

**Harbor Master Building Use Study**

16 April 2004 project# 03268.00

Port of Port Angeles

**MITHŪN**

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**PORT OF PORT ANGELES MISSION STATEMENT**

To serve the Citizens of Clallam County by:

Providing the facilities and services required to support waterborne commerce and transportation:

Developing and expanding economic development opportunities associated with the Port's properties;

Promoting and encouraging industrial, commercial, and recreational development all in a manner that will enhance the quality of life within the Port District.

**THE TEAM**

Port of Port Angeles

Reid Middleton Engineers Planners Surveyors

Mithun Architects Designers Planners

BST Associates

**JOHN WAYNE MARINA MASTER PLAN**

In 2000, the Port of Port Angeles established the John Wayne Advisory Committee to guide the development of the John Wayne marina and associated uplands. The master planning process aims to study the future needs of the marina moorage, the highest and best use of the Harbor Master Building, and the possibility of associated uses with the adjacent Wayne Property.

The master plan scope of work has been portioned into two phases as follows:

PHASE I	Introduction and Vision Setting Process Demand Analysis and Market Study Upland Demand Analysis and Market Study Harbor Master Building Use Study	<i>Reid Middleton Reid Middleton and BST Associates Reid Middleton and BST Associates Mithun Architects Designers Planners</i>
PHASE II	Information Gathering and Existing Conditions Survey Concept Planning Marina Alternatives Upland Alternates Committee Workshop Preliminary Cost Analysis and Capital Improvement Plan Development of Final Master Plan	<i>Reid Middleton Reid Middleton Reid Middleton Mithun Architects Designers Planners Reid Middleton and BST Associates Reid Middleton, BST Associates, Mithun Architects Designers Planners</i>



**Project Description**

**Harbor Master Building Use Study**  
16 April 2004 project# 03268.00

## HARBOR MASTER BUILDING USE STUDY

### SCOPE

This report is to study the existing harbor master building to verify if the current uses are the highest and best use. This report was done in connection with the John Wayne Marina Market Study. Key components of the study include: uses of the structure, public impacts, revenue opportunities, and regulatory issues.

### PROCESS

Existing conditions were reviewed and a meeting took place with the advisory committee, port commissioners, staff, and other stakeholders to gather input on the goals and expectations of the facility. The existing tenants were interviewed to obtain more detailed needs. Interface with the market analysis consultant took place throughout the project obtaining financial recommendations and current market demands.

### GOALS

Meet the overall goals and objectives of the Port of Port Angeles as outlined in their mission statement.

Determine the highest and best use of the Harbor Master Building.

Maximize utilization of existing facilities.

Provide expansion and retention of local businesses.

Provide for economic viability and increase revenue opportunities.

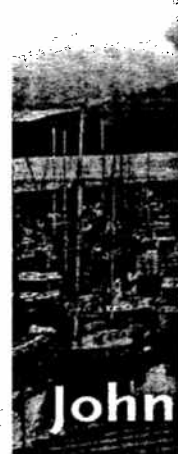
Provide public access to the facility for the community.

### SPECIFIC OBJECTIVES:

Increase the visual exposure to the retail uses and improve access to the businesses.

Provide expansion space for the retail store, yacht club, and restaurant tenants.

Provide more space for the harbor master functions and increase visibility to the harbor.



## Goals and Objectives



1 Harbor Master Building from boat docks



3 View to fueling docks



2 Marina view from the Harbor Master Building



4 Shoreline

Existing Conditions – Photos

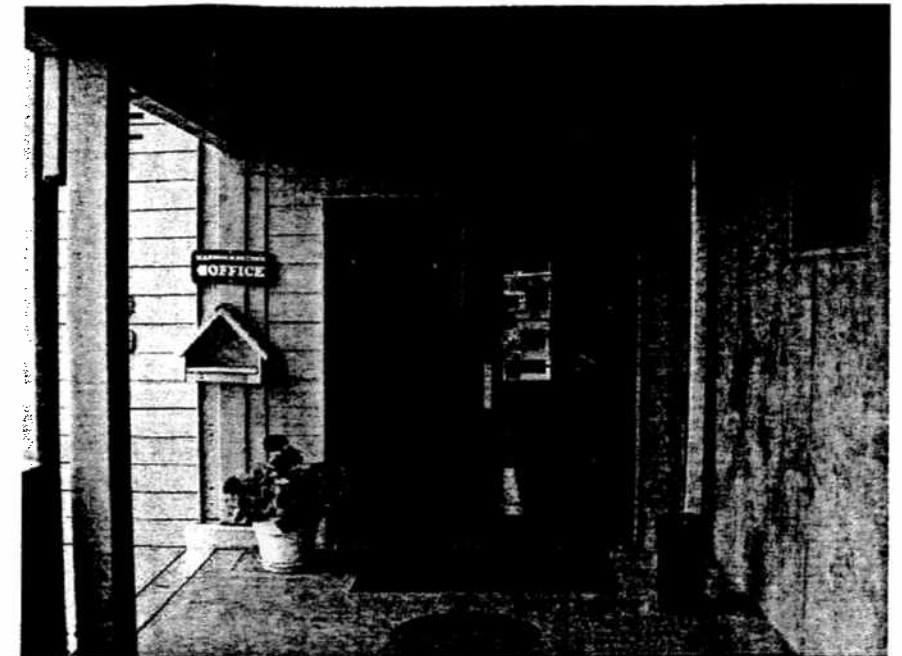




5 Marina kiosk



7 Restroom building



9 Marina Restaurant entry from north



6 Looking south from Marina Restaurant



8 Approach to Marina Restaurant



10 Meeting Room 102



John

Existing Conditions – Photos

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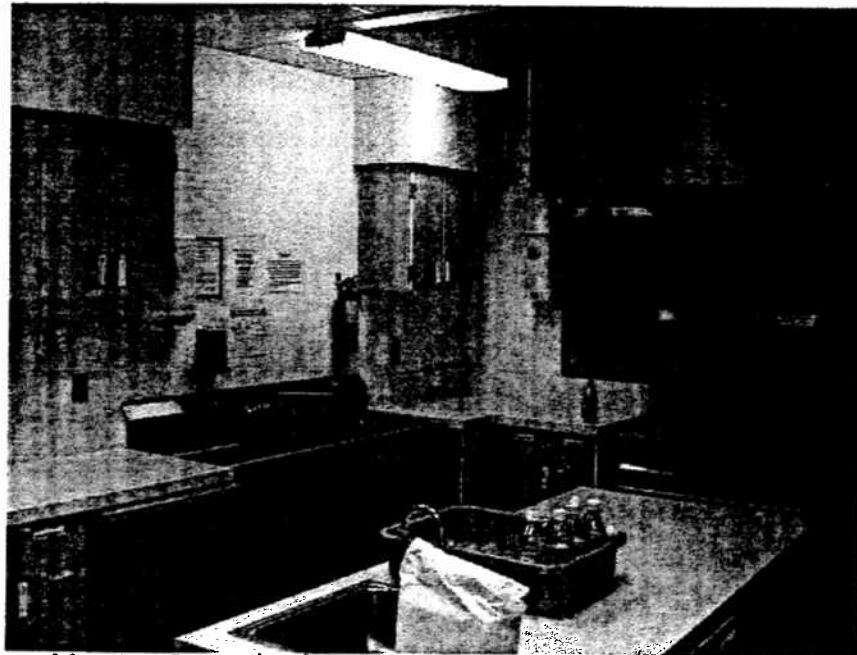
11 View from Meeting Room 102



