Agenda
Economic Development Committee Meeting
Wednesday, September 28, 2022
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Committee Members: Chair Bricker and Members Hughes, Kesoju, Knight, Morasch, Potts, Spencer and Warner

Council Liaison: Jones
Council Alternate: Mayor Pro Tem Christensen

Staff Liaison: Wallner

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

2022.07.25 Economic Development Committee Meeting Minutes - Draft

Public Comments: Please limit public comments to 3 minutes.

Business: (30 Minutes)

2. Proposed Purchase and Sale Agreement - New Heights Church, 350 Thayer Drive
   - Darin Arrasmith, Planner

3. Proposed Land Surplus - A Portion of the Municipal Parking Lot Located at the Southwest Corner of Lee Boulevard and Jadwin Avenue
   - Amanda Wallner, Economic Development Manager

Presentations: (10 Minutes)

4. Economic Development Binder Update
   - Amanda Wallner, Economic Development Manager

Announcements: (3 Minutes)

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/28/2022 Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:
2022.07.25 Economic Development Committee Meeting Minutes - Draft

Department:
Development Services

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:
1. 2022.07.25 Economic Development Committee Meeting Minutes DRAFT

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
CITY COUNCIL CHAMBERS – 625 SWIFT BLVD.
MONDAY, JULY 25, 2022 – 4:00 P.M.

CALL TO ORDER
Chairman Bricker called the meeting to order at 4:00 pm.

ATTENDANCE
Chairman Bricker, Vice-Chair Hughes, Committee Members Knight, Spencer, and Potts.

Member Warner requested to be excused.

Also present were Planner Arrasmith, Economic Development Manager Wallner, Economic Development Specialist Follett, and Administrative Assistant II Kirkpatrick.

APPROVAL OF AGENDA
Chairman Bricker presented the agenda for approval. There were no changes or additions.

COMMITTEE MEMBER HUGHES MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 5-0.

PUBLIC COMMENTS

Chairman Bricker opened the public comment period at 4:03 p.m. Having no one request time to address the committee, Chairman Bricker closed the public comment period at 4:04 p.m.

APPROVAL OF MINUTES

1. May 23, 2022 Minutes

Chairman Bricker introduced the meeting minutes from May 23, 2022. There were no changes or discussion.

VICE-CHAIR SPENCER MOVED AND COMMITTEE MEMBER KNIGHT SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF MAY 23, 2022. MOTION PASSED 5-0.

PRESENTATIONS

2. July Training Topics – BLRF & CFIP

DRAFT

Chairman Bricker recognized Development Services Specialist Follett to present the training topic. Mrs. Follett presented and went over the Business License Reserve Fund (BLRF) and Commercial Façade Improvement Program (CFIP) guidelines. Going over what the committee members should be looking for in applications. Especially making sure that projects are permanent, and don't pertain only to the current business.

ITEMS OF BUSINESS

3. COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION – HABITAT FOR HUMANITY

Chairman Bricker recognized Development Services Specialist Follett to present the application to the Committee. Mrs. Follett went over how Habitat for Humanity has asked for funds to offset the cost of new signage at their store, along with vinyl letters for the front door and windows. She went over that signs in the past were considered only if a part of a larger façade improvement; however, in this case partial funding could be considered because the sign would create an improved façade appearance. At the conclusion of her presentation, she answered questions from committee members.

COMMITTEE MEMBER HUGHES MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL APPROVE A CFIP GRANT TO HABITAT TO HUMANITY FOR A TWENTY-FIVE PERCENT MATCH FOR NEW ROADSIDE SIGN. MOTION PASSED 5-0.

4. COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION – 707 THE PARKWAY (BRAIN MAIR)

Chairman Bricker recognized Development Services Specialist Follett to present the application to the Committee. Mrs. Follett went over the CFIP application from Mr. Mair that is requesting CFIP funds for new windows and doors on the front (Parkway facing) and back (Jadwin facing) of the building. These upgrades are part of a larger project to upgrade the building. At the conclusion of her presentation, she answered questions from committee members.

