



Agenda
Economic Development Committee Meeting
Monday, August 21, 2023
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Committee Members: Chair Bricker, Vice-Chair Morasch, and Members Fair, Griffin, Hughes, Kesoju, Potts, and Spencer

Council Liaison: Jones
Council Alternate: Mayor Christensen

Staff Liaison: Wallner

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Public Comments: Please limit public comments to 3 minutes.

Approval of Minutes: (Approved by Motion)

July 17, 2023 Economic Development Meeting Minutes

Business: (30 Minutes)

2. Commercial Facade Improvement Program Application - Monterosso's Italian Restaurant - 1026 Lee Boulevard
 - Lynne Follett, Economic Development Specialist

Presentations: (10 Minutes)

Economic Development Update

Real Estate Update

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: 8/21/2023

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:

July 17, 2023 Economic Development Meeting Minutes

Department:

Development Services

Recommended Motion:

Move to approve July 17, 2023 meeting minutes

Summary:

July 17, 2023 Economic Development meeting minutes are attached for review and consideration.

Fiscal Impact:

Approval of the minutes does not have fiscal impact on the city.

Attachments:

1. 2023.07.17 Economic Development Committee Meeting Minutes



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

CITY COUNCIL CHAMBERS – 625 SWIFT BLVD.

Monday, June 17, 2023 – 4:00 P.M.

CALL TO ORDER

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

ATTENDANCE

Chairman Bricker, Vice-Chair Morasch, Committee Members Griffin, Kesoju, Potts, Hughes, and Fair.

Also present were Council Member Jones, Development Services Director Jensen, Planner Arrasmith, 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 FAIR - SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 7-0.

APPROVAL OF MINUTES

1. June 19, 2023 Minutes

Chairman Bricker introduced the meeting minutes from June 19, 2023. There were no changes or discussion.

COMMITTEE MEMBER FAIR MOVED AND COMMITTEE MEMBER KESOJU SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF JUNE 19, 2023. MOTION PASSED 7-0.

ITEMS OF BUSINESS

2. Proposed Purchase and Sale Agreement of Property Located at 999 Queensgate Drive

Planner Arrasmith presented the proposed purchase and sale agreement for 7,693 square feet of City-owned property located adjacent to the Keene Road Trail at the northwest corner of the intersection of Queensgate Drive and Keene Road. The City is retaining the 40-foot access easement connecting to Keene Road. At the conclusion of the presentation, he answered questions from committee members.

COMMITTEE MEMBER KESOUJ MOVED AND COMMITTEE MEMBER MORASCH SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL THE APPROVAL OF THE PURCHASE AND SALE AGREEMENT OF PROPERTY LOCATED AT 999 QUEENSGATE DRIVE. MOTION PASSED 7-0.

PRESENTATIONS

Christopher Nulph, City of Richland Library Manager, presented to the committee members what the library offers local businesses, and available resources.

ANNOUNCEMENTS

None.

ECONOMIC DEVELOPMENT UPDATE

Mrs. Follett gave an update to the Committee on the city of Richland's Passport Program that continues to grow. She also touched on the Commercial Façade Improvement Program (CFIP) with two businesses reaching out to her that may come before the committee in a future meeting.

REAL ESTATE UPDATE

Mr. Arrasmith had no updates at this time.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:25 p.m.

Prepared by:

Carly Kirkpatrick, Administrative Assistant II

Reviewed by:

Kerwin Jensen, Development Services Director

Approved by:

Brad Bricker, Chairman



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/21/2023

Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

Commercial Facade Improvement Program Application - Monterosso's Italian Restaurant - 1026 Lee Boulevard

Department:

Development Services

Recommended Motion:

The Economic Development Committee recommends that the City Council approve the Commercial Facade Improvement Program grant application for improvements to 1026 Lee Blvd., in the amount of \$20,000.

Summary:

Aaron Burks, owner of Monterosso's Italian Restaurant located at 1026 Lee Boulevard, submitted an application for a \$20,000 grant from the Commercial Facade Improvement Program (CFIP). The project will improve the business' curb appeal and facade along Lee Boulevard, which is one of the most visible and primary streets within the Central Business District (CBD).

The proposed project includes a completely new entrance to the restaurant designed to appear as a vintage train depot to accentuate the 1947-period feel of the train car restaurant. The renovation is valued at \$75,000 and includes new footings, a stairway, and an entrance platform. The City's program funds are 1:1 matching (i.e. one dollar of private funds will match with one dollar of public funds up to \$20,000). The applicant's investment of \$75,000 in qualified exterior improvements makes the project eligible for the City's maximum contribution of \$20,000 in compliance with RMC 5.04.

Monterosso's Italian Restaurant is located behind (north) Chapala Express on Lee Boulevard. This entire block is located within the CBD zone and the business is surrounded by other commercial uses.

Staff recommends that the Economic Development Committee forward a favorable recommendation to the City Council.

Fiscal Impact:

Approval of this request will decrease the amount available in the Commercial Facade Improvement Program by \$20,000, leaving \$60,000 for future projects in 2023.

Attachments:

1. Vicinity Map
2. CFIP2023-103 Application





Commercial Façade Improvement Program

Application

Applicant Name	Aaron Burks	Applicant Title	Owner
Applicant Phone	253-503-9565	Applicant Email	atomicale@comcast.net
Applicant Mailing Address	1026 Lee Blvd, Richland, WA. 99352		
Applicant Relationship to Business	Owner		
Business Name	Monterosso's Italian Restaurant	Business Phone	5099464525
Age of Building	76 yrs old	UBI Number	601-697-028
Project Physical Address	1026 Lee Blvd, Richland, WA. 99352		
Project Cost	\$ \$75,000.00	Amount Requested	\$ \$20,000.00
Amount of funding requested may not exceed 50% of project cost, and the maximum grant reimbursement is \$20,000.00 per enclosed unit (see graphic within guidelines and procedures document).			
Is the property owner different than the business owner? ☐ Yes ☒ No (If yes, complete section in yellow below)			
Owner Name		Property Manager	
Owner Phone		Owner Email	
Owner Mailing Address			
Have you obtained permission to complete this project from the property owner? ☐ Yes ☐ No			
1) Have you used this program before? ☒ Yes ☐ No (If yes, complete section 1a)			
1a) For what purpose or project did you use this program in the past? Please indicate the year utilized, and the funding amount you received. Attach one photo of the completed project to this application.			
I used a small amount for my other business, Atomic Ale Brewpub & Eatery in 2014 and I may have used a small amount for Monterosso's Italian Restaurant around the same time. I can't remember the details.			
2) Provide a brief description of the proposed improvements and note how you believe they will enhance the area surrounding your business. Attach a photo, rendering, or sketch of the proposed improvement to this application. Attach additional pages as necessary.			
Attached...			
3) Will the project require any permits? ☒ Yes ☐ No (If yes, complete section 3a)			
3a) Please indicate which permits you may need to obtain.			
☒ City of Richland Building Permits		☐ City of Richland Right-of-Way Permits	
☐ City of Richland Sewer/Water Permits		☐ Washington State Liquor Licensing	
4) Have you consulted with Richland Development Services? ☒ Yes ☐ No			
4a) If yes, which building division official did you speak with? If no, please email building@ci.richland.wa.us to set a consultation appointment.			
Mizael Acevedo			

5) Can the project be completed within 12 months? Please explain.

Yes - my goal is to complete the project by the end of 2023.

Revenue (Attach additional pages as necessary)

Source	Amount
Business bank account and personal bank account if needed	\$ \$75,000.00
	\$
	\$
	\$
	\$
	\$
Total	\$ \$75,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Contractor	\$ \$75,000.00
	\$
	\$
	\$
	\$
	\$
Total	\$ \$75,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

Application Requirements

Please check the box beside each item to note that you have met that requirement.

☒	Requirements for Submittal
☒	The business applicant has a current Richland Business License
☒	The applicant has available funds to complete the project before requesting reimbursement from the City
☒	The project complies with Richland Municipal Code and all applicable building and life safety codes
☒	The project improvements are clearly visible to the general public
☒	The reimbursement request is no more than 50% of total project cost
☒	The project requests reimbursement of no more than \$20,000 per enclosed unit in this application
☒	The project is well designed, and the applicant provided a sketch or rendering of the proposal
☒	The project is permanent and long lasting
☒	The applicant provided two (2) estimates for the project

Application Review Criteria

In order to encourage applicants to incorporate multiple improvements into a given project, it is recommended that all projects submitted attempt to ***fulfill some or all of the criteria listed below***. It is not required that a project fulfill each criterion, but projects that fulfill multiple criteria will be looked upon more favorably. The Economic Development Committee reserves the right to reject or table applications for further review if they do not meet the criteria described.



CRITERIA CONSIDERED

Physical



The project enhances the building and surrounding neighborhood



The project enhances existing historical or architectural features



The project is designed in consistency with the surrounding area



The project enhances the immediate common area shared by two or more businesses



The project is decorative and/or artfully designed in compatibility with its surrounding area



The project improvements replace existing aging or decaying exterior appurtenances

Programmatic Goals



The project clusters two or more on-site improvements



It is the first application awarded at the project site



The improvements are in an area identified as a priority funding area



The project narrative describes the project's positive economic impact on the business

Relationship Building



The project encourages favorable aesthetics in a shopping strip or center with adjacent retail/commercial vacancies



The project is performed in tandem with another demonstrated economic development effort in the immediate area, or is made by two or more adjacent businesses

By signing below, you are affirming that you:

- Have read the **Commercial Facade Improvement Program Guidelines and Procedures** document
- Are aware of the limitations of this program
- Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- You understand that use of funds is subject to audit by the State of Washington
- Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract

eSigned via SeamlessDocs.com

Aaron Burks

Signature

Aaron Burks

Printed Name

08-07-2023

Date

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- Applications that are handwritten may be sent via email, dropped off, or mailed
- If sent via email, please legibly scan your document as a PDF
- If dropped off, bring to 625 Swift Blvd. in Richland: Attn: Mandy Wallner
- If mailed, mail to:

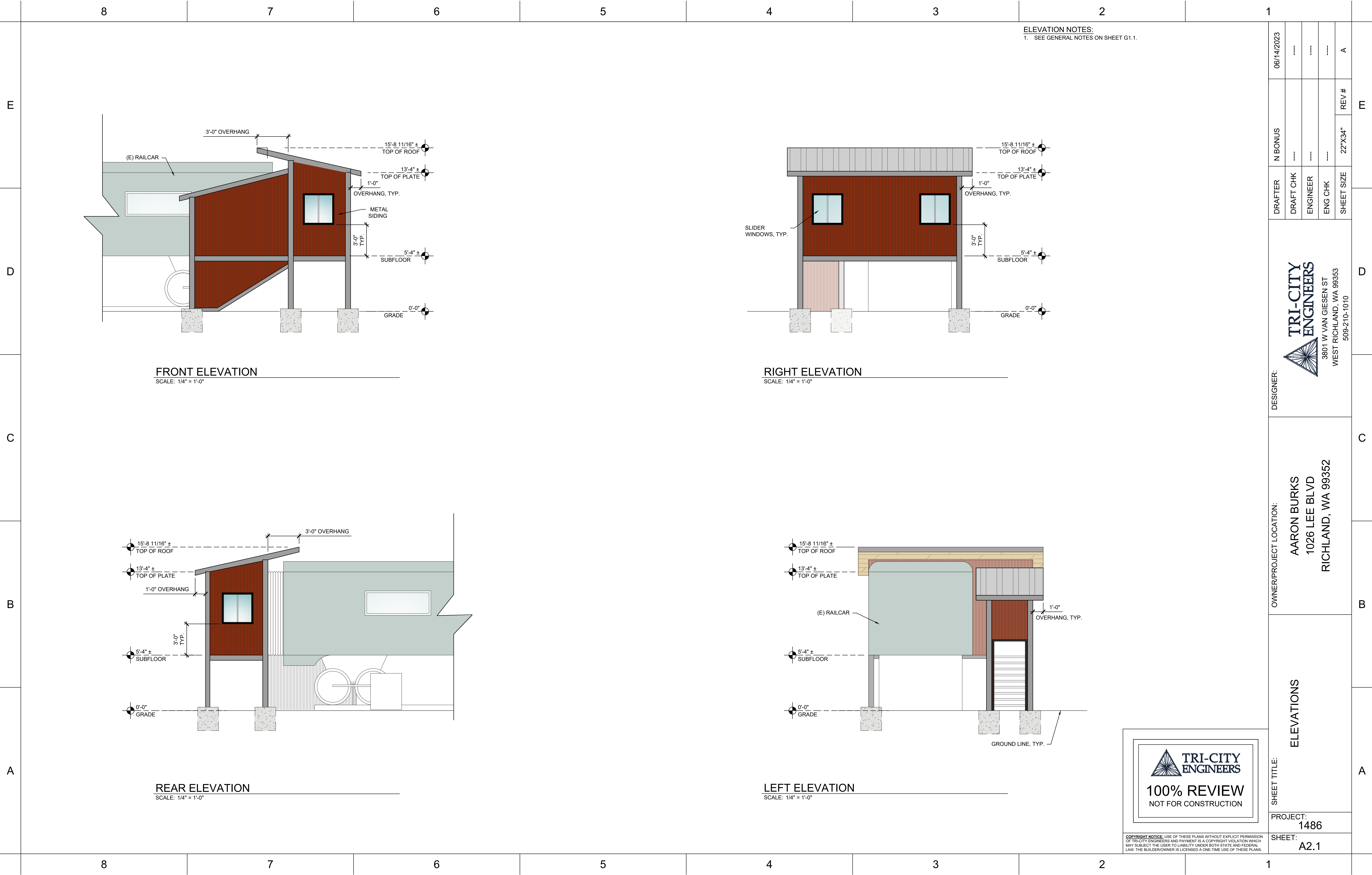
Richland BEDO
Attn: Mandy Wallner, Economic Development
625 Swift Boulevard, MS-18
Richland, WA 99352

**Monterosso's Italian Restaurant
1026 Lee Blvd, Richland, WA. 99352**

New train depot style entry stairs and platform and awning.

Monterosso's Italian Restaurant is situated in an antique railroad dining car. It is a 1947 Pullman dining car. I purchased the property in 1994 and restored the train car to its original condition. We have been serving the Tri-Cities for over 28 years since 1995 and we are a well known and loved restaurant in the community. The stairway and platform to enter the train has degraded over time and needs to be replaced. We have designed a replacement entry that will look like a vintage train depot to enhance the historical aspect of the train itself. We will add tasteful train and train depot decorations to fit the theme. This will be highly visible from Lee Blvd and the surrounding businesses and will be a significant improvement over the current entry and will be much more attractive from Lee Blvd and the surrounding businesses. In a separate project, I plan to have the train repainted to its original historical paint scheme when it operated as a Northern Pacific dining car. The new entry and the painting will tie together to highlight the historical significance of the train.





ELEVATION NOTES:
1. SEE GENERAL NOTES ON SHEET G1.1.

FRONT ELEVATION
SCALE: 1/4" = 1'-0"

RIGHT ELEVATION
SCALE: 1/4" = 1'-0"

REAR ELEVATION
SCALE: 1/4" = 1'-0"

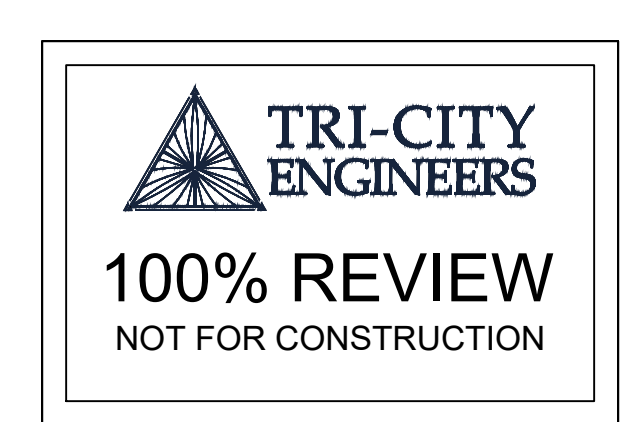
LEFT ELEVATION
SCALE: 1/4" = 1'-0"



OWNER/PROJECT LOCATION:
AARON BURKS
1026 LEE BLVD
RICHLAND, WA 99352

SHEET TITLE:
ELEVATIONS

PROJECT:
1486
SHEET:
A2.1



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ATTN: Aaron Berks
PHONE: 253-503-9565
EMAIL: atomicale@comcast.net
PROJECT: Monterosso Italian Restaurant
ADDRESS: 1026 LEE Blvd Richland, WA 99352

ESTIMATOR: Mike Rice
DATE: 8/2/23
CELL: 509-380-8357
OFFICE: 509-416-2007
EMAIL: M.Rice@ctcbuilds.com

CTC is pleased to provide this budgetary estimate per 60% plans provided by Tri-City Engineers dated 06-14-2023 and information provided by Owner.

SCOPE OF WORK:

- 1) **General Requirements:** Provide management and supervision of all labor and materials as required throughout the duration of the project. Clean up and disposal of all job-related debris.
- 2) **Sitework & Demo:** Demo of existing stairs and entry covered patio and old sunshade on south side of the train car. Provide labor to trench for new electrical meter location.
- 3) **Concrete:** Provide labor, pre-mix and forms for install of new footings for the covered entry per plan. Provide labor, premix, and finish for concrete deck in waiting area.
- 4) **Masonry:** Excluded
- 5) **Metals:** Provide labor and materials to fabricate and install new covered entry and stairs per plan. Pan decking for the floor of waiting patio floor. Provide labor and installation of new metal benches in waiting area per contractor design. Provide labor and installation of new sunshade awning on the south side of the train car per contractor design.
- 6) **Woods & Plastics:** Excluded
- 7) **Thermal & Moisture Protection:** provide and install insulation for the new entry stairs and waiting patio walls. Provide and install metal siding and roof for interior and exterior of new stairs and waiting area.
- 8) **Doors & Windows:** Provide labor and materials for new store front door with hardware at entry of stairs. Provide labor and installation of (4) new 3' x 3' vinyl slider windows.
- 9) **Finishes:** Provide labor and installation of epoxy non-slip coating on concrete floor in patio. Provide labor and installation of paint for exposed metal framing and sunshade awning. Provide labor to strip existing paint from entire train car. Provide materials and labor to remove rust make repairs as necessary to the metal skin of the train car. Provide material and labor to repaint train car.
- 10) **Specialties:** Excluded
- 11) **Equipment:** Excluded
- 12) **Furnishings:** Excluded