13 Meeting Room storage



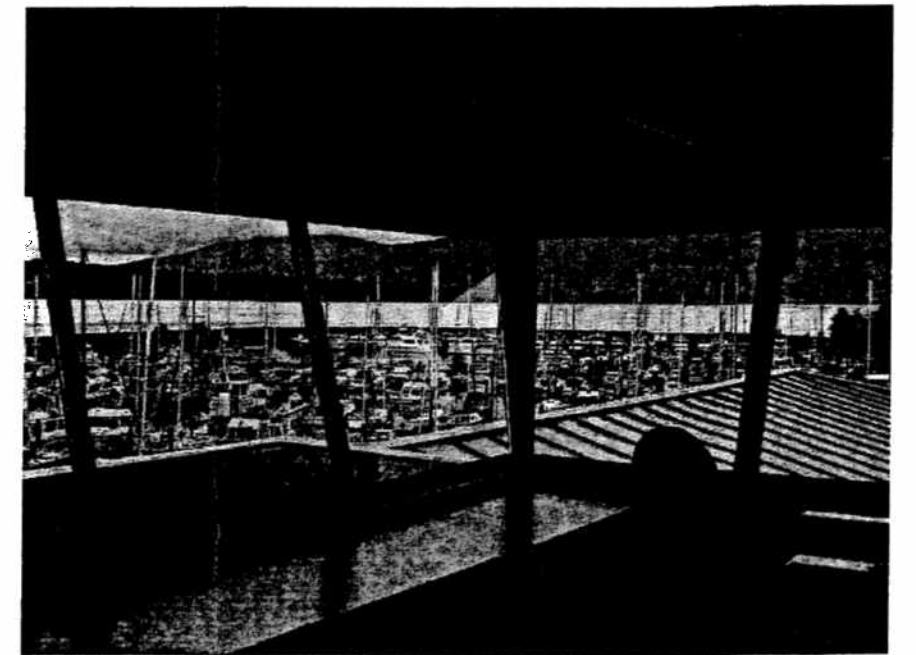
15 Bosun's Locker



12 Meeting Room kitchen



14 Stair access to Bosun's Locker



16 View from Security Office

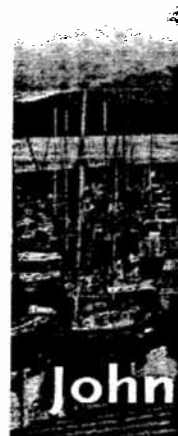
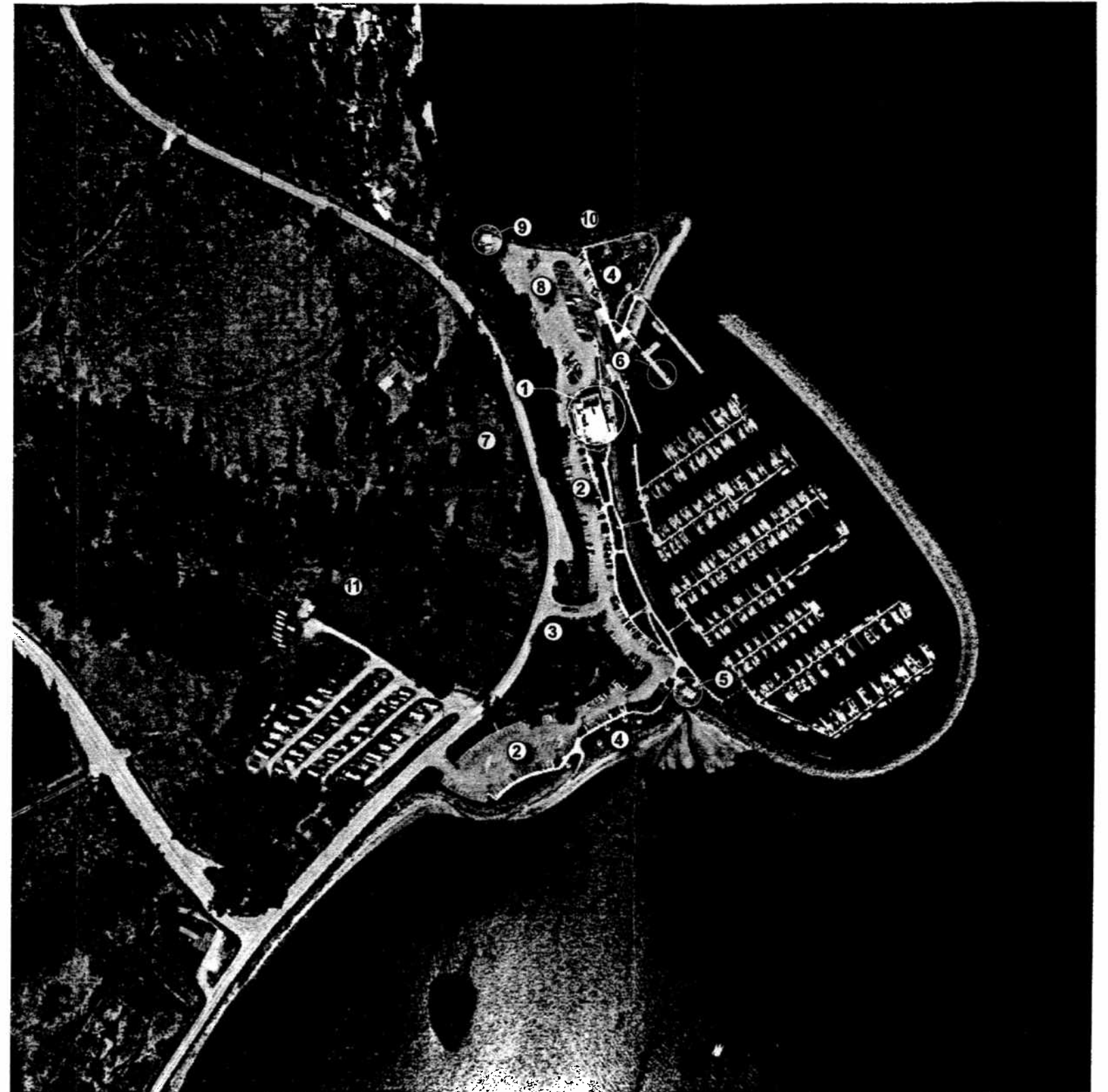


John

Existing Conditions – Photos

## SITE PLAN

- 1 Harbor Master Building
- 2 Public Parking
- 3 Main Marina Entry
- 4 Picnic Area
- 5 Restrooms
- 6 Boat Fuel Station
- 7 Drain Field
- 8 Public and Trailer Parking
- 9 Yacht Club Storage
- 10 Possible Future Float Plane Dock
- 11 Wayne Family Property

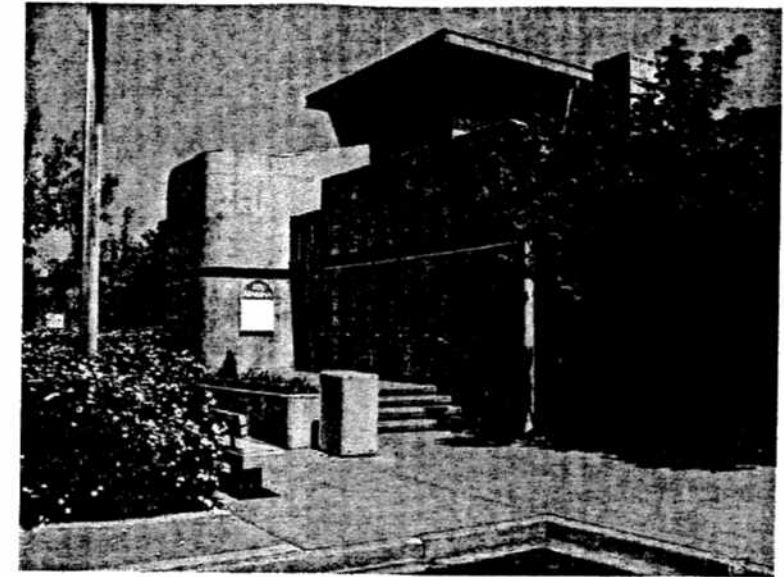
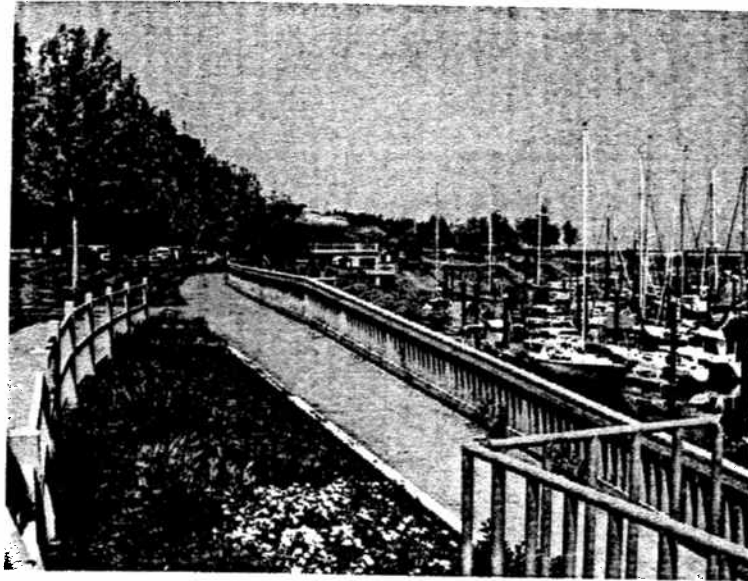


Existing Conditions – Site Photos

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#### SITE

The Harbor Master Building is located at the north portion of the John Wayne Marina. Due to the linear nature of the development area, this location limits the amount of parking available close to the building. Visibility of the building as you enter the site is somewhat limited also. The marina and grounds are very well maintained and the setting is pristine and picturesque. There are beach access and picnic areas at each end of the site.

#### PARKING

Parking at the marina is adequate to handle peak times of marina use. The parking areas extend linearly along the shoreline. Some parking spots are a long walk to events at the Harbor Master Building and to site amenities such as picnic areas and boat docks.

#### SIGNAGE / VISIBILITY

The multiple uses of the building are not apparent as one approaches the Harbor Master Building. Landscape shields the view to the Marina Restaurant and Bosun's Locker is on the opposite side of the approach. Signage could be improved to let people know what functions live in the building. Relocating the retail and food service to areas of higher visibility could help improve patronage.



Observations



#### PUBLIC MEETING SPACE

The existing meeting space currently serves groups up to 130 people. It has a small prep kitchen and storage area. It is located on the main level and has good access from the main entry and toilet facilities. It is adjacent to the yacht club, a major user. The restaurant is one level below and provides food service for some events. There is no capability currently for dividing the space. There is an exterior deck with good views of the marina and bay beyond.



#### YACHT CLUB

The Sequim Bay Yacht Club space is located on the main level of the Harbor Master Building adjacent to the public meeting room. The yacht club utilizes the meeting room on a regular basis, so this proximity is a positive for both uses. The restaurant below often caters these events. There is little exterior space available for outside events during summer month. There is a desire for some expansion space as the club membership grows.



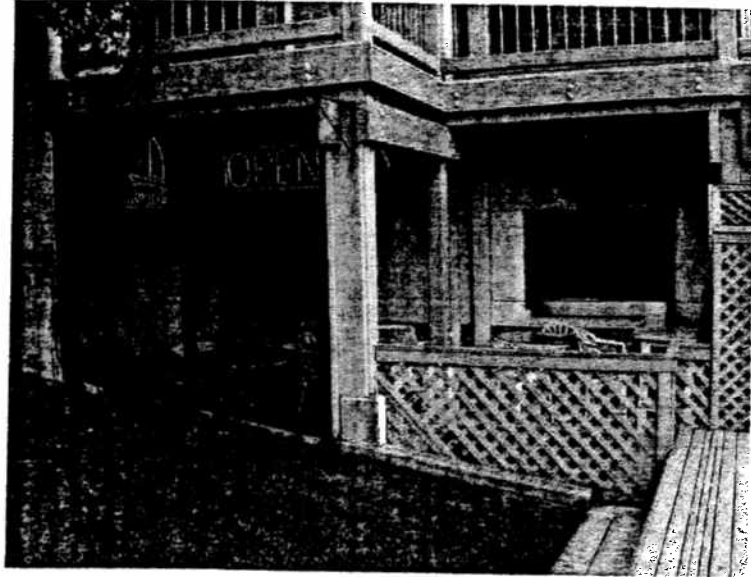
John

Observations

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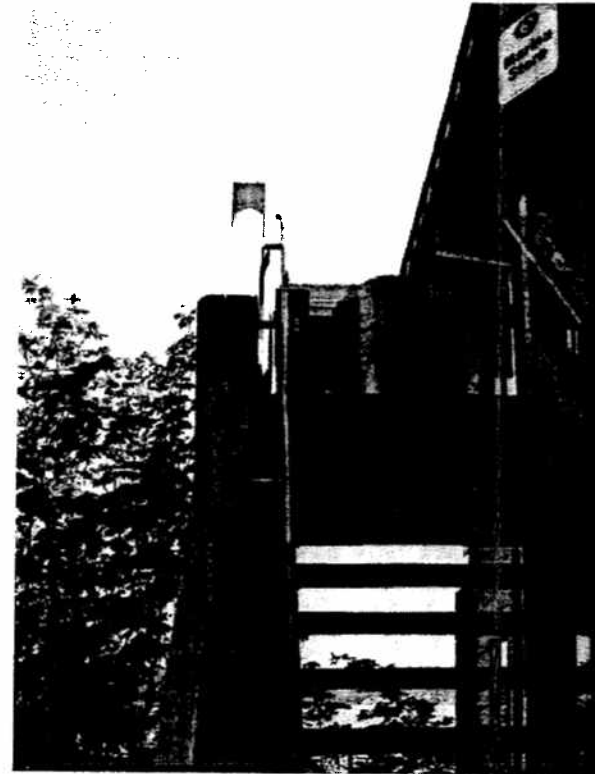
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**RESTAURANT**

The John Wayne Marina Restaurant is approximately 1,400 square feet of kitchen space and indoor and outdoor seating. The current seating capacity inside is 32 people. The restaurant has a unique view of the water. The owner is looking for an opportunity to increase the seating capacity and increase the window seating. Patronage of the restaurant is compromised by its lower level location and lack of visibility from the west side of the building.



**CONVENIENCE STORE**

Bosun's Locker is a convenience store offering groceries, marine hardware, gifts, and boat rentals. It is located on the upper floor of the building. The owners would like to expand the area of the store and focus more on gift items. The store has poor visibility on the north end of the building. Accessibility is limited to a long flight of stairs and no elevator. The location of the store is not convenient to those accessing the waterfront and picnic areas.



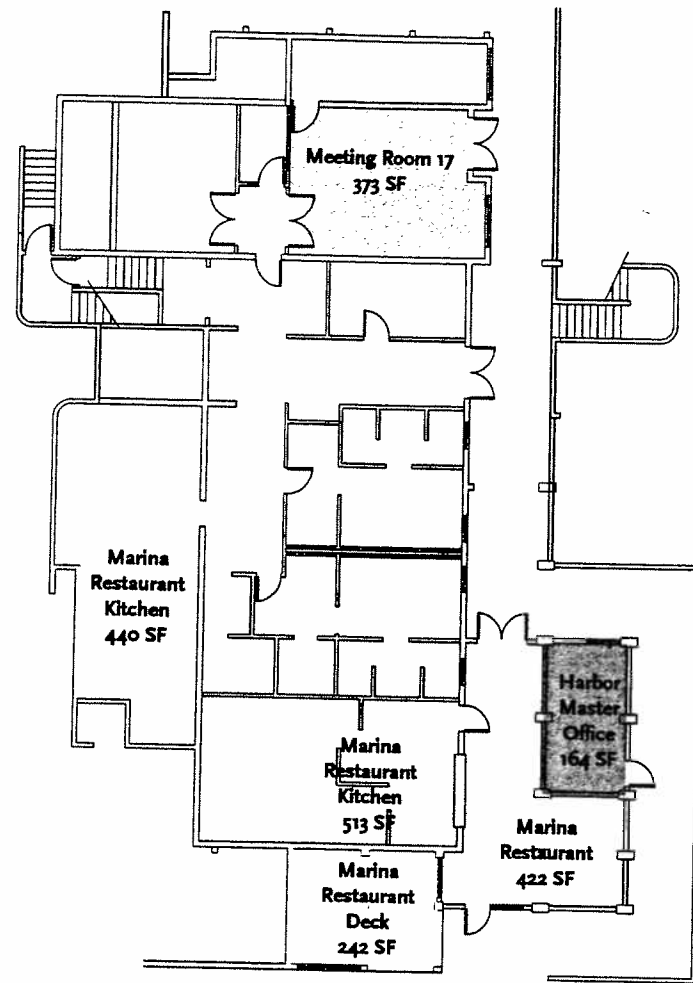
**HARBOR MASTER OFFICE**

The Harbor Master Office is located on the lower level of the marina building. The visibility to the entire marina is compromised by an earlier expansion to the restaurant and deck. The space is inadequate for the number of staff using the office. One more desk area would be useful. More storage and public reception spaced is needed. The desired size for the space is 55% larger.

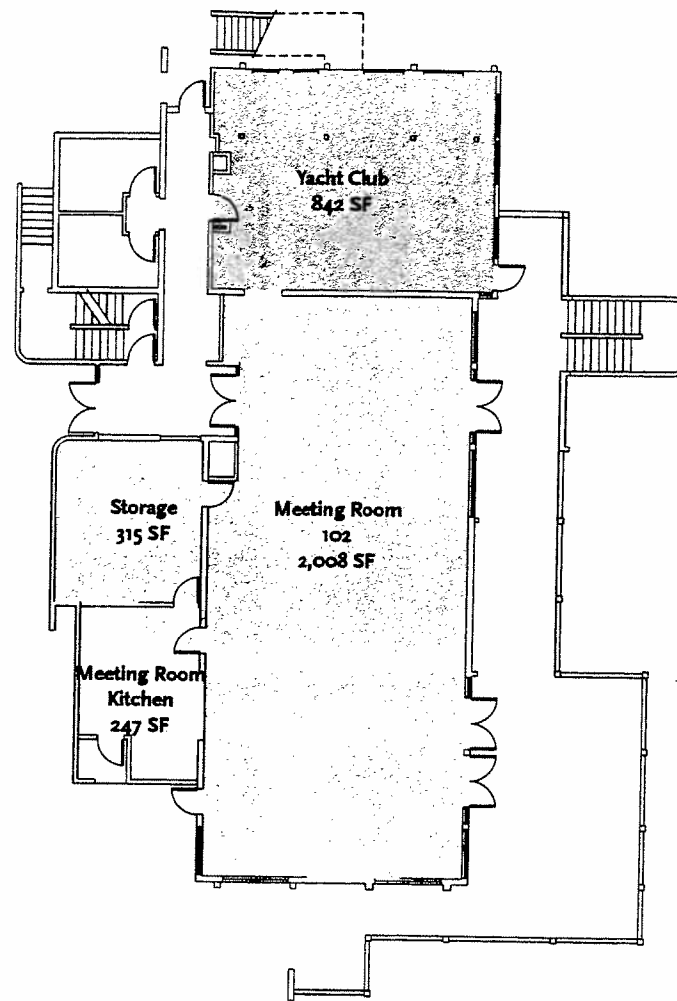


Observations

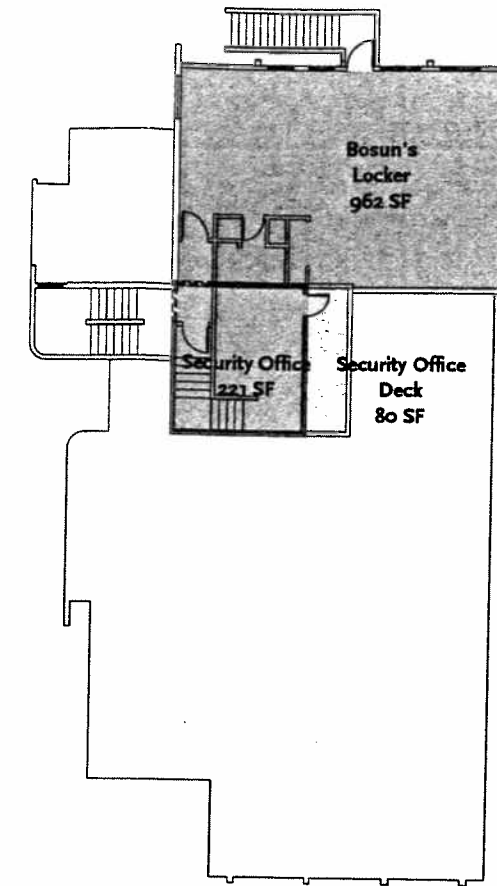
Harbor Master Building Use Study  
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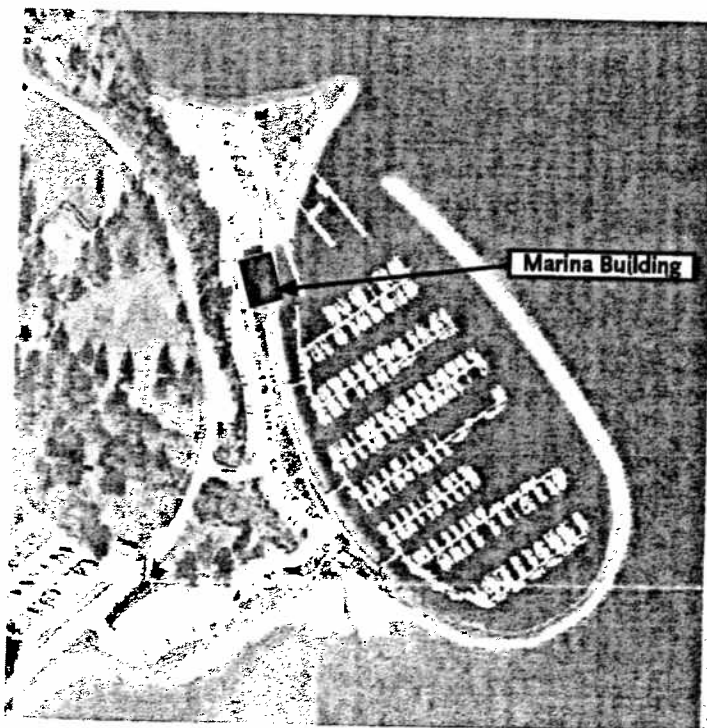
LOWER LEVEL PLAN



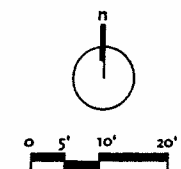
MAIN LEVEL PLAN



UPPER LEVEL PLAN

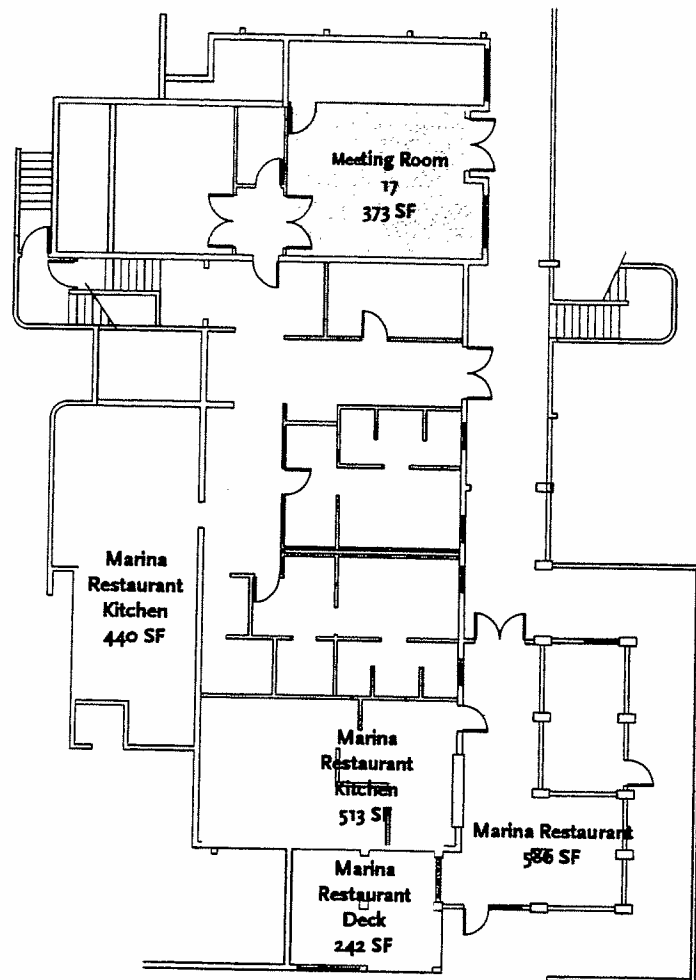


The Marina Restaurant is currently located on the lower level with a small exterior deck. The harbor master office is adjacent to the restaurant with moderate visibility to the marina. Rentable meeting space is available in Room 17 for small groups. The main public meeting space is located on the main level with supporting kitchen space and storage. Facilities for the Sequim Bay Yacht Club are located adjacent to the meeting room. The retail store is on the upper floor accessible by a stair on the north side of the building. The security office and deck is currently under utilized.

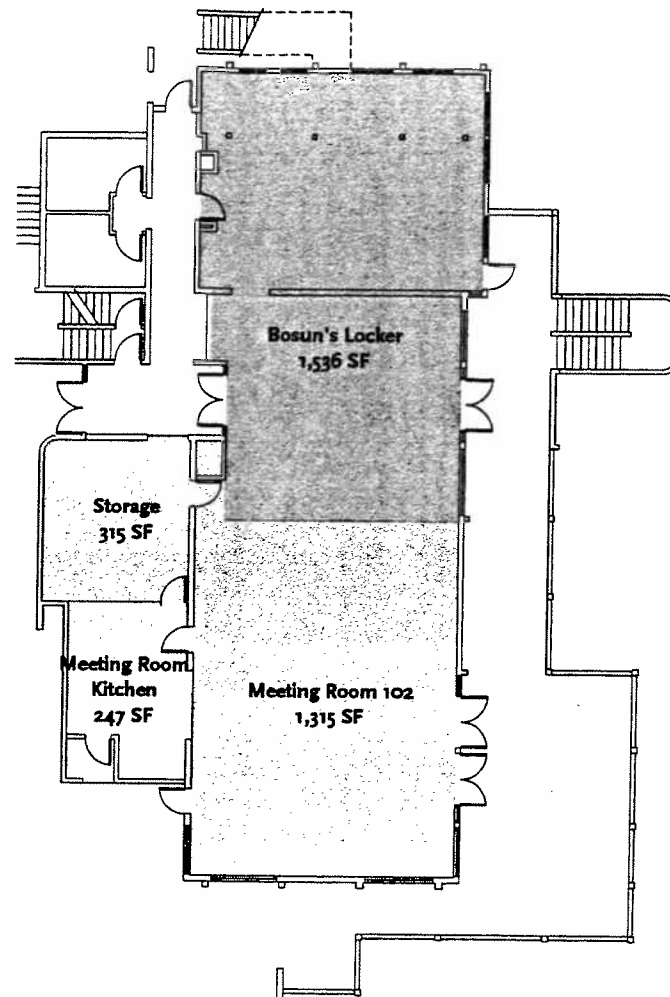


Existing Conditions

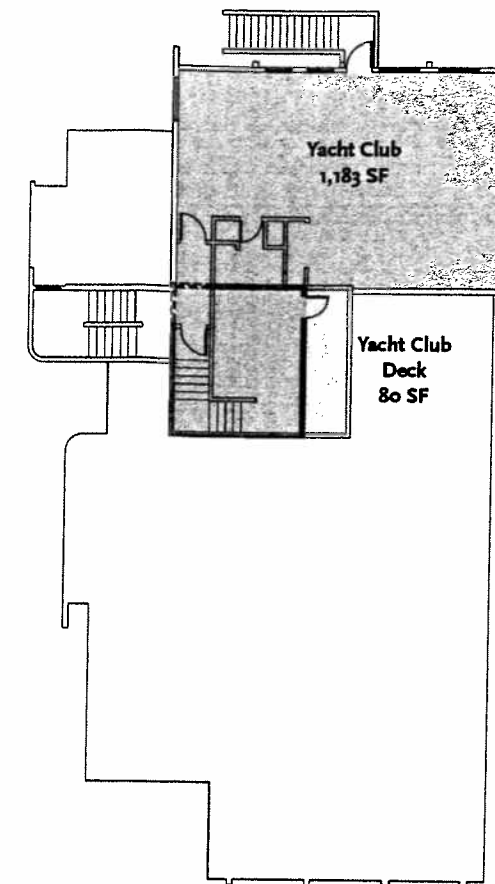




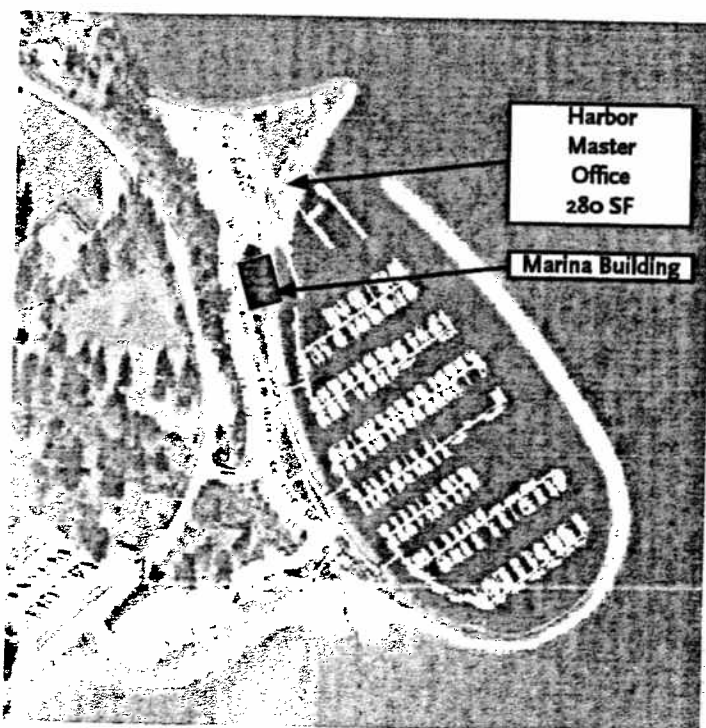
LOWER LEVEL PLAN



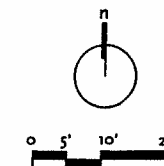
MAIN LEVEL PLAN



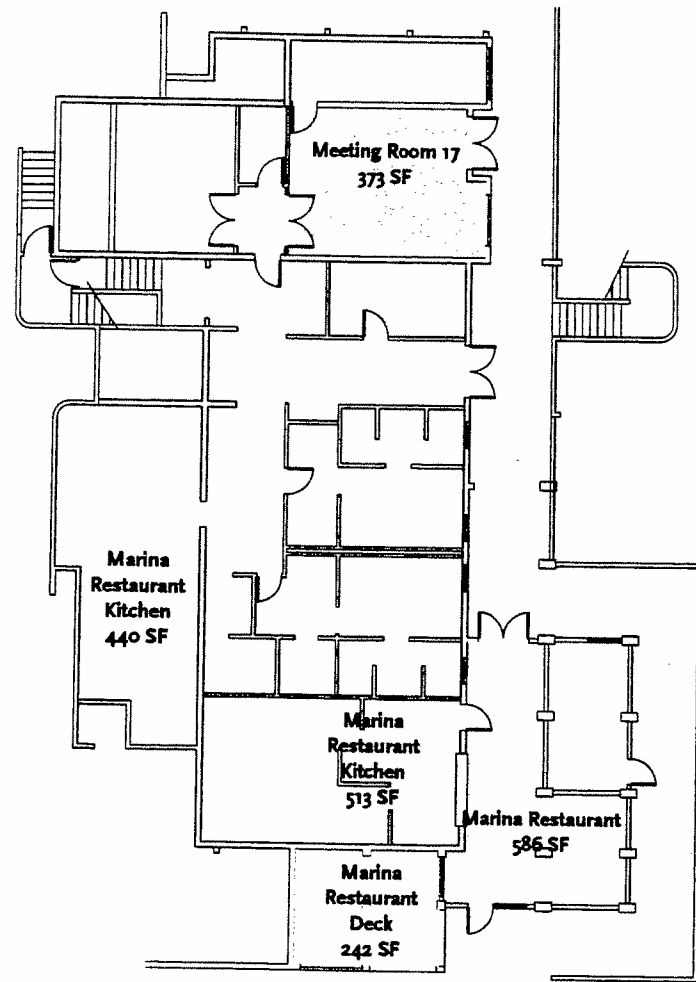
UPPER LEVEL PLAN



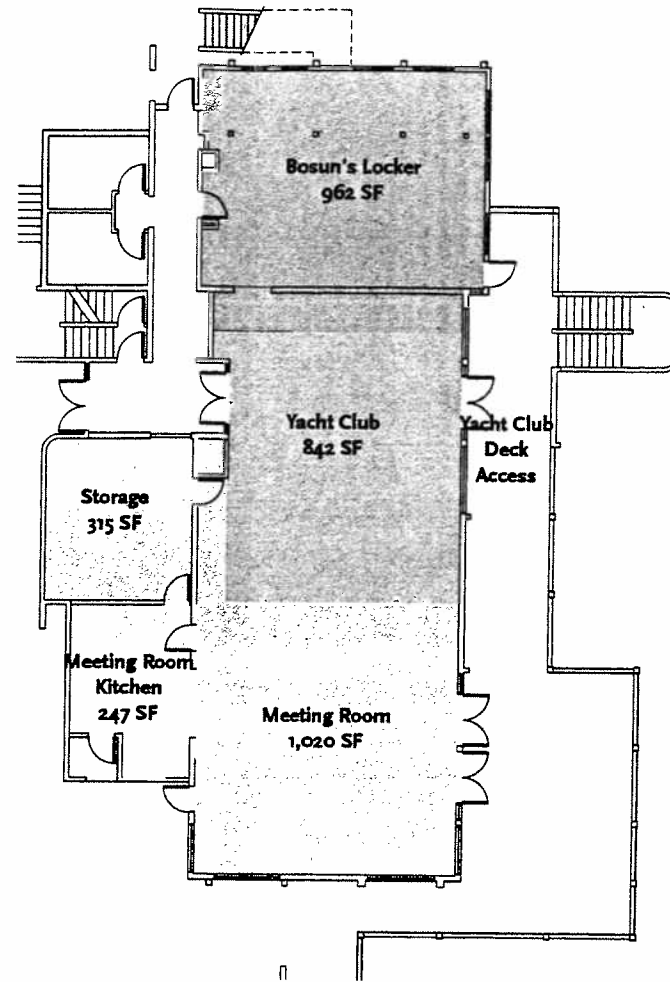
In this scheme, the Marina Restaurant moves into the existing Harbor Master Office. This allows the restaurant to expand its seating area and double its perimeter window area. The Harbor Master office is relocated to the site, adjacent to the fuel dock. It can be built to the desired size of 280 square feet. This would allow the best possible view to the marina activities as well as being accessible and visible to the public. This would increase the sense of security and public service of the Harbor Master. Bosun's Locker moves from the upper level to the main level, gaining accessibility and visibility. The shop can expand into the meeting room