



Agenda
Economic Development Committee Meeting
Monday, July 15, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard

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

Council Liaison: Councilmember Jones

Staff Liaison: Economic Development Manager 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 per speaker.

Approval of Minutes: (Approved by Motion)

1. May 20, 2024, Economic Development Committee Meeting Minutes

Presentations: (10 Minutes)

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

Business: (30 Minutes)

3. CFIP 2024-102 Commercial Facade Improvement Program - Parkway Dream LLC for Property Located at 610 The Parkway
 - Lynne Follett, Economic Development Specialist
4. CFIP 2024-103 Commercial Facade Improvement Program - Jenny Lynn Properties, LLC for Property Located at 747 The Parkway
 - Lynne Follett, Economic Development Specialist
5. Proposed Purchase and Sale Agreement - Horn Rapids Business Center at 2621 Robertson Drive
 - Darin Arrasmith, Planner

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: 7/15/2024

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:
May 20, 2024, Economic Development Committee Meeting Minutes

Department:
Development Services

Recommended Motion:
Move to approve the May 20, 2024, meeting minutes

Summary:
May 20, 2024, Economic Development Committee Meeting minutes are attached for review and consideration.

Fiscal Impact: None.

Attachments:
I. 2024.05.20 Economic Development Committee Meeting Minutes



**MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
Monday, May 20, 2024
Richland City Hall - Council Chambers
625 Swift Boulevard**

CALL TO ORDER

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

ATTENDANCE

Chair Bricker, Vice-Chair Morasch, Committee Members Spencer, Hall, Griffin, French and Hughes.

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

APPROVAL OF AGENDA

Chair Bricker presented the agenda for approval. There were no changes or additions.

COMMITTEE MEMBER MORASCH MOVED AND COMMITTEE MEMBER FRENCH SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 7-0.

PUBLIC COMMENTS

Chair Bricker opened the public comment period at 4:01 p.m. Having no one request time to address the committee, Chair Bricker closed the public comment period at 4:01.

APPROVAL OF MINUTES

1. April 15, 2024, Economic Development Committee Meeting Minutes

Chair Bricker introduced the meeting minutes from April 15, 2024. There were no changes or discussion.

COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER HUGHES SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF APRIL 15, 2024. MOTION PASSED 7-0.

ITEMS OF BUSINESS

2. Proposed Purchase and Sale Agreement – Horn Rapids Business Center at 2443 Henderson Loop

Planner Arrasmith presented the proposed purchase and sale agreement of property to Dule Mehic, to purchase 1.86-acres located along the south side of Henderson Loop, for development of an approximate 6,000 square-foot RV sales/showroom facility. At the end of the presentation Planner Arrasmith answered questions from the committee.

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 2443 HENDERSON LOOP. MOTION PASSED 7-0.

PRESENTATIONS

There was no presentation for this meeting.

ECONOMIC DEVELOPMENT UPDATE

Economic Specialist Follett announced that there was overhaul to the passport program, which received a website revamp. Furthermore, there is a campaign underway to onboard new businesses over the next 2-3 months. Notable events slated for June include the Mushroom Fest, Farmers Market is opening, Live at 5 series is kicking off, and the Tri-Down Get Down. Economic Development Manager Wallner announced that the June meeting of the Economic Development Committee will be rescheduled to the week of the 10th featuring two purchase and sale agreements.

REAL ESTATE UPDATE

Planner Arrasmith announced the successful closings of properties to Dove Tail and Salta, with a timeline being watched for permits for Old Trapper because the deadline is approaching in July. Additionally, there is a growing interest in several other Horn Rapids properties.

ANNOUNCEMENTS

None

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:11 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: 7/15/2024

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:



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/15/2024

Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

CFIP 2024-102 Commercial Facade Improvement Program - Parkway Dream LLC for Property Located at 610 The Parkway

Department:

Development Services

Recommended Motion:

Move to recommend the City Council approve the application from Parkway Dream LLC for a Commercial Facade Improvement Program grant for improvements to 610 The Parkway as outlined in application No. CFIP2024-102.

Summary:

Katie and Brian Mair, owners of Parkway Dream LLC, have applied for commercial facade improvement funds to update the exterior of a building they own at 610 The Parkway. The applicant proposes to reface the solid storefront sections above and below the windows, and replace the storefront frame, windows, and entry door on the George Washington Way façade of the building. The project also includes the potential replacement of the awning, should the neighboring owner agree to pay for the portion of the awning covering the three neighboring suites, which are all connected by the same awning. 610 The Parkway is the current home of Thrive Dance Creative. Built in 1940, the exterior was renovated in 1966 and several interior tenant improvements have been made over the years.

The Council adopted the Commercial Facade Improvement Program on July 15, 2008, via Ordinance No. 15-08, and amended the evaluation criteria on August 1, 2017, via Resolution No. 136-17. Eligible expenses in the evaluation criteria include costs for building materials, gutters and downspouts, safety enhancements, awnings and accessory ornamentation, siding, and exterior window and door replacement. The proposed work is eligible for reimbursement per the adopted evaluation criteria. Specifically, this building has an entrance along George Washington Way, all improvements occur in reimbursable categories of the evaluation criteria and will be visible from the public right-of-way.

The total project cost is estimated at \$34,490.08 and is eligible for up to \$17,254.04.

Staff recommends that the EDC provide an affirmative recommendation to the Richland City Council.

Fiscal Impact:

Based on eligible project costs, the commercial facade program would provide up to \$17,254.04 in matching funds for this project. If approved, the commercial facade program would have a balance of \$69,325.96 remaining for projects.

Attachments:

1. CFIP2024-102 Application - 610 The Parkway
2. CFIP2024-102 Before Picture
3. Current Building Photo
4. Vicinity Map - 610 The Parkway



Commercial Façade Improvement Program

Application

Applicant Name	Katie and Brian Mair	Applicant Title	Building Owner
Applicant Phone	509-430-4821	Applicant Email	katieagee@msn.com
Applicant Mailing Address	1681 April Loop, Richland, WA 99354		
Applicant Relationship to Business	Building Owner, building leased to Thrive Dance		
Business Name	Parkway Dream LLC	Business Phone	5094304821
Age of Building	Built 1940	UBI Number	604-573-560
Project Physical Address	610 The Parkway, Richland		
Project Cost	\$14,490.08 \$34,490.08	Amount Requested	\$7,245.04 \$17,245.04
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.			
Replace the damaged dilapidated soffit on the Parkway side of 610, 612, 614, and 616 the Parkway with new metal soffit. The space is occupied by Thrive Dance, Legacy Barber, Parkway Tattoo, and Senior Helpers. The Richland Farmers Market is held in the Parkway in front of the space and this overhang of the building provides shade and cover from rain. Received matching funds in 2022 in the amount of \$7,835.50.			
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.			
Replace windows and door on the George Washington Way side of 610 The Parkway. The storefront is old and the windows are broken and frames damaged. Plan to put in new commercial windows and door which will enhance the look of the GWay side of the building which is a high traffic area in the city of Richland. Also will replace above and below the windows which is old and run down with something new and modern.			
Pictures of current windows/door is attached along with drawing of new.			
Optional: Replace soffit on George Washington Way side of building for 610, 612, 614, 616 that is dilapidated and falling down with a metal soffit the same as what was done on the parkway side of the building.			
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, the lead time on the windows and door is 6-8 weeks.

The soffits will be able to be complete within 12 months, lead time 4 weeks for materials.

Revenue (Attach additional pages as necessary)

Source	Amount
Rent (monthly)	\$ \$2,755.00
	\$
	\$
	\$
	\$
	\$
Total	\$ \$2,755.00

Expenses (Attach additional pages as necessary)

Source	Amount
Mortgage	\$ \$1,900.00
Property Taxes	\$ \$231.99
Other Building Maintenance	\$ \$100.00
	\$
	\$
	\$
Total	\$ \$2,231.99

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

Katie Mair

Signature

Katie Mair

Printed Name

6-6-2024

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

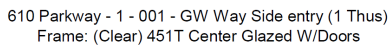
Applications completed handwritten:

- 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

City Matching Funds Application for 610 The Parkway

Permit Cost	
Windows/Door Estimate – Tri-City Glass to include Installation at \$10,351.00 and demo of existing frame at \$1,150.00 plus tax	\$12,490.08
Materials for above and below windows to replace the outdated orange and blue material, estimated at \$2,000.00	\$2,000.00
Optional: Replace soffit on George Washington Way side of 610, 612, 614, 616	\$20,000.00 (estimate)
Total Project Cost	\$34,490.08



610 Parkway - 1 - 001 - GW Way Side entry (1 Thus)
Frame: (Clear) 451T Center Glazed W/Doors



WINDOW & DOOR SPECIALISTS

1238 COLUMBIA PARK TRAIL
RICHLAND, WA 99352
(509) 586-1177
CORPORATE OFFICE

904 N. 4TH AVE.
WALLA WALLA, WA 99362
(509) 529-5110
State Cont. License: PERFEI*241Q2

Quote

Quote No	Quote Date
9404	5/28/2024

Salesperson
JEFF GLINES

Customer	Work to be Performed at
----------	-------------------------

THRIVE PERFORMING ARTS
610 THE PKWY
RICHLAND, WA 99352
KATIE MAIR (509) 430-4821
KATIEEGEE@MSN.COM

THRIVE PERFORMING ARTS
610 THE PKWY
RICHLAND, WA 99352
KATIE MAIR

Work Requested

TUESDAY 5/28 - 2:15
GLASS BREAKAGE - NEW STOREFRONT - G-WAY SIDE

Description	Amount
-------------	--------

ALUMINUM FRAME:

1) Kawneer Entrance Systems Single Door, 350 Medium,
Style door, 10" Bottom Rail, 451 Frame, #17 Clear
Anodized Finish, CP Push Back To Back, Off Set Pivots,
International Surface Closer, Keyed Cylinder, With
Transom And Side Light

25,000.00

Glazing:

1"OA, 1/4" SB60 X 1/4" Clear, Tempered

EXCLUDES:

Film and Decals
Permits

Subtotal: 25,000.00
RICHLAND Sales Tax: 2,175.00

Quote Total: 27,175.00

PROPOSAL DETAILS

1. All proposals are good for 30 calendar days. After the 30 day period the provided proposal may need to be revised.
2. The customer is responsible for reviewing this proposal for accuracy to ensure all required aspects of the project are listed.
3. Perfection Glass will not be held responsible for material not listed on this proposal.
 - a. In the case in which material must be provided that is not listed in this proposal, a change order will be issued to the customer.
4. Perfection Glass will provide a one (1) year warranty on all workmanship.
5. Manufacturer's warranties vary depending on the manufacturer. Perfection Glass will honor warranties on material from manufacturers, but labor to replace manufacturers defects will be charged to the customer.
6. Expedited orders may require an additional fee, depending on material availability and production schedule.
7. All lead times given are estimates. Lead times are subject to change.



6476 W. Brinkley Rd.
Kennewick, WA 99336
Ph: 509-586-6000
WA #SUPERGL876N7
OR #202278
www.superior-glass.com
office@superior-glass.com

Estimate

Date	Estimate #
5/17/2024	13751

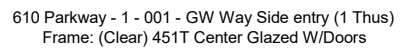
Name / Address	Ship To
Katie Mair 707 The Parkway Richland, WA 99352	Brian Mair 610 Parkway Richland, WA 99352

Contact	*Due to the rise in costs and material shortages, Superior Glass can only honor pricing for 30 days. Please expect longer than normal lead times*	Project
Brian 509-430-4821		610 Parkway

Superior Glass proposes to provide all labor, materials and equipment for the complete installation of the following items.

Item	Description	Total
Remove & Dispose	Existing 18'0" x 10'0" Aluminum Storefront Entry. See attached drawing for configuration.	13,405.00T
Furnish & Install	New Kawneer 451T Center Glazed Framing. New Kawneer 350 Medium Stile Aluminum Entry Door. Sizes, quantities and description per attached drawing. Door, framing and hardware finish to be clear anodized to match existing. Door hardware shall be as follows: continuous geared hinge, Rim panic device, exterior keyed cylinder, heavy duty surface closer, Tubular pull handles, threshold and door weathering. Glazing shall be clear insulated Loe / argon, tempered where required. Related flashing, sealants and anchors.	
EXCLUDES	Building Permit Product Protection, Final Cleaning and Replacement of Goods Damaged by Others. Final keyed cylinders.	
Base Price		
TO PROCEED	If you would like to move forward with your estimate, please respond to the E-mail with your approval. We will then send you a 50% Deposit Invoice that can be paid through the link provided in the E-Mail, or you can call (509) 586-6000 to pay over the phone. All Payments made with debit/credit card will incur a 3% fee. Materials WILL NOT be ordered until Deposit is PAID IN FULL. Remainder amount will be billed upon completion of Job.	
Please call with questions. Sincerely, <i>Mike Jr. LaBeaf</i> Mikejr@superior-glass.com 509-586-6000	All Debit/Credit Card transactions will incur a 3% Fee, Please call to make payment over the phone when using a Debit/Credit Card.	Subtotal \$13,405.00
	A finance charge will be imposed on all past due accounts. Finance charge of a "Periodic Rate" of 1-1/2% per month, minimum \$1.00 which is a annual percentage rate of 18%. If above terms are not met we may exercise our right to lien and turn over to collections. NSF Check fee \$35.00.	Sales Tax (8.7%) \$1,166.24
		Total \$14,571.24

Honesty and Integrity in everything we do.



610 Parkway - 1 - 001 - GW Way Side entry (1 Thus)
Frame: (Clear) 451T Center Glazed W/Doors



Commercial Quote

304 E. Columbia Drive
 Kennewick, WA 99336
 509 586-0454 (Ph.)
 509 586-7493 (Fax)

Proposal Submitted To: Katie Agee	Job Location: 610 Parkway Richland	Date: 5/31/2024	Job Name: 610 The Parkway
		Office: 509-430-4821	
		Fax:	Date Of Plans: N/A
			Addendum: None
			Attention: Katie Agee

Aluminum Storefront and Entrance

Kawneer VG451T, 2" x 4 1/2" with high performance subsill. #40 bronze anodized finish.

Quantity includes: One (1) @ 18'-1 3/4" x 9'-10 1/2"

Kawneer 350 Medium Stile door with 10" ADA bottom rail, continuous geared hinge, International 8051 surface closer, CO-9 pull, 1786 rim panic exit w/ dogging, cylinder, 1/2" threshold, sweep and weather-stripping. Bronze anodized finish.

Quantities include: One (1) @ 3'-0" x 7'-0"

Glazing

1/4" Solarban 60 #2 over 1/4" Clear, 1" O.A. insulated
 (tempered where indicated or in accordance to code)

Installed Complete: \$10,351.00 + Taxes (if applicable)

Add, \$1,150.00 for demo of existing frame. All hole prep for new frame by others.

Add, \$200.00 for International 44CI heavy duty closer in lieu of International 8051 closer.

Deduct \$300.00 if rim panic exit hardware not required.

Exclusions: Taxes, hardware not listed above by others, demo of existing, glazing not listed above by others, flashing, pre-finished metal drip edges, break shape, testing fees, permits, installation of any access control hardware, bonding, final cleaning, electrical and/or alarm hookups, preparation/protection and temporary closure of openings. Final keys and cylinders.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specification involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident's or delays beyond our control. Owner to carry fire, tornado and necessar insurance. Our workers are fully covered by Workman's Compensation Insurance.

THIS PROPOSAL IS VALID FOR 30 DAYS


 Authorized Signature
 Todd Wilimotte

Acceptance Of Proposal. The above prices, Specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Date Of Acceptance: _____

Signature: _____

Thrive

DANCE

WWW.THRIVECREATIVEDANCE.COM

509-578-1117

Facebook icon THRIVEDANCECITY.COM

Instagram icon @THRIVEDANCE.TC

LEO
BARE



VICINITY MAP
610 THE PARKWAY





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/15/2024

Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

CFIP 2024-103 Commercial Facade Improvement Program - Jenny Lynn Properties, LLC for Property Located at 747 The Parkway

Department:

Development Services

Recommended Motion:

Move to recommend the City Council approve the application from Jenny Lynn Properties, LLC for a Commercial Facade Improvement Program grant for improvements to the building addressed as 741, 745, 747 The Parkway, and 716, 718 Jadwin Avenue (applied for under 747 The Parkway) as outlined in application No. CFIP2024-103.

Summary:

Scott Nice, owner of Jenny Lynn Properties, LLC, has applied for commercial facade improvement funds to update the exterior of a building at 747 The Parkway. The building contains five suites, addressed as 741, 745, 747 The Parkway, and 716, 718 Jadwin Avenue.

The applicant proposes to replace the siding on the east and west sides of the building and repaint the entire building. The building was home to Ganzel's Barber Shop but has been empty since their relocation to Wellsian Way last year. Built in 1945, the building has had only a few minor updates over the years. The exterior of 745 The Parkway was renovated in 1969, and several interior tenant improvements have been made to the various suites over the years. Jenny Lynn Properties, LLC has recently completed the interior update of 747 The Parkway since the relocation of Ganzel's. Additionally, the HVAC system was recently replaced and a new roof was installed.

The Council adopted the Commercial Facade Improvement Program on July 15, 2008, via Ordinance No. 15-08, and amended the evaluation criteria on August 1, 2017, via Resolution No. 136-17. Eligible expenses in the evaluation criteria include costs for building materials, gutters and downspouts, safety enhancements, awnings and accessory ornamentation, siding, and exterior window and door replacement. The proposed work is eligible for reimbursement per the adopted evaluation criteria. Specifically, this building has entrances facing Jadwin Avenue and The Parkway, and all improvements occur in reimbursable categories of the evaluation criteria and will be visible from the public right-of-way. The total project cost is estimated at \$41,082.08 and is eligible for up to \$20,000.00 in reimbursement funds.

Staff recommends that the EDC provide an affirmative recommendation to the Richland City Council.

Fiscal Impact:

Based on eligible project costs, the commercial facade program would provide up to \$20,000.00 in matching funds for this project. If approved, the commercial facade program would have a balance of \$49,325.96 remaining for projects.

Attachments:

1. CFIP2024-103 Application Packet
2. VICINITY MAP - Jenny Lynn Property





Commercial Façade Improvement Program

Application

Applicant Name	Scott Nice	Applicant Title	Manager
Applicant Phone	208-989-8553	Applicant Email	scottnice223@gmail.com
Applicant Mailing Address	15751 NWAthens Dr. #248 Portland, OR. 97229		
Applicant Relationship to Business	Owner / manager		
Business Name	Jenny Lynn Properties LLC	Business Phone	2089898553
Age of Building	80 years	UBI Number	603254466
Project Physical Address	747 The Parkway Richland, Wa 99352		
Project Cost	\$38,994.00 \$41,082.08	Amount Requested	\$19,497.00 \$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.			
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.			
Replace siding on East (The Parkway) and West (Jadwin Ave) sides of the Building. Paint the complete building. Power wash and clean sidewalks. clean up land scaping and add gravel to the north side of the building			
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, Project will be completed 90 days after approval

Revenue (Attach additional pages as necessary)

Source	Amount
Construction Loan thru Baker Boyer Bank	\$ \$300,000.00
	\$
	\$
	\$
	\$
	\$
Total	\$ \$300,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
DRD Exteriors LLC (Siding)	\$ \$22,900.00 + tax \$1992.30
H B Painters Inc (Painting)	\$ \$14,894.00 + tax \$1295.78
Land Scaping Rock	\$ \$1,000.00 Expense not allowed
Power wash sidewalk	\$ \$200.00 Expense not allowed
	\$
	\$
Total	\$ \$38,994.00 \$41,082.08

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

Scott Nice

Signature

Scott Nice

Printed Name

07-03-2024

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

ESTIMATE

DRD Exteriors LLC
Contractor No: DRDEXEL793CE
Insured and Bonded
PHONE: [509-539-4637]
Email: drdexteriorsllc@gmail.com

INVOICE NO:	
INVOICE DATE	
DUE BY	

2024019
June 21, 2024

Bill To

Scott Nice
(208)989-8553
scottnice223@gmail.com

JOBSITE LOCATION

741 The Park Way
Richland WA 99352

UNIT	DESCRIPTION	QTY	PRICE	SUBTOTAL
EA	Estimated Project Cost	1	22,900.00	22,900.00

Estimate Terms & Conditions

If you would like to perform additional work not covered in this estimate, these services will incur additional charges.

If additional layers are found under existing siding each layer will be an additional cost.

The exact condition of your exterior walls cannot be verified until we remove siding. If rotten or deteriorated wood is discovered AFTER removing your existing layers, additional charges will apply to cover material and labor needed. You will be notified if these conditions apply.

By signing I agree to the above terms & conditions

SUBTOTAL	\$22,900.00
TAX	
DISCOUNT	
TOTAL	\$22,900.00

SIGNATURE

Any additional services requested and not covered by the estimate will incur additional charges.

If you have any questions concerning this estimate, please email us at: drdexteriorsllc@gmail.com

WE LOOK FORWARD TO EARNING YOUR BUSINESS!

H B Painters Inc.

**Commercial Special Coatings, Halar Coatings,
Epoxy Floors, Floor Grinding, High-Performance**

6562 W. Brinkley Rd.

Kennewick WA. 99338

Phone: (509) 783-4134, Fax: (509) 735-9236

HBPAI379N9**

Since 1953

Bid Proposal

Date: 5-10-2023

Job/project: 747 The Parkway, Richland, WA

To: Scott Nice

Attn:

Fax/Email: scottnice223@gmail.com

From: Zakery Brinkley

Email: hbpaintersestimator@gmail.com Cell:509-378-9586

Addendums Seen: 0

Total number of pages (including cover page): 2

H B Painters agrees to perform the following per walkthrough:

**Painting Base Bid – Power Washing, Prep, Spot Prime, and Painting of
Brick Veneer, Siding, Wood Fascia, Wood Trim, Soffits, Doors/Frames
(Not Aluminum Storefronts, only Wood/Residential style doors), and
Metal Fascia.**

\$14,894.00 +tax

_____initial

**Includes all labor, materials, and equipment to complete the job
mentioned above.**

Excludes: Siding/Trim Repairs/Replacement, Black Painted Brick Veneer, Aluminum Storefronts/Windows, Roof, Interior Work, Vinyl Windows, Color Coding, Pipe Identification, Masking of Low Voltage in New Construction, Parking Lines/Markings, and Caulking except Hollow Metal Casings to Gypsum Walls

Signature

Date



























VICINITY MAP
Jenny Lynn Properties—The Parkway



Jadwin Avenue

716

718

741

745

747

The Parkway

Knight Street

George Washington Way



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/15/2024

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Proposed Purchase and Sale Agreement - Horn Rapids Business Center at 2621 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 Matson Holdings, LLC for the purchase of 43,577 square feet of City property located at the southeast corner of Robertson Drive and Henderson Loop.

Summary:

Calvin Matson of Matson Holdings, LLC is proposing to purchase a 43,577 square-foot property in the Horn Rapids Business Center, located at the southeast corner of Robertson Drive and Henderson Loop, for the development of a minimum 10,000 square-foot contractor's office and facility.

Matson Holdings, LLC is the owner of Double J Excavating and this property will be the new location for their main office and primary operating activities.

The purchase price is \$4.50 per square foot for the 43,577 square-foot property, amounting to an overall purchase price of \$196,097.

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

Fiscal Impact: None.

Attachments:

1. Site Map - Matson Holdings LLC
2. LOI - Robertson Drive



CALVIN MATSON
1 ACRE PURCHASE
(10,000 SF FACILITY)

HORN RAPIDS
COMMERCIAL PLAZA

HORN RAPIDS BUSINESS CENTER

HORN RAPIDS
GOLF COURSE COMMUNITY



MATSON

— HOLDINGS —

May 9, 2024

RE: Letter of Intent
Robertson Drive Property (Horn Rapids)

Dear Mr. Arrasmith,

Please receive this Letter of Intent for the purpose of outlining in broad and general terms the present intentions of Matson Holdings, LLC with respect to the purchase a City of Richland owned 43,577 SF parcel located on Robertson Drive, referred to as Parcel 6, also known as 2621 Robertson Drive.

We are planning to build a 10,000 sq. ft. commercial/industrial building on the site, this building will become the new home for our primary operating company, Double J Excavating.

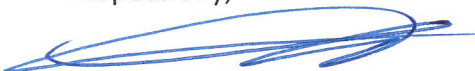
The proposed purchase price for this parcel is \$4.50 per sq. ft., totaling approximately \$196,097. We realize that a PSA will still need to be negotiated and reviewed by Counsel of both Parties and that this transaction requires City approval to move ahead.

Traditional distribution of closing costs would occur.

We are requesting a 120-day feasibility/due diligence period, with closing to follow 120 days after the feasibility period. Along with the option to close before these time frames if mutually agreed.

This Letter of Intent is not intended to, nor does it contractually bind either party.

Respectfully,



Calvin L. Matson
President, Matson Holdings, LLC