COMMITTEE MEMBER POTTS MOVED AND COMMITTEE MEMBER HUGHES SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL APPROVE THE REQUEST FOR COMMERCIAL FAÇADE IMPROVEMENT PROGARM FUNDS TO BRIAN MAIR FOR IMPROVEMENTS AT 707 THE PARKWAY. MOTION PASSED 5-0.

ANNOUNCEMENTS

Economic Development Manager Wallner announced that committee members Newman and Holmberg terms are expiring September 30, 2022. They are eligible to reapply, and the

application period is open July 25, 2022, to August 8, 2022. She asked that if anyone knows of someone who should apply to please encourage them to submit applications. She also mentioned that the Deputy City Manager position had been announced and Joe Schiessl was awarded that position. He will be over seeing Development Services, Energy Services, Parks & Public Facilities, and Public Works starting July 25, 2022.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:42 p.m.

Prepared by: _____
Carly Kirkpatrick, Administrative Assistant II

Reviewed by: _____
Mandy Wallner, Economic Development Manager

Approved by: _____
Brad Bricker, Chairman

DRAFT

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/28/2022 Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:
Proposed Purchase and Sale Agreement - New Heights Church, 350 Thayer Drive

Department:
Development Services

Recommended Motion:
The Economic Development Committee make a positive recommendation to the Richland City Council to authorize the City Manager to enter into a Purchase and Sale Agreement with New Heights Church for the purchase of 14,648 square-feet of residential property at 350 Thayer Drive.

Summary:
New Heights Church is proposing to purchase a 14,648 square-foot property located at 350 Thayer Drive for the development of an ancillary facility and parking lot for their church.

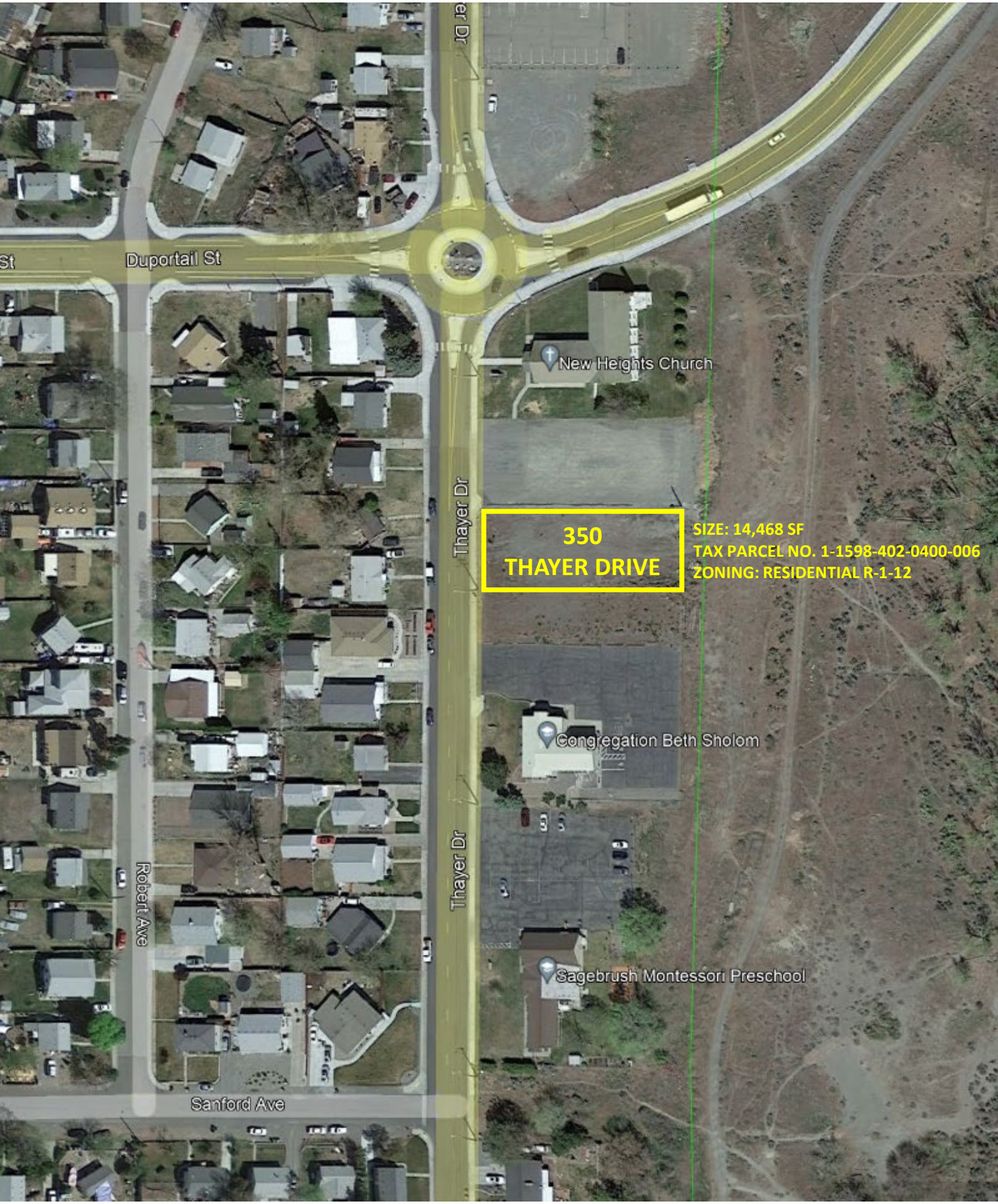
In July 2022, New Heights Church responded to the City's Request for Proposals to purchase and develop the residential-zoned property. A scoring committee was assembled to evaluate the three submitted proposals and determine the best project for the site. The committee felt that each of the proposals would be a benefit to the neighborhood but determined that the development of a future church facility and parking lot was the most feasible for the property.

