



Agenda
Economic Development Committee Special Meeting
Monday, January 22, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard

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

Council Liaison: Jones

Staff Liaison: Wallner

Special 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)

1. December 18, 2023 Economic Development Committee Meeting Minutes
 - Carly Kirkpatrick, Administrative Assistant II

Business: (30 Minutes)

2. CFIP2023-104 Commercial Facade Improvement Program - Rattlesnake Mountain Brewing
 - Lynne Follett, Economic Development Specialist
3. Proposed Purchase and Sale Agreement - One-Acre Parcel Located at 2589 Robertson Drive
 - Darin Arrasmith, Planner
4. Proposed Purchase and Sale Agreement - One-Acre Parcel Located at 2573 Robertson Drive
 - Darin Arrasmith, Planner
5. Election of Officers
 - Carly Kirkpatrick, Administrative Assistant II

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: 1/22/2024

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:

December 18, 2023 Economic Development Committee Meeting Minutes

Department:

Development Services

Recommended Motion:

Move to approve the December 18, 2023 meeting minutes

Summary:

December 18, 2023 Economic Development Committee Meeting minutes are attached for review and consideration.

Fiscal Impact:

None.

Attachments:

1. 2023.12.18 Economic Development Committee Meeting Minutes



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

CITY COUNCIL CHAMBERS – 625 SWIFT BLVD.

Monday, December 18, 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 Spencer, Griffin, Potts, and Hughes.

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 POTTS SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 6-0.

APPROVAL OF MINUTES

1. November 13, 2023 Minutes

Chairman Bricker introduced the meeting minutes from November 13, 2023. There were no changes or discussion.

COMMITTEE MEMBER GRIFFIN MOVED AND COMMITTEE MEMBER POTTS SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF NOVEMBER 13, 2023. MOTION PASSED 6-0.

ITEMS OF BUSINESS

2. Proposed Purchase and Sale Agreement of Property Located at 2619 Falcon Lane

Planner Arrasmith presented the proposed purchase and sale agreement of property to Derek and Tina Robinson, owners of 2619 Falcon Lane, to purchase 682 square feet of city-owned property located south of and adjacent to their property. A new trail was planned to cross the subject property; however, the City now plans to locate the trail farther away from the nearby residences in this area, which was the reason for this property being declared surplus and made available for sale.

COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER GRIFFIN SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL THE APPROVAL OF THE PURCHASE AND SALE AGREEMENT OF PROPERTY LOCATED AT 2619 FALCON LANE. MOTION PASSED 6-0.

PRESENTATIONS

None.

ECONOMIC DEVELOPMENT UPDATE

Economic Development Manager Wallner gave the Economic Development Update. Subjects included publication in the Commerce Guide that is put out by site selectors, and a large ad placed in the Journal of Business. Economic Specialist Follett gave an update on the CFIP project with Monterosso's that has been completed, and Bombing Range Brewery will be coming soon with a proposal to present.

REAL ESTATE UPDATE

Planner Arrasmith gave the Real Estate Update. He went over that the Binding Site Plan for 20 lots in Horn Rapids is being recorded which will produce one acre lots. He also went over growing concerns for energy transmission problems for upcoming businesses.

ANNOUNCEMENTS

Committee Member Spencer asked for an update on Targeted Urban Area and Benton County. Economic Development Manager Wallner confirmed that Benton County had passed the second TUA in Washington State at their last council meeting.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:16 p.m.

Prepared by:

Carly Kirkpatrick, Administrative Assistant II

Reviewed by:

Mandy Wallner, Economic Development Manager

Approved by:

Brad Bricker, Chairman



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/22/2024

Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

CFIP2023-104 Commercial Facade Improvement Program - Rattlesnake Mountain Brewing

Department:

Development Services

Recommended Motion:

Motion to recommend the City Council approve the application from Rattlesnake Mountain Brewing for a Commercial Facade Improvement Program grant for improvements as outlined in their application, CFIP2023-104.

Summary:

Rattlesnake Mountain Brewing has applied for facade improvement funds to update the outside of their building, located at 2696 North Columbia Center Boulevard. The building was built in 1980, and the building's exterior remains original, except for a roof replacement in 2014. The adjacent buildings, Fable Craft Bar (formerly McDougal's) and Riverside Plaza have been fully remodeled, bringing new life to this commercial center.

Council adopted the Commercial Facade Improvement Program on July 15, 2008, through Ordinance No. 15-8, and amended the evaluation criteria on August 1, 2017, through Resolution No. 136-17. This applicant is specifically proposing to use the funds to replace windows and doors and repaint the outside of their building. The improvements are eligible expenses per the adopted evaluation criteria.

The overall project includes other improvements to the facade in addition to interior improvements beyond those eligible for reimbursement through the Commercial Facade Improvement Program. Eligible improvements funded by the Facade Improvement Program in this location are those upgrades visible from Columbia Center Boulevard and/or Columbia Park Trail. The total project cost is estimated at \$49,976.56, of which \$44,188.29 are eligible for the maximum program match of \$20,000.

Economic Development staff recommends approval of the application.

Fiscal Impact:

Based on eligible project costs, the commercial facade program would provide \$20,000 in matching funds for this project. If recommended, and subsequently approved by the City Council for the full match, the commercial facade program would have a balance of \$106,580 remaining for 2024 projects.

Attachments:

1. CFIP2023-104 Rattlesnake Mountain Brewing Application
2. Current Condition Photos
3. Vicinity Map



Commercial Façade Improvement Program

Application

Applicant Name	Heather Peak	Applicant Title	Bookkeeper
Applicant Phone	509-366-7784	Applicant Email	rmbcheather@yahoo.com
Applicant Mailing Address	PO Box 6317, Kennewick, WA 99336		
Applicant Relationship to Business	Employee		
Business Name	Rattlesnake Mountain Brewing	Business Phone	5097835747
Age of Building	44 years	UBI Number	602130541
Project Physical Address	2696 N Columbia Center Blvd, Richland, WA 99352		
Project Cost	\$ \$44,188.29 (amended)	Amount Requested	\$ \$20,000.00 (amended)
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.			
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.			
We are hoping to replace all the windows and exterior doors to our area. As our building is 44 years old, these items have become discolored, sagged, or broken. It will give an overall freshness to the building and area.			
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.			

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

Yes. It is expected to take 1-2 weeks.

Revenue (Attach additional pages as necessary)	
Source	Amount
Personal Funds	\$ \$33,253.50 \$24,188.29
CFIP Grant	\$ 20,000.00
	\$
	\$
	\$
	\$
Total	\$ \$33,253.50 \$44,188.29
Expenses (Attach additional pages as necessary)	
Source	Amount
Pannonia Glass Company	\$ \$33,253.50 \$27,465.23
Apex Painting	\$ 16,723.06
	\$
	\$
	\$
	\$
Total	\$ \$33,253.50 \$44,188.29

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

Heather Renee Peak

Signature

Heather Renee Peak

10-27-2023

Printed Name

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

APEX PAINTING LLC

Estimate

APEXPPL876PP

6807 W. Henry
Pasco, WA 99301

Phone #

509-380-5681

E-mail

apexpainting600@yahoo.com

Date	Estimate #
12/5/2023	478

Rattlesnake Brewing
2696 Col Center Blvd
99352
ATTN# Kyle

Description	Qty	Rate	Total
Scope of work to be done at 2696 Col Center Blvd Richland Wash Exterior repaint		0.00	0.00
Powerwash and allow for dry time.		0.00	0.00
Caulk Exterior as needed		0.00	0.00T
Mask to protect against overspray, drips and splatters.		0.00	0.00
Apex Painting LLC provides a one year warranty on all workmanship.		0.00	0.00
All remaining paint / primer will be left at the job site for future touch-ups.		0.00	0.00
This estimate covers materials, tools, sundries, and labor.		0.00	0.00
Total Square footage of the Restaurant 7372	7,372	1.65	12,163.80T
Total Square footage of the Deck is 1167	1,167	1.65	1,925.55T
Total Square footage of Out building and Fencing 785	785	1.65	1,295.25T
this includes up to 3 colors, estimate is for white based paint colors only		0.00	0.00

A loaner Color fan may be provided upon request!

Subtotal \$15,384.60

Sales Tax (8.7%) \$1,338.46

Total \$16,723.06

Pannonia Glass Company

There when you need us.

4321 W Agate St, Pasco, WA 99301
Phone: 509-528-9212
Email: attila@pannoniaglass.com

QUOTE # 3062

DATE: NOVEMBER 3 2023

To: Rattlesnake Mountain Brewing
Job site: 2696 N Columbia Center Blvd
Richland, WA

SALESPERSON	CUSTOMER NAME	PAYMENT TERMS	QUOTE EXPIRES
Attila	Heather	50% Down, balance due at completion of work.	August 30 2023

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	36" x 84" Steel entry door with panic bar and door closer. Painted.		\$2,320.00
4	New door closers and glass repair on main entry door.		\$995.00
1	43 1/2" x 77 1/2" double pane tempered door unit for commercial door on the back wall facing the river.		\$1,695.00
1	New panic bar for the above commercial door.		\$350.00
2	52 3/4" x 59 1/4" tempered double pane window units.		\$2,860.00
8	52 3/4" x 59 1/4" annealed double pane window unit.		\$7,730.00
3	34 1/2" x 59 1/4" annealed double pane window units.		\$2,879.00
2	28 1/4" x 51 1/4" annealed double pane window units.		\$794.00
1	33 1/2" x 59 1/2" annealed double pane window unit.		\$580.00
1	33 1/2" x 59 1/2" tempered double pane window unit.		\$795.00
1	33 1/2" x 46 1/8" annealed double pane window unit.		\$506.00
1	36" x 80" new door slab. <u>Painted.</u> (back of building next to the office.) No handle set!		\$1,300.00
1	36" x 84" door with jamb. <u>Painted.</u> (back door) No handle set!		\$1,600.00
1	72" x 50" double pane window unit for Heather's office.		\$863.00
	Remove all existing window units and wood dividers and install new window units.		
	Stain or paint finishing of new wood trim and dividers is included in this quote.		