space to gain additional area. The yacht club moves to the upper floor, gaining additional square footage, a private deck, and increased views. Disadvantages of this scheme include a reduced meeting room size and greater distance between the yacht club and meeting space.



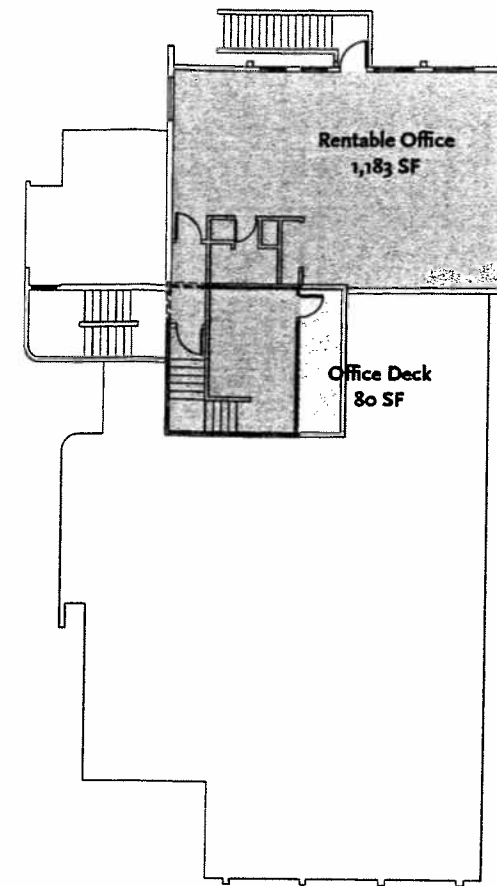
Study 1



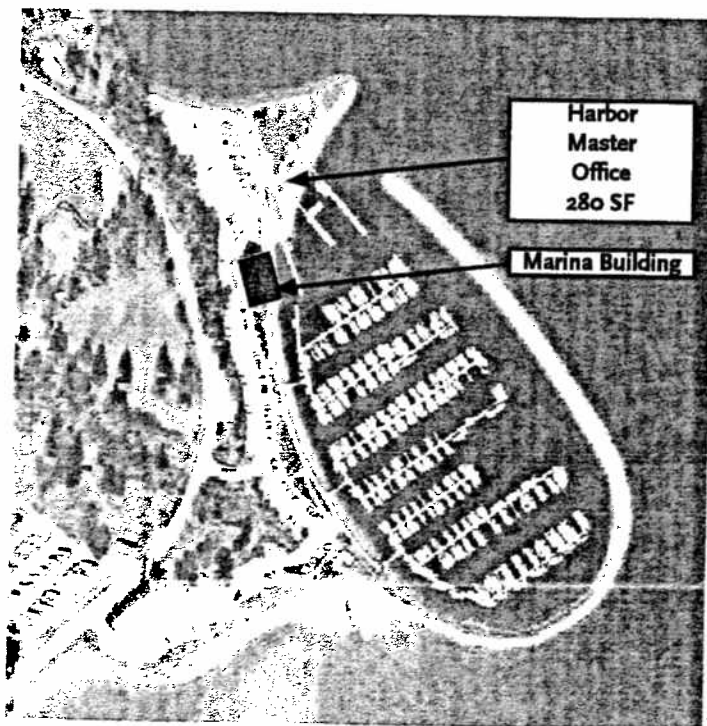
LOWER LEVEL PLAN



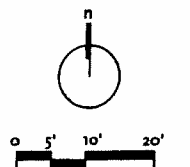
MAIN LEVEL PLAN



UPPER LEVEL PLAN

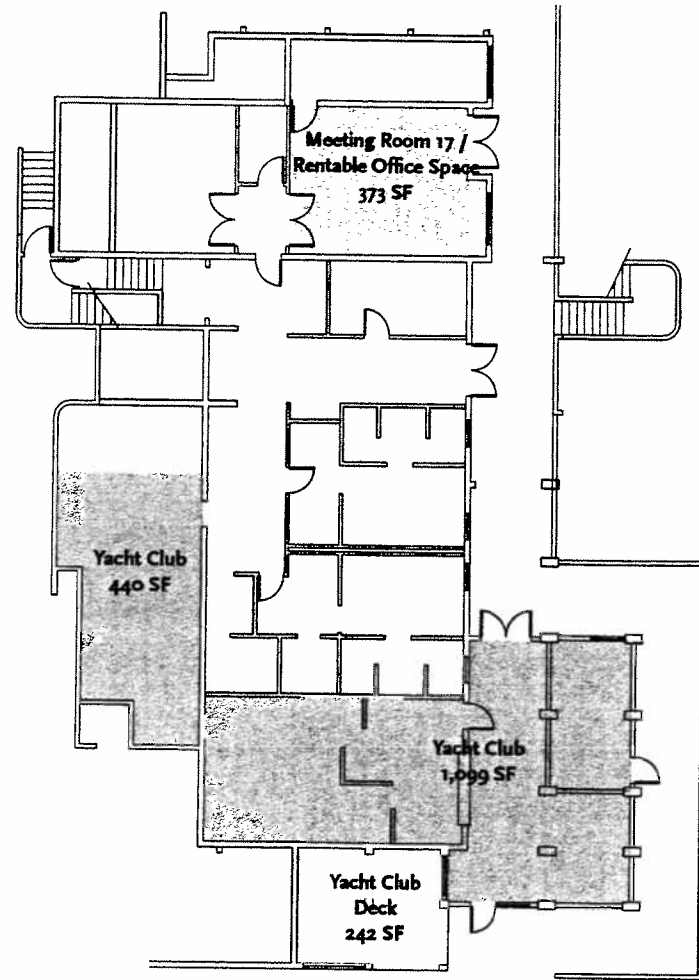


The Marina Restaurant expands into the Harbor Master Office. Harbor Master Office gains its optimal size and location by moving adjacent to the marina activities. Bosun's Locker moves to the accessible main level. The yacht club maintains adjacency to the meeting room and gains better accessibility to the deck. Rentable office or meeting space is created on the upper level. Retail, meeting spaces, and the yacht club are all smaller than desired in this configuration.

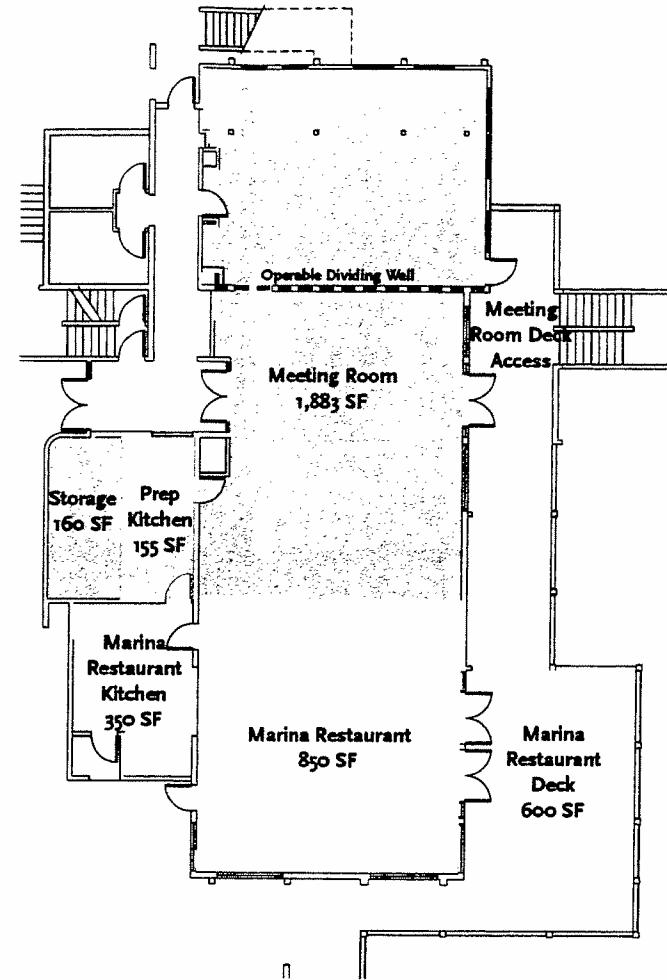


Study 2

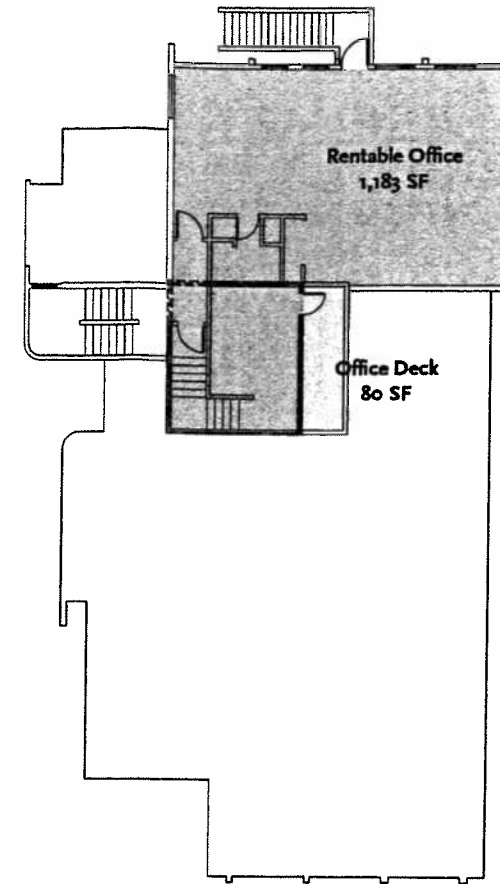
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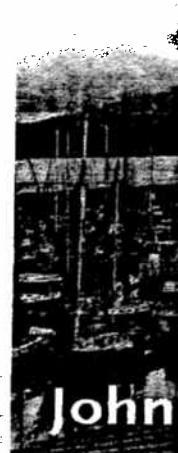
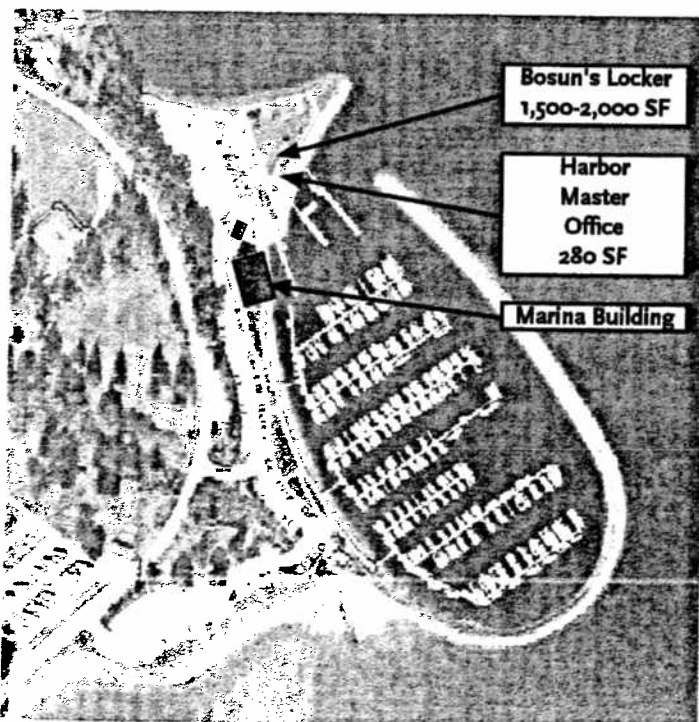
LOWER LEVEL PLAN



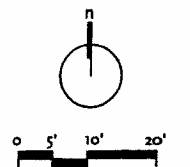
MAIN LEVEL PLAN



UPPER LEVEL PLAN



In this study, the Marina Restaurant moves to the main level, gaining greater visibility and improved views. The adjacency to the meeting room allows the possibility to rent out the whole main level and share kitchen and food preparation spaces. The deck seating area is larger and has ideal views during peak summer months. The yacht club on the lower level gives the club greater area and ideal deck and marina access. The Harbor Master Office moves to the waterfront for optimal accessibility and visibility. Bosun's Locker is relocated adjacent to the Harbor Master Office. This allows the store to be the ideal size and adjacency to marina users, boat renters, and future float plane passengers. Rentable office space and deck is created on the upper level.



**Study 3**

**Harbor Master Building Use Study**  
16 April 2004 project# 03268.00

	Existing Net Area (SF)	Desired Net Area (SF)	Study 1 Net Area (SF)	Study 2 Net Area (SF)	Study 3 Net Area (SF)
<b>Food Service:</b>					
Marina Restaurant	422	tbd	586	586	850
Marina Restaurant Deck	242	tbd	242	242	600
Marina Kitchen	953	tbd	953	953	350
<b>Rentable Space:</b>					
Meeting Room 17	373	373	373	373	373
Meeting Room 102	2,008	tbd	1,315	1,020	1,883
Meeting Room Kitchen	247	tbd	247	247	155
Other Meeting or Office Space	0	tbd	0	1,183	1,183
Deck				80	80
Harbor Master Office	164	280	280	280	280
			off site	off site	off site
<b>Yacht Club:</b>					
Sequim Bay Yacht Club	842	1350-1600	1,183	842	1,099
Sequim Bay Yacht Club Deck	0	accessible	80	accessible	242
Sequim Bay Yacht Club Storage	50	50	50	50	490
exterior	1,740	1,740	1,740	1,740	1,740
<b>Retail:</b>					
Bosun's Locker	962	1,500-2,000	1,536	962	2,000
<b>Other:</b>					
Security Office	221		0	0	0
Security Office Deck	80		0	0	0
Storage	315		315	315	160
<b>Total Rentable Area</b>	<b>6,078</b>		<b>6,243</b>	<b>6,216</b>	<b>8,383</b>



**Cost Analysis Study 1**

	Area (SF)	Unit Cost	Cost
<b>New Construction</b>			
Construction of relocated Harbor Master Office			
Sitework	lump sum	\$20,000 - \$30,000	\$20,000 - \$30,000
Shell Building	280	\$120-150/ SF	\$33,600 - \$42,000
Tenant Improvement	280	\$40-60/ SF	\$11,200 - \$16,800
Professional Fees, Contingencies, and Taxes		20%	\$12,960 - \$17,760
			<u>\$77,760 - \$106,560</u>
<b>Renovation</b>			
Expansion of Marina Restaurant into existing Harbor Master	164	\$20-30/ SF	\$3,280 - \$4,920
Renovation of Yacht Club space for retail use	842	\$20-30/ SF	\$16,840 - \$25,260
Renovation of Bosun's Locker for yacht club use	1183	\$20-30/ SF	\$23,660 - \$35,490
Renovation of Meeting Space for retail use	694	\$20-30/ SF	\$13,880 - \$20,820
Professional Fees, Contingencies, and Taxes		20%	\$11,532 - \$17,298
			<u>\$69,192 - \$103,788</u>
<b>Alternatives</b>			
Add elevator adjacent to existing store location		\$111,000	
Expand restaurant to enclose exterior walkway		\$40,000	
<b>Total Cost</b>			<u>\$146,952 - \$210,348</u>
<b>Total Rentable Area (SF)</b>	6,243		

**Cost Analysis - Study 1**

**Cost Analysis Study 2**

	Area (SF)	Unit Cost	Cost
<b>New Construction</b>			
Construction of relocated Harbor Master Office			
Sitework	lump sum	\$20,000 - \$30,000	\$20,000 - \$30,000
Shell Building	280	\$120-150/ SF	\$33,600 - \$42,000
Tenant Improvement	280	\$40-60/ SF	\$11,200 - \$16,800
Professional Fees, Contingencies, and Taxes		20%	\$12,960 - \$17,760
			<u>\$77,760 - \$106,560</u>
<b>Renovation</b>			
Expansion of Marina Restaurant into existing Harbor Master	164	\$20-30/ SF	\$3,280 - \$4,920
Renovation of Yacht Club space for retail use	842	\$20-30/ SF	\$16,840 - \$25,260
Renovation of Bosun's Locker for rentable office use	962	\$20-30/ SF	\$19,240 - \$28,860
Renovation of Meeting Space for retail use	126	\$20-30/ SF	\$2,520 - \$3,780
Renovation of Meeting Space for yacht club use	842	\$20-30/ SF	\$16,840 - \$25,260
Professional Fees, Contingencies, and Taxes		20%	\$11,744 - \$17,616
			<u>\$70,464 - \$105,696</u>
<b>Alternatives</b>			
Add elevator adjacent to existing store location		\$111,000	
Expand restaurant to enclose exterior walkway		\$40,000	
<b>Total Cost</b>			<u>\$148,224 - \$212,256</u>
<b>Total Rentable Area (SF)</b>		6,216	

**Cost Analysis - Study 2**

**Cost Analysis Study 3**

	Area (SF)	Unit Cost	Cost
<b>New Construction</b>			
Construction of relocated Harbor Master Office	280		
Sitework	lump sum	\$20,000 - \$30,000	\$20,000 - \$30,000
Shell Building	280	\$120-150/ SF	\$33,600 - \$42,000
Tenant Improvement	280	\$40-60/ SF	\$11,200 - \$16,800
Professional Fees, Contingencies, and Taxes		20%	\$12,960 - \$17,760
			<u>\$77,760 - \$106,560</u>
Construction of relocated Bosun's Locker	2,000		
Sitework	lump sum	\$20,000	\$20,000
Shell Building	2,000	\$100-120/ SF	\$200,000 - \$240,000
Tenant Improvement	2,000	\$20-30/ SF	\$40,000 - \$60,000
Professional Fees, Contingencies, and Taxes		20%	\$60,960 - \$74,640
			<u>\$320,960 - \$394,640</u>
<b>Renovation</b>			
Expansion of Marina Restaurant into existing Harbor Master Office	164	\$20-30/ SF	\$3,280 - \$4,920
Renovation of restaurant and storage for yacht club use	1026	\$20-30/ SF	\$20,250 - \$30,780
Renovation of Meeting Room for restaurant use	850	\$20-30/ SF	\$17,000 - \$25,500
Alteration of restaurant kitchen for yacht club use (FF&E by tenant)	513	\$40-60/ SF	\$20,520 - \$30,780
Addition of a prep kitchen for meeting room (FF&E by tenant)	155	\$40-60/ SF	\$6,200 - \$9,300
Alteration of Meeting Room kitchen for Restaurant use (FF&E by tenant)	350	\$40-60/ SF	\$14,000 - \$21,000
Professional Fees, Contingencies, and Taxes		20%	\$16,250 - \$24,456
			<u>\$97,500 - \$146,736</u>
<b>Alternatives</b>			
Add elevator adjacent to existing store location		\$111,000	
Expand restaurant to enclose exterior walkway		\$40,000	
Add operable dividing wall		\$51,000	
<b>Total Cost</b>			<u>\$496,220 - \$647,936</u>
<b>Total Rentable Area (SF)</b>	8,383		

**Cost Analysis - Study 3**

## SITE

We recommend utilizing the existing harbor master building with supplementing the expanded needs with a new separate structure. The economics do not support the relocation on the site to improve parking proximity and sun exposure.

We also advocate limiting the reconfiguration and alteration of the harbor master building to below the threshold of "substantial alteration" as defined by the local building code. This will preclude the need to update the structure to current accessibility requirements for the upper floor at this time, as it represents a major investment that is not economically feasible. We feel the proposed reallocation of tenant spaces meets the Port's goals and the majority of the tenant's objectives.

The existing tenant mix and their respective locations in the building are serviceable as they are now. Maintaining the existing tenant locations is an option to be considered. We do feel however, the shift in tenant locations, with the addition of a new building containing the harbor master offices as well as the retail store is in the best interest of the Port. We propose option 3 as previously described in this report.

## RESTAURANT

There is a strong likelihood that if the Wayne Property is developed as a hospitality/residential use, a fine dining establishment will be part of the program. We do not feel a high-end restaurant is viable competing for the same customers at this location but do see expanding and upgrading the existing facility. Additional outside dining during peak summer demand as well as providing a more permanent location in the building is key in the success of a restaurant venue. The main floor location adjacent to the public meeting space and the large deck is ideal.



## SEQUIM BAY YACHT CLUB

The yacht club is a very important tenant in the harbor master building. The club has a major membership base within the marina community, and is very active in community programs. The club could use expansion space as well as exterior space. One option to consider is to maintain the existing location of the yacht club and meeting room on the main level, and move the retail off site creating rentable office space on the upper level as in option 3. Our recommendation, however, is to relocate the yacht club to the lower level to give them increased space as well as improved access to the waterfront. Access to the meeting room is not directly adjacent to the clubhouse, but the expanded restaurant and relocated meeting room is just one level above.

## PUBLIC MEETING ROOM

This room has recently grown in use and is an important as part of this port's goal providing community support. Providing a space that can be easily subdivided into two spaces will increase the rental frequency, so we recommend this alternative. Locating the restaurant adjacent to the meeting room allows for fast, efficient food service options and the feasibility for some groups to use both spaces.

## THE MARINE STORE

The primary concern for the existing store location is the lack of visibility. Being located on the upper level also limits easy access. There currently is no room for expansion on the upper level and additions at that level are economically impractical. We are recommending locating the retail store in a new building with the new harbor master office. Although there are significant costs associated with building a new building, it is minimized by the opportunity of sharing utilities and services with the harbor master facility. This allows for the expansion room but most importantly gives the new marine store great visibility and access. Some costs can be offset by rents collected by converting the existing retail space to office. Proximity to boat rental and the possibility of increasing revenues from water related business are also a method to offset costs. This new facility would be adjacent to the possible new float plane dock. If the Wayne Property is developed with resort uses, there is anticipated increases in boat rentals.

## THE HARBOR MASTER OFFICE

We are recommending a new building for the harbor master office, located near the fuel dock. This option, also recommended in the Kenneth Hayes report, would not only allow for all the special needs of the harbor master, but also increase the accessibility and security control substantially.

## DEVELOPMENT CONSIDERATIONS

All redevelopment at the John Wayne Marina would depend upon successful renegotiations with existing tenants of their leases to offset the Port's capital costs. In addition, constraints placed on both in water and upland facilities by existing permits may limit some redevelopment options.

## Findings and Recommendations