



NARRATIVE FORM

Kelso Community Development
203 S. Pacific Ave. #208 - Kelso, WA 98626
360-423-9922 ♦ 360-423-6591 ♦ www.kelso.gov

Project #	Description: UPS - Kelso Parcel Distribution Facility
Parcel Number(s)	243530100
Owner(s)	BT-OH, LLC

The Narrative Form is designed to help you and the application reviewer understand how your project meets the legal requirements in the *Kelso Municipal Codes*. In addition to this narrative form you may be asked to fill out other forms that apply to your proposal. You should refer to the appropriate sections of the ordinance, when applicable. You can obtain a copy of the ordinance in our offices, or access it on the internet at www.kelso.gov (click on City of Kelso Code and Charter).

Please tell us the Who, What, Where, When, and Why of your proposal. A checklist for content is provided below. If you address each of the items identified below, the narrative will be complete. Some of the questions may not apply. The area provided for your narrative continues on the second page of this form. You may attach additional pages if needed.

Narrative Content:

- Describe the uses and structures, if any that are proposed.
- Describe the size of the structures and scope of the each use, if any.
- Describe who will be using the structures and implementing the uses (for example; number of people, private or public, any fees . . .)
- Describe timelines for construction and completion of structures, if any.
- Describe timelines that apply to uses (for example: when the uses will take place, how frequently, hours of operation . . .)
- Describe the current use of the area and surrounding area, if any. Please include only those uses that are immediately adjoining your proposal and those which are in the vicinity and may be affected by your proposal.
- Describe the structures currently on site and in the surrounding area (for example: how many, what size . . .)

Construction of a new pre-engineered metal building (approximately 23,600 SF) to be used as a shipping facility. Site work will include building up the site for the new building and new asphalt parking lot and concrete staging areas. Water, sewer and fire services as well as gas, electric, and telecom utilities will be utilities will be extended to the new building. Construction will begin as soon as approvals are obtained from reviewing jurisdictions. A 12-month construction time is anticipated.



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UPS anticipates 59 employees utilizing the new facility. There will also be a small customer counter for public use. Operations will begin as soon as construction is complete and will run year-round. The following are the anticipated hours of operation:

Monday through Friday – Preload - 2AM to 9AM, Customer Center – 1PM to 5PM, Twilight – 4PM to 9PM

Saturday – Preload – 5AM to 9AM

The area surrounding the site consists of commercial/industrial uses.

The existing site is vacant property and there is currently no existing use.

There are no existing buildings on the project site. There are mini-storage buildings to the north, a manufacturing/processing facility to the east, and current construction to the south believed to be commercial/industrial use.