Credit card convenience fee: 2.9%

SUBTOTAL	\$25,267.00
SALES TAX	\$2,198.23
TOTAL	\$27,465.23

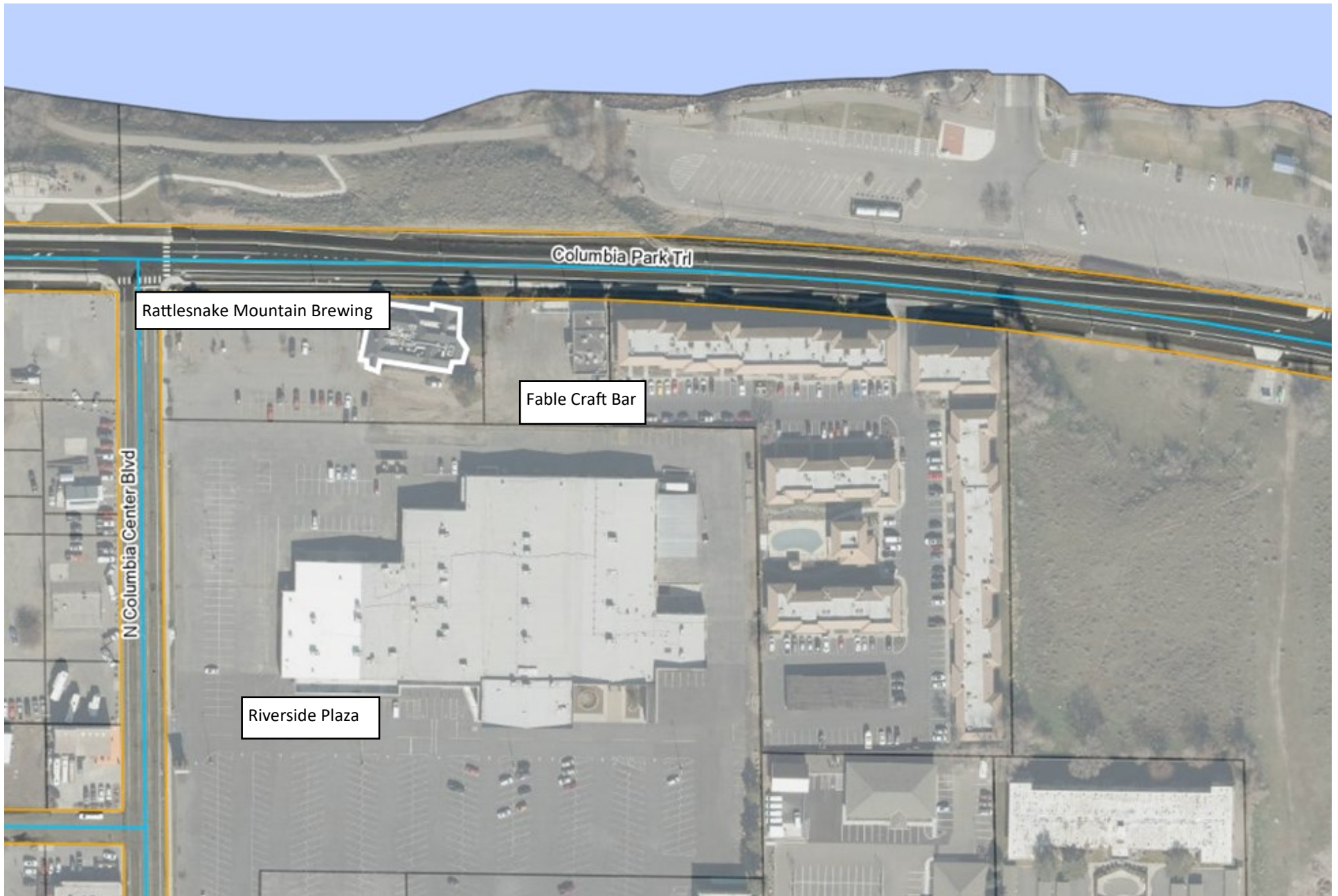
To accept this quote, please sign and return to us with your down payment: _____





VICINITY MAP

RATTLESNAKE MOUNTAIN BREWING





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/22/2024

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Proposed Purchase and Sale Agreement - One-Acre Parcel Located at 2589 Robertson Drive

Department:

Development Services

Recommended Motion:

Motion to recommend to the City Council authorizing the City Manager to enter into a Purchase and Sale Agreement with Salta, LLC for the purchase of 46,162 square feet of City property located at 2589 Robertson Drive.

Summary:

Salta, LLC is proposing to purchase a 46,162 square-foot property in the Horn Rapids Business Center, located along the south side of Robertson Drive at the intersection with Polar Way, for the development of an 8,000 square-foot light industrial facility with office space.

Salta, LLC is the owner of Kaizenspeed, a company located in Kennewick that specializes in the development and installation of high-performance products for late model performance vehicles. They have been in business since 2005 and currently employ five people. Kaizenspeed plans to relocate their business to Richland in order to develop a larger facility that will allow them to conduct fabrication of their products in-house and expand their employment base.

The purchase price is \$3.45 per square foot for the 46,162 square-foot property, amounting to a base price of \$159,259. The purchase price is consistent with the City of Richland's Resolution No. 2023-106 adopted by the City Council on July 6, 2023. The price of the property is also subject to road frontage improvement costs for the construction of Robertson Drive for an additional \$32,340 for the 155.94-foot wide lot, amounting to a total overall purchase price of \$191,599.

The City will retain a repurchase right if Salta, LLC has not submitted an application for approval of building plans to the City within eight (8) months of closing, and if construction of their building has not commenced within eighteen (18) months of closing.

Fiscal Impact:

The purchase price is \$3.45 per square foot plus road frontage improvement costs with estimated gross proceeds of \$191,599 for the 46,162 square-foot lot. A portion of the proceeds will be distributed to the City's Utility Fund to recover costs for the construction of Horn Rapids Business Center utilities in 1988 as follows:

Electric Fund: \$2,031.13; Water Fund: \$3,646.80; Sewer Fund: \$1,388.70

Net proceeds after closing and Utility Fund allocations will be distributed to the City's Industrial Development Fund.

Attachments:

1. Site Map



SALTA, LLC
1 ACRE PURCHASE
(8,000 SF FACILITY)

HORN RAPIDS
COMMERCIAL PLAZA

HORN RAPIDS
GOLF COURSE COMMUNITY

HORN RAPIDS BUSINESS CENTER





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/22/2024

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Proposed Purchase and Sale Agreement - One-Acre Parcel Located at 2573 Robertson Drive

Department:

Development Services

Recommended Motion:

Motion to recommend to the City Council authorizing the City Manager to enter into a Purchase and Sale Agreement with Dovetail Properties, LLC for the purchase of 45,308 square feet of City property located at 2573 Robertson Drive.

Summary:

Dovetail Properties, LLC is proposing to purchase a 45,308 square-foot property in the Horn Rapids Business Center, located along the south side of Robertson Drive near the intersection with Polar Way, for the development of an 11,000 square foot light industrial facility with office space.

Randy Bird of Dovetail Properties, LLC is the owner of Core Cabinet Production, a Richland company that manufactures custom cabinetry and currently employs five people. Core Cabinet Production plans to relocate their business to the Horn Rapids Business Center.

The purchase price is \$3.45 per square foot for the 45,308 square-foot property, amounting to a base price of \$156,312. The purchase price is consistent with the City of Richland's Resolution No. 2023-106 adopted by the City Council on July 6, 2023. The price of the property is also subject to road frontage improvement costs for the construction of Robertson Drive for an additional \$31,741 for the 153.05-foot wide lot, amounting to a total overall purchase price of \$188,054.

The City will retain a repurchase right if Dovetail Properties, LLC has not submitted an application for approval of building plans to the City within eight (8) months of closing, and if construction of their building has not commenced within eighteen (18) months of closing.

Fiscal Impact:

The purchase price is \$3.45 per square foot plus road frontage improvement costs with estimated gross proceeds of \$188,054 for the 45,308 square-foot lot. A portion of the proceeds will be distributed to the City's Utility Fund to recover costs for the construction of Horn Rapids Business Center utilities in 1988 as follows:

Electric Fund: \$1,993.55; Water Fund: \$3,579.33; Sewer Fund: \$1,313.33

Net proceeds after closing and Utility Fund allocations will be distributed to the City's Industrial Development Fund.

Attachments:

1. Site Map-Dovetail Properties



DOVETAIL PROPERTIES, LLC
1 ACRE PURCHASE: 2573 ROBERTSON DRIVE
(11,000 SF FACILITY)

HORN RAPIDS
COMMERCIAL PLAZA

HORN RAPIDS
GOLF COURSE COMMUNITY

HORN RAPIDS BUSINESS CENTER





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/22/2024

Agenda Category: Business

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:

Election of Officers

Department:

Development Services

Recommended Motion:

I nominate INSERT NAME for the role of Economic Development Committee Chair.

I nominate INSERT NAME for the role of Economic Development Committee Vice Chair.

Summary:

Per RMC 2.040.110(C)(I) each board and commission elects a chair and vice chair.

Fiscal Impact:

None.

Attachments: