

Development Review Committee is represented by the City of Chehalis:  
Building and Planning | Engineering | Public Works | Fire Department | Police Department | Airport

# Development Review Committee Agenda

Chehalis Building and Planning Department

May 22, 2024, at 9 A.M.

Meeting Location: Chehalis Airport Conference Room

**Staff Present:** Malissa Paulsen- Interim Community Development Manager/City Planner, Lance Bunker- Interim City Manager/Public Works Director, Anne Feldman- Permit Technician, Michael Thomas- Engineering Technician III, Justin Phelps- Waste Water Superintendent, Fritz Beierle- Streets/Stormwater Superintendent, Randy Kaut- Police Chief, Angie Elder- Community Service Officer police, Rick Mack- Fire Marshal, Brandon Rakes- Airport Operations Coordinator.

**9:00 AM ST-24-0016;** 3034 Jackson Highway

Site Plan Review for 3034 Jackson Highway Duplexes at Lewis County Parcel 017840015003 zoned R-1 – Single-Family, Low Density on approximately 1.24 acres.

**Planning-** Define parking stalls and call out count on the Site Plan.

**Water-** Capital Facility charges will apply.

Within the UGA- water meters shall be placed in the right of way and within two feet of the property line nearest the customer's premises. Water must be hooked up to the water main located on Jackson Highway.

Each premises shall have a separate water meter. Per CMC 13.04.060

**Storm Water-** 2019 Storm Water manual applies to all

Will need an easement for all utilities.

All work in the Lewis County Right of Way will require a ROW permit to be applied for through Lewis County.

**Streets-** Full frontage improvements required on Jackson Hwy- Curb, Gutter, Sidewalks, and Streetlights.

Will need a shared access agreement for the driveway with 3038 Jackson Hwy.

**Sewer-** Capital Facility Charges will apply, verify the sewer connection in the manhole is not too close to the existing connection if so, may have to replace the line with a larger pipe.

**Fire-** 6" address numbers required on the face of the buildings.

Justin Phelps- Motion to Approve with conditions, Michael Thomas seconds, all vote- Site plan is approved with conditions.

**9:30 AM SE-24-010;** Special Event Permit at 900 Airport Road

Airport sponsored Swap Meet/Garage Sale Fundraiser.

**Streets-** Signs will need to be removed after the event, 72 hour advance notice required to be posted if event plans on no parking signs.

**Public Works-** Right of Way Occupancy permit required for all signs in the right of way.

Mike Thomas- Motion to approve the event, Fritz Beierle seconds, all vote- Special Event Approved.

**10:00 AM SE-24-011;** Special Event Permit for WF West Class of 2024 Senior Cruise  
Student cruise from WF West High School to Bethel Church on June 2<sup>nd</sup>, 2024

**Police-** Can provide one officer unless there is an emergency/priority call. The one officer can lead the line of vehicles through the city limits, then break off on 20<sup>th</sup> street to block traffic until all cars are clear on 20<sup>th</sup>. All vehicles must obey traffic laws and stop signs.

**Streets-** Day and time should have minimal traffic on the roads.

**Public Works-** May need right of way permits from Lewis County for the portion of the event that is not in the City limits. Applicants will need to contact Lewis County.

Michael Thomas- Motion to Approve the event, Brandon Rakes Seconds- all vote, event approved.

**10:30 AM SE-24-012;** Special Event Permit for the Flying Saucer Parade  
Lewis County Historical Museum is hosting a short parade in conjunction with the Chehalis Flying Saucer Party beginning at NW Prindle Street and ending at the parking lot of the Lewis County Historical Museum.

**Streets-** Type 3 Barricades on site and available for the event staff to set up/take down for the event. Must post notice of street/parking closure 72 hours in advance.

**Police-** Suggest restricting parking if there are road closures

**Public Works-** Notify Lemay/Transit services on road closures, Right of Way Permit required.

**Planning-** Chehalis Municipal Code Parade regulations- 5.04.130

Michael Thomas- Motion to approve the event, Rick Mack seconds- all vote, event approved.

**11:00 AM SE-24-013;** Special Event Permit for Farewell Event at Chehalis/Centralia Airport  
Douglas World Cruiser Farewell Event hosted at the airport.

Michael Thomas- Motion to approve the event, Rick Mack seconds- all vote, event approved.

**11:30 AM Interdepartmental staff meeting.**

Join Zoom Meeting

<https://us06web.zoom.us/j/83910241095?pwd=dUI1Ym0rTkt6SHZCZjkxUTRlVDBUUT09>



CITY OF CHEHALIS  
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