



**AGENDA FOR
PORT OF ILLAHEE COMMISSION
Wednesday, January 11, 2023 - 6:30PM
ZOOM MEETING #715 0997 5823 / Password: Illahee**

1. CALL TO ORDER

2. CONSENT AGENDA

1. Agenda

*2. The December 14, 2022 Regular Meeting minutes

*3. Pay Bills with check numbers 4973 through 4983 totaling \$14,996.08

3. SIGNING OF DOCUMENTS

Determine when Commissioners to sign the documents

4. PUBLIC COMMENT

5. REPORTS/UNFINISHED BUSINESS

Aho/ 1. Grants/Waterfront Access Improvements

- Piccone
- Status of project permits and design
 - Any response from the Tribe to the letter that was emailed by the Port
 - Status of the new BFP Grant application for piling replacement/other funding
 - Any update on the County's filtration project

Aho/ 2. Illahee Store Project

- Piccone *
- Status of the topographical survey
 - Discuss use and general anticipated improvements
 - Septic design status
 - Vapor testing conducted

3. Treasurer's Report as of December 31, 2022 General Fund \$ 110,344.00 ; Investments \$ 279,615.89 ;
Good Property Management (GPM) Account \$ 199.00 (total: \$390,158.89)

Reese 4. Port currently under State Audit for January 2019 through December 2021

5. Reports

Aho a. Website
- Anything to report?

Buesch b. Properties
5560 Ocean View Boulevard/Rental
- Tenants informed of rental increase?

5500 Illahee Road/Rental
- Anything to report?
5507 Illahee Road/Illahee Store Property
- Anything to report?

Rupert North Perry Water - Dormant Account

Illahee Road Lot

- Anything to report?

c. Dock/Pier

- Anything to report

Rupert * Lighting on Dock

Tabled 6. Surveillance cameras

Reese 7. 2022 Census of Government



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6. NEW BUSINESS

- *1. Resolution No. 2023-01 - Establishing the 2023 Regular Meeting Schedule

7. PUBLIC COMMENT

8. EXECUTIVE SESSION

- 9. ADJOURN** – Regular Meeting – February 8, 2023 @ 6:30PM – via ZOOM
All Ports Meeting – January 30, 2023 @ 6:30PM - Brownsville



Port of Illahee – Minutes of Regular Meeting on December 14, 2022

Port of Illahee
Minutes of Regular Meeting
December 14, 2022

The Regular Port of Illahee meeting was held virtually through the ZOOM app (meeting id# 71509975823 / Password: Illahee). Notice of the virtual meeting was posted near the kiosk at the head of the pier and on the Port's website – portofillahee.com.

CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30 PM. Also, in attendance were Commissioner Jonathan Buesch; Commissioner Jeffrey Rupert; Administrator Juliana Zacharof-Wagner; Administrator Caleb Reese; Roy Barton; John Parvis; Janet Soderberg; Debbie Smith; Don Jahaske.

CONSENT AGENDA

The following consent agenda items were approved: Agenda; November 9, 2022 Meeting Minutes; December 14, 2022 checks numbering through 4959 - 4972 totaling \$14,227.60 as outlined in the attached Voucher Approval (motion by Rupert; second by Buesch; unanimous).

SIGNING OF DOCUMENTS – Commissioners plan to stop by the Port of Silverdale office to sign documents tomorrow.

PUBLIC COMMENT – None

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements – Commissioner Aho reads letter from John Piccone with an update on the project status December 14, 2022 as follows:

Grants/Waterfront Access Improvement – Letter Pier Piling Repair

- We have submitted and already received back our corps permit for pier maintenance.
- We also submitted the necessary County maintenance permit and although it is still under review, we have received notice of a complete application.
- Preliminary grant presentations went well and we will be finalizing the grant application in January and then making the final presentation in February 2023. We will typically know if the port will receive funding by March or April.
- Once we have an indication of funding I will plan to begin the necessary engineering. We will need to make a decision in early spring of 2023 if the Port would like to proceed with the pile replacement project even if we do not yet have the corps permit back for the new dock portion of the waterfront improvement project.

Grants/Waterfront Access Improvement – Letter Upland Waterfront Improvements

- The shoreline substantial development permit review has been completed and approved by both Kitsap County and the Dept. of Ecology.
- We have completed the engineering design of the upland portion (not within Corps jurisdiction) of the project to a 95% level. I'll be reviewing several items and then we plan to submit those 95% plans to the county for the site development activity permit in late December.



Port of Illahee – Minutes of Regular Meeting on December 14, 2022

Grants/Waterfront Access Improvement – Letter Upland Waterfront Improvements- Continued

- Following any county comments on the site development activity permit, we will submit 100% plans for the final building permit.
- As with the piling maintenance, we will need to decide if the Port would like to proceed with only upland improvements or wait for Tribal and Corps approval on the new docks.