- 13) Special Construction:** Excluded
- 14) Conveying Systems:** Excluded
- 15) Mechanical:** provide labor to relocate existing outdoor unit, includes new refrigeration line if required and pump down unit to move, add new freon if required. Provide and install new electric heater in waiting area of new covered entry.
- 16) Electrical:** Provide Washington state electrical permit. Coordinate with city of Richland for relocation of meter base. Remove existing service entrance conductors. Relocate existing meter base away from new stairs and make compliant for height. Provide and install new service conductors rated for 200 amps. Connect existing panel to new meter base using new conductors. Provide labor to demo existing circuits to heater and lighting. Save for reinstallation. Provide and install (2) jelly jar surface mounted light fixtures. Provide wiring extension from existing circuit to hook up owner provided heater.
- 17)** All provided materials noted above shall be per owner's selection of contractor provided materials.
- 18)** Excludes architectural/engineered drawings, building permit and review fees, special inspections, and utility connection fees.

Total: \$111,576.00 plus tax

ALTERNATE 1: REPAINTING OF TRAIN CAR – ADD \$37,191.00 plus tax

- 1. Provide labor to strip existing paint from entire train car.
- 2. Provide materials and labor to remove rust make repairs as necessary to the metal skin of the train car.
- 3. Provide material and labor to repaint train car.

Aaron,

Here is a very rough cost estimate (ROM = Approx. -25% to + 75%). The below stated prices are in no way binding and could be high or low based on the actual material specified on your final drawings. I had to guess on all of the material do to the fact that it is not specified. No Electrical hookups included, No City Permits included.

Demo Labor = \$8,500

Demo Equipment = \$ 4,500

Material = \$35,000

Shop Fabrication = \$25,000

Install Labor = \$9,500

Install Equipment = \$5,000

Total= \$87,500.00

Hopefully this will work for what you need. Let me know if you have any questions.

Thank You,

Robert Armstead



3120 Travel Plaza Way
Pasco, WA 99301
509.380.1950 Cell



Chris Kathrens
Custom Design & Contracting
1360 N. Louisiana St. A-747
Kennewick, WA. 99336
509-542-7994

Name: Monterossos Italian Restaurant	
Address: 1026 LEE BLVD Richland, WA 99352	Date: 08/01/2023
Phone: 253-503-9565	Fax:
Email: atomicale@comcast.net	Valid Until:

Scope of Work: Install landing and paint train per design. 34,000 plus tax

Install: Excavate and install footings, create second story level made with metal trusses and framing. Trusses we will create four loadbearing walls. Walls will be bat and board metal siding wrapping around to the staircase and continuing to the entry. Install 2 x 10 flat metal roof paint according to design. There will be appropriate R rating insulation install metal siding inside with flashing. Install floor with trex. Install ground fault lights and outlets include a couple exterior lights. The actual train will be painted and will be two-tone green with gold pinstripe. Metal awnings will be replaced over existing awnings over train windows.

Labor to remove existing structure. Detach from adjacent surfaces. Break into haul able pieces. Remove from site and dispose of legally. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup. Costs to load and haul away old materials, installation waste and associated debris. Labor to dig out and remove dirt in existing area. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup. Job related costs of specialty equipment used for job quality and efficiency. Costs to load and haul away old materials, installation waste and associated debris.

Labor to install structure where new structure is being built. Layout, fabricate and fit metal trusses and studs along with metal sheets Secure to framing per manufacturer specifications. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup. Measure, cut (miter or butt) trim and finish nail molding. Patch and smooth nail holes and if painting caulk edge gap. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup. Shim to achieve level and plumb placement. Set jamb edges flush to finished wall surface. Secure unit to rough opening framing. Insulate perimeter and secure house wrap at window as appropriate. Repair of exterior and interior surfaces is not included. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup.