of the facility. It can also collect fees for moorage when vessels dock on Port property. Fees can also be collected for facility use. Service fees can be used for Port Operations which include personnel costs, maintenance and upkeep.

#### 7.1.4 Bonds

Ports may issue a variety of bonds such as corporate, extendable, or retractable bonds but mainly they use municipal bonds to finance projects. Municipal bonds break down as general obligation, revenue, industrial development and assessment bonds. Bonds allow Ports to make major, long-term investments in infrastructure which will benefit a community for decades to come.

The following two types of bonds are commonly used by ports:

1. General Obligation Bonds are issued to help fund capital improvement projects and are repaid with revenue from property taxes.



2. Revenue bonds, which are guaranteed by the revenues generated by Service Fees, can be used for acquisition, construction, reconstruction, maintenance, repair, additions and operations of port properties and facilities, including the cost of engineering, inspection, accounting, fiscal and legal expenses.

## ***7.2 Capital Improvement Projects***

Based on the goals and objectives described in Section 4, and consideration of community input for the capital improvements and maintenance goals and objectives identified in this scheme, the Port has identified the following short-term capital improvement and maintenance projects to occur within fiscal years 2020 through 2025.

**Capital Improvements Program – Priority #1**

FY2020-FY2025

**Project Title: Illahee Dock Float Replacement**

**Project Approach:**

1. Develop a conceptual level design considering objectives 1.1 through 1.3. for presentation at a regularly scheduled Port meeting.
2. Develop a preliminary design, permit applications, and grant applications to complete the improvements.
3. Develop a final design in preparation for public bidding of the improvements.
4. Upon securing funding and necessary permits, award a contract based on public bids to construct the improvements.

**Existing Photos**



**Comprehensive Scheme Goals/Objectives**

**Goals:**

- Goal 1     Goal 2     Goal 3

**Objectives**

- Objective 1.1     Objective 1.2     Objective 1.3  
 Objective 1.4     Objective 1.5     Objective 1.6

**Planning Level Project Costs<sup>1</sup>:**

<i>Cost Item</i>	<i>Amount</i>
Total Project Cost <sup>2</sup>	TBD
1. For planning purposes only. These values will be further evaluated during the conceptual design and preliminary cost estimating process.	
2. Total Project Cost Includes A&E, Permitting, Construction, and Project Management costs.	

**Funding Strategy:**

<i>Funding Source</i>	<i>Funding Type</i>	<i>FY</i>	<i>Amount</i>
ALEA	Grant		
WWRP	Grant		
LWCF	Grant		
BFP	Grant		

**Programmed Funding**

<i>Funding Source</i>	<i>Total</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY 24</i>	<i>FY25</i>
Grants Funds							
Port-Allocated Funds							

**Capital Improvements Program – Priority #2**

FY2020-FY2025

**Project Title: Illahee Dock Pier Maintenance**

**Project Approach:**

1. Conduct a detailed condition assessment of existing timber components and evaluate repair options in context with current or future maintenance permit conditions.
2. Evaluate potential minor modifications to pier configuration that would enhance user experience and ADA accessibility.
3. For pier enhancements beyond routine maintenance, consider incorporating improvements into permitting, design, and grant application for float replacement (priority #1).
4. Address routine maintenance under the Port’s current maintenance contract and in accordance with the current 5-year maintenance permits issued by WDFW and USACE.

**Existing Photos**



**Comprehensive Scheme Goals/Objectives**

**Goals:**

- Goal 1     Goal 2     Goal 3

**Objectives**

- Objective 1.1     Objective 1.2     Objective 1.3  
 Objective 1.4     Objective 1.5     Objective 1.6

**Planning Level Project Costs<sup>1</sup>:**

<i>Cost Item</i>	<i>Amount</i>
Total Project Cost <sup>2</sup>	TBD
1. For planning purposes only. These values will be further evaluated during the conceptual design and cost estimating process. 2. Total Project Cost Includes A&E, Permitting, Construction, and Project Management costs.	

**Funding Strategy:**

<i>Funding Source</i>	<i>Funding Type</i>	<i>FY</i>	<i>Amount</i>
ALEA	Grant		
WWRP	Grant		
LWCF	Grant		
BFP	Grant		

**Programmed Funding**

<i>Funding Source</i>	<i>Total</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY 24</i>	<i>FY25</i>
Grants Funds							
Port-Allocated Funds							

**Capital Improvements Program – Priority #3**

**FY2020-FY2025**

**Project Title: Phase 1 - Waterfront Access Development**

**Project Approach:**

1. Develop a conceptual level design considering objectives 2.1 through 2.3. Conceptual plan development should be completed in concert with priority #1 and #2 capital improvements.
2. Evaluate conceptual design cost estimate, grant opportunities, and potential phased construction possibilities.
3. Develop a preliminary design, permit applications, and grant applications to complete the improvements as a whole or through a phased approach.
4. Upon securing funding and permits, award a contract based on public bids to construct the improvements a whole or through a phased approach.

**Existing Photos**



**Comprehensive Scheme Goals/Objectives**

**Goals:**

- Goal 1     Goal 2     Goal 3

**Objectives**

- Objective 2.1     Objective 2.2     Objective 2.3

**Planning Level Project Costs<sup>1</sup>:**

<i>Cost Item</i>	<i>Amount</i>
Total Project Cost <sup>2</sup>	TBD
1. For planning purposes only. These values will be further evaluated during the conceptual design and cost estimating process. 2. Total Project Cost Includes A&E, Permitting, Construction, and Project Management costs.	

**Funding Strategy:**

<i>Funding Source</i>	<i>Funding Type</i>	<i>FY</i>	<i>Amount</i>
ALEA	Grant		
WWRP	Grant		
LWCF	Grant		
BFP	Grant		

**Programmed Funding**

<i>Funding Source</i>	<i>Total</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY 24</i>	<i>FY25</i>
Grants Funds							
Port-Allocated Funds							

**Capital Improvements Program – Priority #4**

FY2020-FY2025

Project Title: **Multipurpose Community Center Development**

**Project Approach:**

1. Develop a conceptual level design considering objectives 3.1 through 3.3. Conceptual plan development should be completed in concert with priority #3 capital improvements.
2. Evaluate conceptual design cost estimate, current and future grant opportunities, and phased construction approach in context with remedial clean up of USTs.
3. Develop a preliminary design to complete improvements through a phased approach. Apply for additional grant funding where applicable.
4. Develop final design and permit applications upon securing project funding for each phase and award contracts for construction based on public bids.



**Comprehensive Scheme Goals/Objectives**

<p><b>Goals:</b></p> <p><input type="checkbox"/> Goal 1    <input type="checkbox"/> Goal 2    <input checked="" type="checkbox"/> Goal 3</p>	<p><b>Objectives</b></p> <p><input checked="" type="checkbox"/> Objective 3.1    <input checked="" type="checkbox"/> Objective 3.2    <input checked="" type="checkbox"/> Objective 3.3</p>
--	---

**Planning Level Project Costs<sup>1</sup>:**

<i>Cost Item</i>	<i>Amount</i>
Total Project Cost <sup>2</sup>	TBD
<p>1. For planning purposes only. These values will be further evaluated during the conceptual design and cost estimating process.</p> <p>2. Total Project Cost Includes A&amp;E, Permitting, Construction, and Project Management costs.</p>	

**Funding Strategy:**

<i>Funding Source</i>	<i>Funding Type</i>	<i>FY</i>	<i>Amount</i>
ALEA	Grant		
WWRP	Grant		
LWCF	Grant		
BFP	Grant		

**Programmed Funding**

<i>Funding Source</i>	<i>Total</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY 24</i>	<i>FY25</i>
Grants Funds							
Port-Allocated Funds							

## 8 Scheme Adoption

The Port of Illahee Commissioners adopted through resolution this **Port of Illahee 2020 Comprehensive Scheme** on February 12, 2020 following a considerable public outreach and comment period as follows:

1. Special meeting held November 20, 2019 seeking comment on proposed goals, objectives, priorities, and general concerns. Notice of the special meeting was posted on the Port's website, advertised two consecutive weeks in a local paper of general circulation, and mailed to every resident within the Port District.
2. Regular public meeting held December 11, 2019 encouraging final input on goals, objectives, and priorities. Notice was posted on the Port website.
3. Regular public meeting held on January 8, 2020 presenting final commissioner comments on the Draft Comprehensive Scheme. Notice was posted on the Port website.
4. Public review and comment period on the Draft Comprehensive Scheme from January 15, 2020 through February 12, 2020. The Draft Scheme was posted on the Port website and notice of public hearing advertised in a local newspaper of general circulation for two weeks prior to the public hearing.
5. Public Hearing on the Draft Comprehensive Scheme was held on February 12, 2020.

# 9 Appendices

## **Appendix A: RCO Self-Certification Form**



<b>Planning Eligibility Self-Certification Form</b>		
<i>Use this form to certify that the need for any grant projects have been developed through an appropriate planning process. Provide the completed form with the subject plans and adoption documentation to RCO via e-mail or other means of electronic access (i.e. Web link, Box.com, etc.).</i>		
<b>Organization Name:</b> Port of Illahee		
<b>Contact Name:</b> Jim Aho		
<b>Adoption Date of Submitted Documents:</b> February 12, 2020		
<b>Seeking Eligibility for:</b> <input type="checkbox"/> Recreation Grants <input type="checkbox"/> Conservation Grants <input checked="" type="checkbox"/> Both		
Initial Each to Certify Completion	Plan Element Certification	Document and Page Number Location of Information
	<b>1. Goals, objectives:</b> The attached plan supports our project with broad statements of intent (goals) <i>and</i> measures that describe when these intents will be attained (objectives). Goals may include a higher level of service.	Herein, Section 4
	<b>2. Inventory:</b> The plan includes a description of the service area’s facilities, lands, programs, and their condition. <i>(This may be done in a quantitative format or in a qualitative/narrative format.)</i>	Herein, Section 3
	<b>3. Public involvement:</b> The planning process gave the public ample opportunity to be involved in plan development and adoption.	Herein, Section 5
	<b>4a. Demand and need analysis:</b> In the plans: <ul style="list-style-type: none"> <li>• An analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc., and explains why these actions are needed.</li> <li>• The process used in developing the analysis assessed community desires for parks, recreation, open space, and/or habitat, as appropriate, in a manner appropriate for the service area (personal observation, informal talks, formal survey(s), workshops, etc.).</li> </ul>	Herein, Section 6
	<b>4b. Level of Service assessment (optional):</b> An assessment of the criterion appropriate to your community. Possibly establish a higher level of service as a plan goal (above).	NA
	<b>5. Capital Improvement Program:</b> The plan includes a capital improvement/facility program that lists land acquisition, development, and renovation projects by year of anticipated implementation; include funding source. The program includes any capital project submitted to the Recreation and Conservation Funding Board for funding.	Herein, Section 7
	<b>6. Adoption:</b> The plan and process has received formal governing body approval <i>(that is, city/county department head, district ranger, regional manager/supervisor, etc., as appropriate)</i> . Attach signed resolution, letter, or other adoption instrument.	Herein, Section 8

### **Certification Signature**

I certify that this information is true and complete to the best of my knowledge.

Print/Type Name: Jim Aho

Signature (Hand Written or Digital):

Title: Port of Illahee Commissioner

Date:

# **Appendix B: Blank Copy of Survey Form**

# PORT OF ILLAHEE

## PORT IMPROVEMENTS SURVEY FORM

**Purpose:** The Port of Illahee is developing a plan to provide necessary improvements to the Illahee Dock in combination with a new Community Center and improved Waterfront Access adjacent to the dock. The Port has three primary goals:

1. Renovate the Illahee Dock by replacing the deteriorated floats and piles to improve the facility for water-based activities and vessel moorage and to provide additional ADA accessibility (a grant requirement).
2. Renovate the old Illahee store to provide a public Community Center that includes a commercial venue, Port meeting space, and better parking (including ADA).
3. Develop the property at 5500 Illahee Road (including removing the existing deteriorated house). This development is directly between the new proposed Community Center and Illahee Dock and will provide connectivity between Port facilities. The development would primarily provide additional parking with better access (including ADA) to the Dock and small craft launch ramp, as well as overflow parking for the Community Center.



The Port of Illahee remains committed to responsible stewardship of public funds and keeping district tax burdens low. Therefore, the Port is seeking funding from multiple State grants as a primary means of funding these improvements on behalf of the Illahee community and public.

**The public is encouraged to provide feedback to demonstrate the need for grant funding and to help the Port best address public interests. Periodic updates will be posted on the Port website: [portofillahee.com](http://portofillahee.com)**

**Instructions:** Please indicate your level of agreement, anticipated usage, and any comments with the statements listed below.

### DO YOU AGREE WITH THESE PORT OF ILLAHEE GOALS?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Comments
1 The Illahee Dock is an important community asset that should be well maintained with major renovations to be funded by grants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2 Renovating the old store into a new Community Center (including a commercial venue, Port Meeting space, and parking) would be a desirable asset for the Illahee community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 Developing the 5500 Illahee Road property to provide better access and parking for Port facilities would offer the community a desirable improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

### IF CONSTRUCTED, HOW FREQUENTLY WOULD YOU USE THESE IMPROVED PORT FACILITIES?

	Never	Yearly	Monthly	Weekly	Daily	Comments
4 Improved Illahee Dock Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5 Community Center / Commercial Venue / Meeting Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6 Improved Waterfront Access and/or Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Additional Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please mail completed surveys to; The Port of Illahee, P.O. Box 2357, Bremerton, WA 98310**  
**Thank you for your feedback!**