Grants/Waterfront Access Improvement – Letter Corps Permitting for Waterfront Improvements (Docks and Pier only):

- The USACE permit is still stalled as a result of the Suquamish Tribe objection and all attempts to coordinate a meeting with the Tribe have failed to date.
- The Ports attorney is currently drafting a letter to the Corps making the Port's legal case and requesting that the Corps make a treaty rights determination. It is possible that this action Projects Status Summary Memorandum Page 2 of 2 may prompt the Tribe to contact the Port for a meeting, but if not we will simply proceed asking the Corps to make the decision.

Grants/Waterfront Access Improvement – Letter - Store Site Renovation:

- I suggest the Port resume discussion around the specific type of renovation to the building, and more importantly it's intended use, so we are able to properly size septic and water utilities and plan for other considerations based on intended future use.

Commissioner Aho opened discussion on what would require the largest number of bathrooms and septic system. Commissioner Rupert states that he would like to see two unisex bathrooms with exterior access.

Commissioner Buesch says the restroom at the waterfront would be open 24 hours.

Commissioner Aho reminds everyone there will be composting toilet at the waterfront. Roy Barton states the store needs cleaner and nicer restrooms than the ones on the waterfront. He states he's been hearing about a coffee shop since 2015 and wonders if we should do a feasibility study and wonders if the coffee shop will get much business as most of them are drive through. Commissioner Buesch says that yes this would be a destination coffee shop/sandwich/breakfast/sweet shop. Not competing with a drive through. Debbie Smith, have you thought about leasing before you build and then build out for the tenant and then maybe a 10-year lease. Commissioner Aho says he had some people interested. Debbie says look for tenant before building, just throwing out ideas. Commissioner Rupert says there will an increased number of complexes in Illahee and a lot more traffic and will be visited and he sees the future bright. Commissioner Aho says it will be more of a destination to come to and he will take these comments and take it to the engineer. Janet says that the docks in a state of disrepair, she wants to make sure the Pier is in the fore front and the store will benefit our community but don't lose sight of the dock.

Commissioner Aho says vapor was conducted by SLR and we are awaiting the results. They are also doing test holes for contamination spread and went 20' deep and hit hard pan.



Port of Illahee – Minutes of Regular Meeting on December 14, 2022

Grants/Waterfront Access Improvement – Letter - Upcoming Milestones and Action Items

- Continue to pursue an avenue forward relative to the Corps permit and Tribal objection. Send letter from Port attorney to Corps week of December 19, 2022.
- Submit Site Development Activity permit to Kitsap County for waterfront improvements project.
- Make recommended minor revisions to piling replacement grant application and present grant request in mid-February for final scoring of our application.
- Authorize the surveyor to begin work conducting a bathymetric and legal survey so he can prepare the necessary survey exhibit for DNR submittal. The current DNR lease is past term and we will need to renew the aquatic lease with expanded boundary to include the new docks. This will be required by RCO and I'd like to proceed with that in January.

Treasurer's Report

As of November 30, 2022 the General Fund totaled \$121706.60, investments totaled \$276615.89 and the balance of the Good Property Management (GPM) account totaled \$199.00 for a total of \$410,521.49. Administrator Reese reads the report.

Reports

Administrator Reese addresses the Audit and has sent a list of checks by year for 2019, and gave an update for Bond from 2019 which was refinanced and submitted with forms #09 and

#01. Administrator Reese is still working on submitting additional requests from Auditor.

Properties-

5560 Oceanview Blvd- nothing to report

5500 Illahee Road—Buesch to contact tenant about rent payment

5507 Illahee Road—needs roof cleaning

Illahee Road Lot—nothing to report

North Perry Water – dormant account – Commission Rupert volunteered to check with North Perry Water on why they are being charged. Commissioner Buesch agreed.

Dock/Pier

Commissioner Rupert say he has contacted PSE for the lights on the dock and PSE states they are not responsible for these lights. Commissioner Rupert is requesting a motion for \$2,500.00 to upgrade lights on the dock from halogen to LED lights. Commissioner Buesch question; Do we have an interlocal agreement with the Port of Brownsville? Commissioner Aho said not at this time. ***Commissioner Rupert made a motion to authorize up to \$1,000.00 for purchasing equipment for the lights (LED retro fit kits) and to request bids if unable to repair. 2nd by Buesch all in favor.***



Port of Illahee – Minutes of Regular Meeting on December 14, 2022

New Business

Introduced new Administrator Juliana Zacharof-Wagner.

Administrator Reese says he has received a request by the US Census Bureau to complete a survey that was completed by Theresa and Caleb for the Port of Silverdale and consisted of up to 6 hours. Does the Port of Illahee want this task done? Commissioner Rupert volunteered to call the US Census Bureau to see if this is a requirement.

Public Comment

Roy Barton asked about if any of the lights that on piles being replaced. Commissioner Rupert commented that some of the wiring on the dock is not very good quality and that conduit is bowed and is excited about the upgrades. Janet Soderberg Illahee Foods is a fixture but it's getting to the point where its attracting chaos; November 25, 2022 multiple gun shots. If we hold properties then we should be maintaining them to the same level as the neighborhood, she wants to stay safe. Commissioner Rupert agreed we need security camera's asap but seems appropriate to tie into the upgrades to the store. My thoughts next 8 – 10 months see improvement to both dock and store. Need security camera's sooner than later. Commission Aho said it takes a while to do things, the grant to clean up the tanks was applied for years ago. They are at 95% with the upland improvements design and we have to wait for grants we don't have a large budget.

Roy if down the road if there are plans for a little shed for electrical and security cameras. Commissioner Aho says if Piccone was here he would be able to tell us, but something to keep in mind.

John Parvis paint might make this store look good and he is willing to help. Commissioner Buesch can get paint from Habitat for Humanities. Administrator Reese says you can get paint free at Sabelhaus at 10880 Old Frontier Road in Silverdale.

Executive Session-None

ADJOURN

At 8:20PM the meeting adjourned (motion Rupert; second Buesch; all in favor)

Approved:

Commissioner

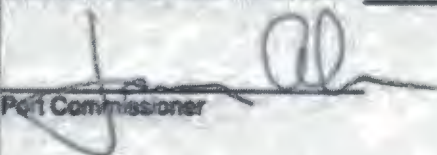
Commissioner

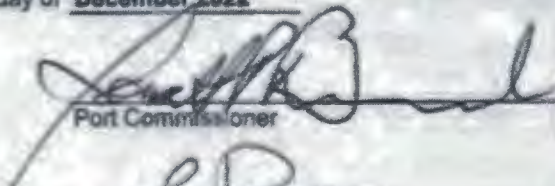
Commissioner




VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$14,277.60 and from the General Fund, this 14th day of December 2022


Port Commissioner


Port Commissioner


Port Commissioner

Number	Name	Amount
4959	JAMES AHO	256.00
4960	JONATHAN BUESCH	256.00
4961	JEFFREY S. RUPERT	256.00
4962	KITSAP SUN	431.24
4963	NORTH PERRY AVENUE WATER DISTRICT	284.24
4964	BANK OF AMERICA	914.64
4965	CASCADE NATURAL GAS	5.00
4966	HONEY BUCKET	200.50
4967	PUGET SOUND ENERGY	94.54
4968	WASHINGTON PUBLIC PORTS ASSOCIATION	100.00
4969	WASTE MANAGEMENT	24.24
4970	LAW OFFICE OF KENNETH W BAGWELL TRUST ACT	100.00
4971	PORT OF SILVERDALE	1,075.00
4972	SOUNDWEST ENGINEERING ASSOCIATES	10,280.00

Date: January 3, 2023
To: Port of Illahee
From: John Piccone, P.E., Soundwest Engineering Assoc.
Subject: Store Renovation Plan (Conceptual) and General Regulatory Constraints

1 INTRODUCTION

The purpose of this memorandum is to assist the Port of Illahee in developing a basis of design for renovating the Illahee Store. A complete “basis of design” will serve as a guiding document to prepare any necessary plans required for permitting, technical specifications, cost estimates, and in some cases design build proposals. Design build proposals in particular are one avenue of implementation recommended for Port consideration on this project. A basis of design document is the appropriate step following concept development in an effort to clearly lay out the technical and regulatory aspects of the project prior to further implementation.

Potential goals for the Illahee Store based on concept discussions to date include renovating the existing building for one or a combination of the following; (1) use as a convenience store/mercantile, (2) as a venue for the sale of site prepared food and beverage, (3) as a meeting space for Port functions, (4) as an office space to support marina operations.

Finalizing a conceptual design for a project of this type can often become an iterative process once regulatory constraints are considered. For this reason, the following sections of this memorandum are intended as a broad regulatory overview based on the concepts discussed to date. Following further Port discussion, and eventual consultation with Kitsap County, this draft will be refined and inserted into the final project basis of design once the concept design is finalized.

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 GOVERNING CODES AND STANDARDS

The following codes and standards are anticipated to be relevant for this project.

3.1 GENERAL

- Kitsap County Code

3.2 BUILDING TECHNICAL CODES

The following Building Technical Codes were adopted by Kitsap County Code (KCC):

- International Existing Building Code (2018 Edition)
- International Building Code (2018 Edition),
- International Mechanical Code (2018 Edition)
- International Fire Code (2018 Edition)
- Uniform Plumbing Code (2018 Edition)

For the Illahee Store Site, the KCC and the International Existing Building Code (IEBC), 2018 Edition, are the primary references where other I-codes are referenced therein. The IEBC (2018) applies to the repair, alteration, change of occupancy, addition and relocation of existing buildings. Generally, the purpose of the IEBC is to encourage the use and reuse of existing buildings while maintaining minimum safety and health requirements. An excerpt generally detailing the use of IEBC is provided as follows:

“The International Existing Building Code is a model code in the International Code family of codes intended to provide requirements for repair and alternative approaches for alterations and additions to existing buildings. A large number of existing buildings and structures do not comply with the current building code requirements for new construction. Although many of these buildings are potentially salvageable, rehabilitation is often cost-prohibitive because compliance with all the requirements for new construction could require extensive changes that go well beyond the value of the building or the original scope of the alteration. At the same time, it is necessary to regulate construction in existing buildings that undergo additions, alterations, extensive repairs or change of occupancy. Such activity represents an opportunity to ensure that new construction complies with the current building codes and that existing conditions are maintained, at a minimum, to their current level of compliance or are improved as required to meet basic safety levels. To accomplish this objective, and to make the alteration process easier, this code allows for options for controlled departure from full compliance with the International Codes dealing with new construction, while maintaining basic levels for fire prevention, structural and life safety features of the rehabilitated building.”

4 PERMITS

According to IEBC, *“Any owner or owner’s authorized agent who intends to repair, add to, alter, relocate, demolish, or change the occupancy of a building or to repair, install, add, alter, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the code official and obtain the required permit”.*

For renovation of the Illahee Store, repairs and/or alterations and potentially a change in occupancy for all or a portion of the building are evaluated in this memorandum. Although certain minor work is listed as exempt under IBC (see Section 5), occupancy of the existing building and the work anticipated would require submittal of a building permit application with Kitsap County. Permits that may be required for the proposed work include:

- Certificate of Occupancy
- Mechanical Permit
- Plumbing Permit
- Fire Code-Related Permit

- Commercial kitchen hood/fire suppression system (typically only required in food service uses)
- Sign Permit
- Electrical Permit from Washington State
- Department of Health Permits

5 OVERVIEW OF CODE CLASSIFICATIONS

It is anticipated that renovation of the Illahee Store will necessitate repairs and/or alterations and potentially a change of occupancy. It is important to generally define the work to be performed because different requirements will be applicable depending on the extent of the work proposed.

5.1 REPAIRS VERSUS ALTERATIONS

In determining the applicable requirements within IEBC for the renovation of the Illahee Store, the distinction between what constitutes a “repair” versus an “alteration” must first be made. Although this determination will ultimately be made by Kitsap County, it is important to understand the difference between the two categories of work because, generally speaking, “repairs” will be required to *not make the building less compliant* than it was prior to the damage necessitating the repair, whereas an “alteration” is more likely to require upgrades to the building in compliance with current building codes, depending on the extent of the work.

Should Kitsap County make the determination that the work meets the definition of a “repair”, it will be required to comply with IEBC Chapter 4. Note: Certain minor work is exempted from building requirements (see Box 1 below).

If the County determines the work meets the definition of an “alteration”, then the Port will need to demonstrate compliance with applicable code using one of the methods of compliance further described in Section 5.3 of this memorandum.

BOX1 - EXEMPT WORK POTENTIALLY APPLICABLE TO ILLAHEE STORE

Building: Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work; Roof covering replacement (re-roofing) provided the roof area does not exceed 2100 square feet and further provided the existing sheathing remains in place and no structural work is performed

Electrical: Minor repair work, including replacement of lamps or connection of approved portable electrical equipment to approved permanently installed receptacles.

Mechanical: Portable heating appliance; portable ventilation equipment; portable cooling unit; steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code; replacement of any part that does not alter its approval or make it unsafe; portable evaporative cooler; self-contained refrigeration system containing 10 pounds or less refrigerant and actuated by motors of 1 hp or less.

Plumbing: The stopping of leaks in drains, water, soil, waste, or vent pipe; provided, however that if any concealed drainpipe, water, soil, waste, or vent pipe becomes defective and

Applications or notice to the code official is not required for the repairs listed above so long as these repairs do not include:

- The cutting away of any wall, partition, or portion thereof
- The removal or cutting of any structural beam or load-bearing support.
- The removal or change of any required means of egress or rearrangement of part of a structure affecting the egress requirements
- Any addition to, alteration of, replacement, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent, or similar piping, or electrical wiring.
- Mechanical or other work affecting public health or general safety.

5.2 CHANGE OF OCCUPANCY

The building was originally permitted as a 2-employee convenience grocery store and fueling station in 1979, which is classified as Mercantile, "M", occupancy by IBC 2018. Of the potential uses that are being considered by the Port for the store's renovation, the occupancy classifications for these uses are as follows:

- **A mercantile for the display and sale of merchandise** is classified as Mercantile, "M", occupancy. If the entirety of the store were to be used for this purpose, then there would be no change of occupancy.
- **A venue for the sale of food and beverage AND/OR a meeting space for Port functions** are classified as Assembly, "A-2", occupancy unless the space meets the definition of a small assembly space. A small assembly space is (a) a space with an occupant load of less than 50 persons and accessory to another occupancy and/or (b) a space less than 750 square feet in area and accessory to another occupancy. Small assembly spaces meeting either of these criteria are classified as "B" occupancy or as part of that occupancy to which they are accessory. Based on this definition, it appears that as long as the space used for assembly purposes meets either of these criteria and the Port were to maintain the primary use of Mercantile for the building, then any small assembly space accessory to that use would also be classified as Mercantile per IBC 303.1.2. This would result in no change of occupancy.
- **An office space to support marina operations** is classified as Business, "B", occupancy. If a portion of the building were to be used for this purpose, it would be a change of occupancy.

Therefore, for the uses being considered, potential occupancy scenarios for the Illahee Store include maintaining an "M" occupancy use for the existing building OR a change in occupancy to some combination of "M", "A-2", and "B" occupancy.

Maintaining an occupancy of Mercantile, "M", for the Illahee Store would appear to achieve the majority of the Port's goals without changing the existing use of the building. Maintaining the same occupancy use will likely result in more streamlined regulatory requirements.

Alternatively, if the Port chooses to change the use of the building, it is anticipated that upgrades to the building in compliance with current building codes will be required. Although somewhat dependent on the extent of the work, the Port would need to demonstrate compliance with applicable code using one of methods of compliance further described in Section 5.3 of this memorandum.

5.3 CODE COMPLIANCE OPTIONS

For alterations or change of occupancy to an existing building, the Port may choose to comply with technical building codes using one of the following options:

- (A) in compliance with current codes;
- (B) under limited circumstances and (and at the discretion of the County) in compliance with the laws under which the building was originally built, so long as there has been no substantial structural damage and no limited structural alteration will be conducted; or
- (C) utilizing one of the three options provided in IEBC for code compliance where alterations or change of occupancy are proposed for an existing building.

The three methods of code compliance provided by IEBC include:

1. Prescriptive Compliance Method (to comply with IEBC Chapter 5)
2. Work Area Compliance Method (to comply with IEBC Chapters 6-12)
3. Performance Compliance Method (to comply with IEBC Chapter 13)

6 GENERAL CODE CONSTRAINTS

The following regulatory constraints are based on IEBC Chapter 4 for repairs and the Work Area Compliance Method (given in IEBC Chapters 6-12) for alterations and change of occupancy.

6.1 GENERAL CODE CONSTRAINTS FOR REPAIRS

Per IEBC Chapter 4:

- **Compliance.** The work shall not render the building less compliant than it was before the repair was undertaken.
- **Building Elements and Materials.** Replacement glazing in hazardous locations shall comply with the safety glazing requirements of the IBC.
- **Fire.** Repairs shall be done in a manner that maintains the level of fire protection provided.
- **Means of Egress.** Repairs shall be done in a manner that maintains the level of protection provided for means of egress.
- **Structural.** For less than substantial structural damage, repairs to damaged buildings shall be permitted to be restored to their pre-damage conditions.
- **Electrical.** Existing electrical wiring and equipment undergoing repair shall be allowed to be repaired or replaced with like material. Additional sub-sections apply for receptacles, plug fuses, non-grounding type receptacles, and grounding of appliances. These sub-sections also reference compliance with NFPA 70.
- **Mechanical.** Existing mechanical systems undergoing repair shall not make the building less compliant than it was before the damage occurred. Mechanical draft system shall be permitted to be used with manually fired appliances and fireplaces when installed in accordance with the manufacturer's instructions, when installed with a device producing a visible and audible warning upon failure with backup batteries, and when a smoke detector is installed in the room with the appliance with backup batteries.
- **Plumbing.** Plumbing materials and supplies shall not be used for repairs that are prohibited in the IPC. Water closet replacement stipulates a maximum water consumption flow.

6.2 GENERAL CODE CONSTRAINTS FOR ALTERATIONS AND CHANGE OF OCCUPANCY

6.2.1 Regulatory Compliance for Alterations

Should it be determined by Kitsap County that the proposed work meets the definition of an alteration as well as or in lieu of repair, the Work Area Compliance Method may be used to demonstrate regulatory compliance for the proposed alterations and is considered to be the least restrictive and most flexible method. There are three levels of alteration defined in IEBC under this method:

- Alteration – Level 1 includes *“the removal and replacement of the coverings of existing materials, elements, equipment, or fixtures using new materials, elements, equipment or fixtures that serve the same purpose”*

- Alteration – Level 2 includes “the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.”
- Alteration – Level 3 applies “where the work area exceeds 50 percent of the building area.”

The increasing levels require progressively more stringent code requirements. Because proposed alterations can be separated into three levels, this method would enable the Port to refine code requirements based on the work elements being undertaken instead of universally applying more stringent code requirements to the work as a whole.

6.2.2 Regulatory Compliance for Change of Occupancy

Regulatory requirements resulting from a change of occupancy are generally provided as follows per IEBC Chapter 10, using the Work Area Compliance Method.

6.2.2.1 Fire Protection

Where there is a change in occupancy, the building or portion thereof, shall comply with fire protection requirements per IBC Chapter 9 as amended by KCC, Article 7, Title 14.04.700. General this includes but is not limited to:

- For “M” occupancy, an automatic fire sprinkler system *is not* required given that the fire area is less than 12,000 square feet, there is less than three stories, the combined area of the buildings fire areas is less than 24,000, and upholstered furniture or mattresses is not proposed for display and sale.
- For “A-2” occupancy, an automatic fire sprinkler system *is not* required given that the fire area is less than 5,000 square feet, the occupant load is less than 100, and the fire area is not located on a floor different than the level of the exit.
- Automatic fire sprinkler systems are not required for “B” occupancy in IBC.
- For commercial cooking systems, requirements for an automatic fire-extinguishing system apply. This could be an automatic sprinkler system or an otherwise approved system.
- Portable fire extinguishers are required.
- Manual fire alarms are not required due to the anticipated occupant load and building footprint.

6.2.2.2 Means of egress

For a change of occupancy, egress requirements are determined based on whether a change of occupancy classification results in a higher-hazard category (shown in Table 1011.4).

Since the proposed uses “A-2”, and “B” demonstrate an equal or lesser relative hazard to “M”, means of egress are required to comply with IEBC 905.

**TABLE 1011.4
 MEANS OF EGRESS HAZARD CATEGORIES**

RELATIVE HAZARD	OCCUPANCY CLASSIFICATIONS
1 (Highest Hazard)	H
2	I-2, I-3; I-4
3	A; E; I-1; M, R-1; R-2, R-4, Condition 2
4	B; F-1; R-3; R-4, Condition 1; S-1
5 (Lowest Hazard)	F-2, S-2, U

6.2.2.3 Heights and Areas

For a change of use, area requirements are determined based on whether a change of occupancy classification results in a higher-hazard category (shown in Table 1011.5).

Since the proposed uses “A-2” demonstrates higher relative hazard to “M”, building areas for this use would be required to comply with IBC Chapter 5. A “B” or “M” occupancy would be equal or lesser than “M” and therefore no additional requirements would apply. In a mixed-use scenario with “A-2” being one of the uses, the more stringent requirements would apply unless fire separation was provided in compliance with IBC.

**TABLE 1011.5
 HEIGHTS AND AREAS HAZARD CATEGORIES**

RELATIVE HAZARD	OCCUPANCY CLASSIFICATIONS
1 (Highest Hazard)	H
2	A-1; A-2; A-3; A-4; I; R-1; R-2; R-4, Condition 2
3	E; F-1; S-1; M
4 (Lowest Hazard)	B; F-2; S-2; A-5; R-3; R-4, Condition 1; U

6.2.2.4 Exposure of Exterior Walls

For a change of use, exterior wall requirements are determined based on whether a change of occupancy classification results in a higher-hazard category (shown in Table 1011.6).

Since the proposed uses “A-2” and “B” demonstrate a lesser relative hazard, no additional requirements would apply.

**TABLE 1011.6
 EXPOSURE OF EXTERIOR WALLS HAZARD CATEGORIES**

RELATIVE HAZARD	OCCUPANCY CLASSIFICATION
1 (Highest Hazard)	H
2	F-1; M; S-1
3	A; B; E; I; R
4 (Lowest Hazard)	F-2; S-2; U

6.2.2.5 Structural

No changes to structural elements are anticipated. Should changes to structural elements be made, other requirements may apply per IEBC.

6.2.2.6 Electrical

Where the occupancy of an existing building (in whole or in part) is changed to one of the special occupancies described in NFPA 70, the electrical wiring and equipment of the building (or portion of the building changed) must comply with NFPA 70. For the Illahee Store, this requirement would be triggered if the building were to be used as a place of assembly and be classified as “A-2” occupancy. This would not be required if the building use were to change to “B” occupancy.

Further, the following would be required to comply with NFPA 70 as a result of a change of occupancy in an existing building:

- All unsafe conditions would require correction without requiring that all parts of the electrical system comply with NFPA 70.
- The electrical service needs to be upgraded to meet the requirements of NFPA 70 for the new occupancy.
- The number of electrical outlets would need to meet the requirements of NFPA 70 for the new occupancy.

6.2.2.7 Mechanical

If a commercial kitchen is being considered as part of the venue for the sale of food and beverage, the use would be required to comply with the respective International Mechanical Code (IMC) provisions.

6.2.2.8 Plumbing

For a change of use, if the new occupancy is subject to increased or different plumbing fixture requirements or increased water supply requirements per IBC, it will be required to comply with the *intent* of the International Plumbing Code (IPC) provisions.

6.2.2.9 Light and Ventilation

Light and ventilation would be required to comply with IBC for the new proposed occupancy.

6.3 ACCESSIBILITY REQUIREMENTS FOR EXISTING BUILDINGS

Accessibility for existing buildings is covered under IEBC Chapter 305, which stipulates following accessibility requirements for existing buildings:

- Not fewer than one accessible building entrance
- Not fewer than one accessible rout from an accessible building entrance to primary function areas
- Signage complying with Section 1111 of the IBC
- Accessible parking
- Not fewer than one accessible passenger loading zone, where loading zones are provided
- Not fewer than one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance

Where it is technically infeasible to comply with new construction standards for any of these requirements, it is required to conform to the requirements to the maximum extent technically feasible.

6.4 HEALTH DEPARTMENT REQUIREMENTS

Whether the building remains a convenience store or changes to an assembly venue providing food and beverage, an application would be required with the Department of Health. A permanent food establishment permit with DOH are renewed annually after issuance. There are three types of review that will occur, food, drinking water, and onsite sewage system. If these systems were determined to be inadequate, it is anticipated that they would need to be brought into compliance.

6.5 PARKING REQUIREMENTS PER KCC

Per KCC 17.490.010, off-street parking spaces shall be provided at the time:

- A building is hereafter (time of code adoption) erected or enlarged; or
- The use of a building existing on the effective date of this title is changed and/or the building enlarged, parking spaces shall be provided in proportion to the increase only, provided the increase is less than fifty percent. If the increase exceeds fifty percent, parking shall be provided for the entire structure in accordance with the requirements of this section.

Given that the primary use of the building is anticipated to remain, per KCC 17.490.010, additional parking spaces are not anticipated to be required. This assumption will need to be confirmed with Kitsap County.



Illahae dock lighting and electrical box

3 messages

Illahae Commissioner Two Position <illaheeport2@gmail.com>
To: "ginamarchetti02@hotmail.com" <ginamarchetti02@hotmail.com>
Cc: Caleb Reese <portofillahee@gmail.com>

Mon, Jan 9, 2023 at 7:33 PM

Good evening and happy new year!

Thank you for contacting the Port of Illahee about the issues at the dock.

I took over the vacated dock manager and port commissioner 2 position this fall. Unknown to me at the time that I volunteered for the position was the issue with the dock lights, upcoming renovations to the pier pilings and upgrades to the store, dock and park area have left the Port in somewhat of a financial bind but we are gonna get through it.

I originally tried to get PSE to repair the lights but that failed. I then approached the other commissioners with getting an electrician to come and repair the lights and again got shut down due to lack of funds and piling replacement costs being needed for the dock. Makes sense to not repair the lights if the pilings holding up the dock need to be repaired.

The other commissioners did agree for me to purchase the necessary equipment to get the lights converted to LED and I have purchased those items after consulting with an electrician. The new equipment should arrive within the next week (fingers crossed) and I will be doing the work to get the light back on at the dock.

I'm so sorry that the lights have not been working and I totally feel the same frustration as you do. Maybe even more so now that my father, his friends, my neighbors and all the local squiders know that it is my job to maintain the dock.

My only excuse for the lights not working is the lack of maintenance on the lights for the past 12.5-14 years (lifespan of metal halide bulbs and ballasts used per our timers) and myself not being in the position to anticipate the total breakdown of the lighting system in the absence of the maintenance. Good news, material is coming and it's a high priority for me to get those lights working. FYI, I have been using our dock and have been squidding on the dock since I was a young man (not so young anymore).

I was down there this past week to bring the trash up to the curb and noticed the panel was removed. I put it back on and will be going back down to the dock tomorrow to lockwire it back on. Thank you so much for reporting this. I would totally hate for someone to get hurt. My understanding is that it has been a common issue in the past and I'm looking forward to the upgrades to the park and dock and the installation of security cameras in the not so distant future.

Illahae Port Commisioner 2
Jeff Rupert

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Gina Marchetti <ginamarchetti02@hotmail.com>
To: Illahae Commissioner Two Position <illaheeport2@gmail.com>
Cc: Caleb Reese <portofillahee@gmail.com>

Mon, Jan 9, 2023 at 7:48 PM

Illahee Commissioner Two Position <illaheep2@gmail.com>

Mon, Jan 9, 2023 at 8:05 PM

To: Gina Marchetti <ginamarchetti02@hotmail.com>

Cc: Caleb Reese <portofillahee@gmail.com>

Oh my goodness am I a fan of teachers! Thank you for doing what you do!!!! You folks are the most dedicated and under appreciated folks that commit to always getting smarter and raising our ever challenging children to be successful in life. Thank you thank you!!!!

The Port is going to cover the cost of materials so there is no need for monetary support. I would love a right hand man to help me with the retrofit. I play an electrical engineer at work sometimes but I'm not degreed. I do have an electrician that was able to point me in the right direction for the upgrades and he assured me that he is confident I'll be able to do the work (he knows I'm not the dullest drill in the toolbox).

If your husband can assist with the work that would be awesome! I plan on it taking me two days. First day will be safely rotating the lamps that overhand the water, removing the lower glass, removing bulbs, identifying the ballasts and tooling up for the retrofit. Second day would ideally include retrofitting all lights and turning them back on. Having not done the work before I am not positive it will only take me two days and the idea of having a smart assistant makes me feel much more confident.

360-689-1020 is my after work and weekend cell number

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From: Gina Marchetti <ginamarchetti02@hotmail.com>

Sent: Monday, January 9, 2023 7:48:46 PM

To: Illahee Commissioner Two Position <illaheep2@gmail.com>

Cc: Caleb Reese <portofillahee@gmail.com>

Subject: Re: Illahee dock lighting and electrical box

Thank you so much for the detailed reply. This is so much appreciated. As a teacher, I completely understand budget issues. We only squid a few times around January but feel compelled to advocate for our ESL Pilipino friends who are there every night. How can we help? I never complain without offering help. My husband knows electrical stuff but isn't certified. We can donate some money and time if needed. Let us know. :) Thanks!

Sent from my Verizon, Samsung Galaxy smartphone

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From: Illahee Commissioner Two Position <illaheep2@gmail.com>

Sent: Monday, January 9, 2023 7:33:58 PM

To: ginamarchetti02@hotmail.com <ginamarchetti02@hotmail.com>

Cc: Caleb Reese <portofillahee@gmail.com>

Subject: Illahee dock lighting and electrical box

Good evening and happy new year!

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Sent from my Verizon, Samsung Galaxy smartphone
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From: Illahee Commissioner Two Position <illaheepo2@gmail.com>
Sent: Monday, January 9, 2023 7:33:58 PM
To: ginamarchetti02@hotmail.com <ginamarchetti02@hotmail.com>
Cc: Caleb Reese <portofillahee@gmail.com>
Subject: Illahee dock lighting and electrical box

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Illahee Port Commissioner 2
Jeff Rupert

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Illahee Port Commissioner 2
Jeff Rupert

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PORT OF ILLAHEE
RESOLUTION No. 2023-01
Establishing the 2023 Regular Meeting Schedule

WHEREAS, the Commissioners of the Port of Illahee (Port) desire to establish the dates and times for its regular business meetings annually by Resolution; and

WHEREAS, during the State of Washington's Safe Start Reopening, the Port of Illahee began holding meetings via ZOOM (meeting #715 0997 5823 / password 'Illahee');

WHEREAS, it has been determined that holding meetings via ZOOM has been beneficial to the Port and the public in general;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Port of Illahee that the attached meeting schedule be adopted as the dates, time, and location of the regular business meetings for the period of January 1, 2023 through December 31, 2023.

ADOPTED by the Port of Illahee Commission on _____, 2023.

PORT OF ILLAHEE
KITSAP COUNTY, WASHINGTON

James Aho, Commissioner

Jeff Rupert, Commissioner

John Buesch, Commissioner

2023 PORT OF ILLAHEE REGULAR MEETING CALENDAR

UNLESS OTHERWISE INDICATED, PORT OF ILLAHEE BOARD MEETINGS WILL BE HELD AT VIA ZOOM (MEETING ID# 715 0997 5823 / PASSWORD: Illahee) AT 6:30PM ON THE SECOND WEDNESDAY OF EACH MONTH.

JANUARY 11th

FEBRUARY 8th

MARCH 8th

APRIL 12th

MAY 10th

JUNE 14th

JULY 12th

AUGUST 9th

SEPTEMBER 13th

OCTOBER 11th

NOVEMBER 8th

DECEMBER 13th

DRAFT