The purchase price for the residential property is $123,000 for the 14,648 square-foot property. The purchase price was based on a March 2022 appraisal.

The City will retain a repurchase right if New Heights Church has not submitted an application for approval of construction plans for the paved, striped and landscaped parking lot to the City within eight (8) months of Closing, and if inspection and approval of the paved, striped and landscaped parking lot has not been made within twenty-four (24) months of Closing.

Fiscal Impact: The purchase price is $125,000 for the 14,648 square-foot property, which will be deposited into the City's Industrial Development Fund.

Attachments:
1. 350 Thayer Drive PSA_Site Map


Duportail St
New Heights Church
Thayer Dr
350
THAYER DRIVE
SIZE: 14,468 SF
TAX PARCEL NO. 1-1598-402-0400-006
ZONING: RESIDENTIAL R-1-12
Congregation Beth Sholom
Thayer Dr
Robert Ave
Sagebrush Montessori Preschool
Sanford Ave

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/28/2022 Agenda Category: Business

Prepared By: Amanda Wallner, Economic Development Manager

Subject:
Proposed Land Surplus - A Portion of the Municipal Parking Lot Located at the Southwest Corner of Lee Boulevard and Jadwin Avenue

Department:
Development Services

Recommended Motion:
The Economic Development Committee recommends surplus of 1,416 square feet of city property on the southern edge of 1001 Lee Blvd.

Summary:
City staff has determined that a piece of property approximately 204.68 feet by 6.92 feet is surplus to the city's needs. The subject parcel is approximately 1,416 square feet in size and is located just north of 3 Margaritas Family Mexican Restaurant along the south side of the adjoining sidewalk and extends the same width of the 3 Margaritas property.

The owners of the restaurant constructed an outdoor dining patio without a building permit and during that process, also encroached onto property owned by the City of Richland (part of the adjoining parking lot parcel). Through code enforcement efforts and working with the property owner, it has been determined that selling the parcel of land to 3 Margaritas is the best approach to solving the encroachment issue.

The first step in the process is to surplus the property and staff is recommending approval of this action.

Fiscal Impact: The surplus action has no specific impact other than preparing for a sale action.

Attachments:
1. 3 Margaritas Outdoor Area -Aerial Photo

622
100.30 ft.
6.92 ft.
620
627
Cullum Ave
Jadwin Ave
ALLEY
ALLEY

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/28/2022 Agenda Category: Presentations

Prepared By: Amanda Wallner, Economic Development Manager

Subject:
Economic Development Binder Update

Department:
Development Services

Recommended Motion:

Summary:
Staff will briefly review changes to the EDC Binders and provide copies to update member binders.

Fiscal Impact: None.

Attachments: