



Agenda  
Planning Commission Meeting  
Wednesday, October 23, 2024  
Richland City Hall ~ Council Chambers  
625 Swift Boulevard

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Commission Members: Chair Richardson, Vice-Chair Townsend, and Members Hernandez, Lambert, Miller, Nicholson, and Samuel

Council Liaison: Councilmember VanDyke  
Staff Liaison: Planning Manager Stevens

### **Regular Meeting - 6:00 p.m.**

#### **Welcome and Roll Call**

**Approval of Agenda:** (Approved by Motion)

**Approval of Minutes:** (Approved by Motion)

1. Meeting Minutes for September 25, 2024 Planning Commission Meeting, and October 9, 2024 Planning Commission Workshop

**Public Hearing :** Please limit public comments to 2 minutes.

**Public Comments:** Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with the Planning Commission, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, the Planning Commission will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for the Planning Commission's consideration must be submitted to the Planning Manager by 4:00 p.m. the day of the meeting for distribution.

#### **Unfinished Business - Public Hearing:**

#### **New Business - Public Hearing:**

2. 2025 Community Development Block Grant (CDBG) Application Presentation
  - Toni Lehman, CDBG / HOME Administrator
3. Proposed Code Amendment - Horn Rapids Employment Overlay
  - Mike Stevens, Planning Manager
4. Proposed Amendment to RMC Title 23.22 - Overlay District (Columbia Point North)
  - Mike Stevens, Planning Manager

#### **Communications:**

#### **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.



## PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/23/2024

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

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**Subject:**

Meeting Minutes for September 25, 2024 Planning Commission Meeting, and October 9, 2024 Planning Commission Workshop

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**Request:**

Strategic Priority I - High Performance Government

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**Recommended Motion:**

Move to approve the Meeting Minutes for the September 25, 2024 Planning Commission Meeting, and the October 9, 2024 Planning Commission Workshop.

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**Summary:**

Meeting Minutes for the September 25, 2024 Planning Commission Meeting, and October 9, 2024 Planning Commission Workshop are attached for review and consideration.

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**Attachments:**

1. 2024.09.25 Planning Commission Meeting Minutes DRAFT
2. 2024.10.09 Planning Commission Workshop Minutes DRAFT



**MINUTES  
PLANNING COMMISSION MEETING  
WEDNESDAY, SEPTMEBER 25, 2024  
City Hall – 625 Swift Boulevard – Council Chamber  
6:00 p.m.**

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**Call to Order:**

Vice-Chair Townsend called the meeting to order at 6:00 p.m.

**Attendance:**

**Present:** Vice-Chair Townsend, Members Hernandez, Lambert, Miller, and Samuel.

Also present were Councilmember VanDyke, Development Services Director Jensen, Planning Manager Stevens, CDBG/HOME Administrator Lehman and Administrative Assistant II Kirkpatrick.

**Approval of Agenda:**

Vice-Chair Townsend presented the meeting agenda for review and approval.

**COMMISSIONER HERNANDEZ MOVED AND COMMISSIONER SAMUEL SECONDED THE MOTION TO APPROVE AGENDA AS PUBLISHED. THE MOTION PASSED 5-0.**

**Approval of Minutes:**

Vice-Chair Townsend presented the minutes for the August 28, 2024 Planning Commission Meeting.

**COMMISSIONER SAMUEL MOTIONED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE THE MINUTES OF AUGUST 28, 2024 PLANNING COMMISSION MEETING AS PRESENTED. THE MOTION PASSED 5-0.**

**Public Comments:**

Vice-Chair Townsend opened public comment at 6:04 pm. With no public comments, he closed the comment period at 6:04 pm.

**New Business – Public Hearing:**

**2. Public Hearing to Accept Comments on 2025 Community Development Block Grant and Housing Funds**

CDBG/HOME Administrator Lehman provided the Commission with an overview of the annual process and the purpose of the public hearing to accept comment. She went over the amount asked by applicants and the anticipated amount that will be awarded. Applicants will be coming to the next Planning Commission meeting. Vice-Chair asked Ms. Lehman to

confirm that proper notice was given, and she confirmed because it was part of the HOME consortium that it had also been posted on the City of Pasco and Kennewick's websites.

**AT 6:08 P.M. VICE-CHAIR TOWNSEND OPENED THE PUBLIC HEARING. HAVING NO ONE PRESENT FOR THE PUBLIC HEARING HE CLOSED IT AT 6:08 P.M.**

### **3. 2024 Comprehensive Plan and Development Regulations Annual Amendments**

Planning Manager Stevens gave a brief overview of the 2024 Comprehensive Plan Amendment process and confirmed that proper notice was given. There were two applications this year. The first one was for J-U-B Engineers on behalf of HP Pasco, LLC to amend the Comprehensive Plan map for approximately 2.13 acres of land from High-Density Residential to Commercial with staff recommendation is to have it rezoned to waterfront. The property is currently zoned for High Density Residential which allows for both R-3 zones and Commercial Limited Business district. The second application is from Richland Properties, LLC, and they are proposing to change the Comprehensive Plan Land Use designations upon property that is approximately 12.62 acres in size by relocating/swapping the locations of the existing commercial and low-density residential comprehensive plan designations to create one larger commercial zone. The difference in size of the two parcels are 3000 square feet apart in size and zoning would match adjacent properties.

Jason Madoxx, on behalf of PBS Engineering & Environmental spoke to commission regarding Richland Properties LLC and their proposal to swap properties to consolidate into one single commercial section.

**AT 6:22 P.M. VICE-CHAIR TOWNSEND OPENED THE PUBLIC HEARING. HAVING NO ONE PRESENT FOR THE PUBLIC HEARING HE CLOSED IT AT 6:22 P.M.**

Commissioner Samuel asked why staff is recommending waterfront zoning. Planning Manager Stevens went over uses and reason staff is recommending waterfront zoning including the small footprint of the property, and a brief history of the Shoreline Master Program that also would be included in this property. Further discussion amongst staff and planning commission occurred regarding the first application, and with no further discussion, Vice-Chair moved for a motion.

**COMMISSIONER SAMUEL MOTIONED THAT THE PLANNING COMMISSION ADOPT THE FINDINGS, CONCLUSIONS, AND RECOMMENDATION FOUND IN THE STAFF REPORT AND RECOMMEND THAT THE CITY COUNCIL APPROVE THE 2024 COMPREHENSIVE PLAN POLICY AND MAP, AND CODE AMENDMENT DOCKET AND COMMISSIONER LAMBERT SECONDED. THE MOTION PASSED 5-0.**

**COMMISSIONER SAMUEL MOTIONED THAT THE PLANNING COMMISSION ADOPT THE FINDINGS, CONCLUSIONS, AND RECOMMENDATION FOUND IN THE STAFF REPORT AND RECOMMEND THAT THE CITY COUNCIL APPROVE THE ASSOCIATED REZONES AND COMMISSIONER LAMBERT SECONDED. THE MOTION PASSED 5-0.**

**Communications:**

Councilmember VanDyke spoke regarding a workshop that Council had the night before where the Veteran Affairs (VA) proposed a cemetery at the end of Horn Rapids that could come forward to the Planning Commission.

Development Services Director Jensen reminded the Planning Commission about the upcoming Boards and Commission Appreciation Reception that the city is hosting.

Planning Manager Stevens informed the Commission that staff is on its fourth month with not being fully staffed. They are continuing their effort to fill positions and appreciate the Planning Commission's patience. Hoping to have someone on board by end of month.

Vice-Chair Townsend spoke about being more proactive and holding additional workshops to be more supportive to the overall city goals. Councilmember VanDyke gave a few examples of topics that could be workshopped, and how other committees engage.

**Adjournment:**

Vice-Chair Townsend ended the meeting at 6:39 P.M.

PREPARED BY:

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Carly Kirkpatrick, Administrative Assistant

REVIEWED BY:

\_\_\_\_\_  
Mike Stevens, Planning Manager

APPROVED BY:

\_\_\_\_\_  
Jet Richardson, Chair



**MINUTES  
PLANNING COMMISSION WORKSHOP  
WEDNESDAY, OCTOBER 09, 2024  
City Hall – 625 Swift Boulevard – Council Chamber  
6:00 p.m.**

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**Call to Order:**

Chair Richardson called the meeting to order at 6:00 p.m.

**Attendance:**

Present: Chair Richardson, Vice-Chair Townsend and Members Nicholson, Lambert and Samuel.

Also present were Councilmember VanDyke, Deputy City Manager Schiessl, Development Services Director Jensen, and Administrative Assistant II Kirkpatrick.

**Agenda Item:**

**1. CA-2024-102 Horn Rapids Employment Center**

Development Services Director Jensen presented the proposal to adopt an ordinance amending sections 23.22 and 23.26 of the Municipal Code to prohibit Mini-Warehouses within a section of Horn Rapids Industrial area. Commission members discussed the proposed code amendment asking for clarification on what is considered a mini storage vs storage, and a lay down yard. Another topic was if there are other examples within the city that we call out a specific type of business and should there be other zoning options.

Staff responded to all inquiries throughout the discussion.

**2. Proposed Amendment to RMC Title 23.22 – Overlay District (Columbia Point North)**

Development Services Director Jensen presented the ordinance amending section 23.22 of the Richland Municipal Code to establish a new overlay district (Columbia Point North) and to increase the building height limit from 55 feet to 100 feet within this area. Commission members deliberated on why we should limit it to 100 and not give the max height that is offered in the Central Business Districts. Deputy City Manager Schiessl provided input on the path moving forward, and the risk it could have if moved forward with too much maximum height. Discussion on other options by commissioners and staff.

**Adjournment:**

Chair Richardson adjourned the meeting at 6:39 P.M.

PREPARED BY: \_\_\_\_\_  
Carly Kirkpatrick, Administrative Assistant

REVIEWED BY: \_\_\_\_\_  
Mike Stevens, Planning Manager

APPROVED BY: \_\_\_\_\_  
Jet Richardson, Chair

DRAFT



## PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/23/2024

Agenda Category: New Business - Public Hearing

Prepared By: Toni Lehman, CDBG / HOME Administrator

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**Subject:**

2025 Community Development Block Grant (CDBG) Application Presentation

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**Request:**

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

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**Recommended Motion:**

Recommend City Council approve the 2025 project funding in the amounts and to the recipients as defined by the Commission's priority ranking.

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**Summary:**

Each year the City of Richland receives Community Development Block Grant (CDBG) funds to provide economic opportunities for low-and moderate-income persons in our community. For 2025, we will have approximately \$44,250.00 available for Public Services and \$197,750.00 available for Public Facilities/Rehabilitation.

The applications for Public Service total \$80,350.00; however, only \$44,250.00 in funding is available. The Public Facilities/Rehabilitation applications total \$298,000.00 and \$191,750.00 in funding is available. Additional funding may become available for public facilities; therefore, a contingency plan for the additional funds will need to be determined.

As part of the City's Action Plan, applications for programs that benefit low-and moderate-income persons are solicited. Applications for the 2025 cycle were solicited from August 12, 2024, through September 13, 2024. Solicitation occurred via the City of Richland's Facebook page, City of Richland's website, Tri-Cities Herald and Tu Decides.

The Planning Commission is responsible for reviewing the applications and providing funding recommendations to the City Council. At this October 23, 2024, Planning Commission meeting, each applicant will present their respective application and the Planning Commission will rank each project using the Priority Check Sheet provided in the packet and provide a funding recommendation for each applicant.

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**Attachments:**

1. Allocation Policy and Strategic Plan
2. Presentation Schedule
3. application packet
4. Priority Ranking
5. Funding Request Overview
6. PowerPoint

**Allocation Policy**  
**Community Development Block Grant**

The Planning Commission has the responsibility of reviewing applications for the Community Development Block Grant (CDBG) funding and making a recommendation to the City Council. Using the general direction provided by the Council and considering the needs identified in the 2020-2024 Consolidated Plan, the Planning Commission will use this procedure for allocation of CDBG funds.

**I. Applications will be reviewed for eligibility:**

**A. Criteria:**

1. Project must be an eligible activity under CDBG regulations.
2. Project must address a national objective.
3. Local Criteria:
  1. Applications must be complete and clearly state the scope of the project.
  2. Project must address a specific priority objective as identified in the Strategic Plan (attached).
  3. Project must demonstrate ability to be completed within the program year.
  4. Applicant must demonstrate ability to deliver the project.
  5. Project must serve City of Richland residents.

**II. Eligible projects will be ranked according to the following:**

**A. High Priority**

1. Bricks and mortar projects resulting in visual physical improvements (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost).
  - a. Projects to reduce barriers for physically impaired person
  - b. Acquisition, construction, or improvements to public facility
  - c. Neighborhood preservation and revitalization

**B. Average Priority**

1. Bricks and mortar projects resulting in creation or preservation of housing for elderly or special needs population (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)
2. Social Service projects to address community needs
  - a. Projects to assist seniors, special needs, and at-risk population
  - b. Projects to assist disadvantaged youth
  - c. Projects to assist in the prevention of homelessness

**C. Low Priority**

3. Bricks and mortar projects resulting in preservation of affordable housing through rehabilitation or acquisition/rehabilitation (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)

**D. No Priority**

1. Projects with CDBG as the sole source of funding
2. Projects other than those described above

**III. The Planning Commission will allocate funds and make a recommendation to the City Council based on the following:**

- A. Priority rating of the project (allocation policy & strategic plan)
- B. The value of the project as judged from the application or presentation/interview (in the best interest of the City)
- C. Amount of available funds

**Community Priority Needs  
2020-2024 Consolidated Plan**

**STRATEGIC PLAN**

The five-year strategic plan sets the framework for projects and activities in Richland over the next five years.

- 1. *The need for affordable housing creation, preservation, access, and choice.***
- 2. *The need for community, neighborhood, and economic development.***
- 3. *The need for homeless intervention, prevention, and supportive public services.***

**GOALS**

**Goal I: Improve Affordable Housing Opportunities for Lower-Income Individuals and Households**

Strategy 1. Maximize homeownership opportunities for lower-income and special needs households.

**Goal II: Improve Community Infrastructure, Public Facilities and Local Economies**

Strategy 1. Support businesses that create permanent jobs for lower-income residents.

Strategy 2. Support businesses that provide essential services to lower-income neighborhoods.

Strategy 3. Support activities that improve the quality of local workforces and prepare lower-income and special needs workers to access living wage jobs.

Strategy 4. Expand or improve basic community infrastructure in lower-income neighborhoods while minimizing costs to households below 80% of area median income.

Strategy 5. Improve access for persons with disabilities and the elderly by improving streets and sidewalk systems.

Strategy 6. Access new funding opportunities to revitalize neighborhoods and address other community needs.

Strategy 7. Support the revitalization of neighborhoods by improving and supporting public facilities that serve low- and moderate-income neighborhoods and households.

Strategy 8. Improve parks and recreation facilities in targeted neighborhoods.

Strategy 9. Support the beautification of communities by integrating art into public facilities as needed to address local policies.

**Goal III: Reduce Homelessness and Support Priority Public Services**

Strategy 1. Support public services programs that address specific targeted needs that are a barrier to lower-income persons becoming self-sufficient.

Strategy 2. Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.

- Strategy 3. Support the development of a crisis response center to provide immediate stabilization and assessment services to persons in crisis, including homeless persons.
- Strategy 4. Support existing homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency.

## **OBJECTIVES – OUTCOMES – INDICATORS**

HUD requires recipients of federal funding to assess the outcomes of the program in question, to better assess the effectiveness of the activity. A Performance Measurement System has been designed to establish and track measurable objectives and outcomes for the CDBG program. There are three key elements to the Performance Measurement System – Objectives, Outcomes, and Indicators. All approved applicants will be required to comply with the Performance Measurement System.

Determine which one of the three objectives best describes the purpose of the activity/project:

- Objective 1. Suitable Living Environment – This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.
- Objective 2. Decent Housing – This activity typically is designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
- Objective 3. Create Economic Opportunity – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Determine which Outcome best describes your proposed activity/project:

- Outcome 1. Improve availability/accessibility – This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome 2. Improve affordability – This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome 3. Improve sustainability – This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

These are the key Indicators HUD will use to assist in demonstrating benefits that result from the expenditure of CDBG funds. **These are for your information only – you do not have to choose an Indicator.**

|                                                                                                                                                                                                                                  |                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Public facility or infrastructure activities                                                                                                                                                                                   | • Public service activities                                                                                                                             |
| • Geographically targeted revitalization effort                                                                                                                                                                                  | • Jobs retained                                                                                                                                         |
| • Commercial façade treatment / rehabs that are not target area based                                                                                                                                                            | • Number of homeless persons given overnight shelter                                                                                                    |
| • Acres of brownfields remediated that are not target area based                                                                                                                                                                 | • Number of beds created in overnight shelter or other emergency housing                                                                                |
| • New rental units constructed that are affordable, 504 accessible, quality as Energy Star, are occupied by special needs populations etc.                                                                                       | • Number of new or existing businesses assisted and the DUNS number of the business                                                                     |
| • Homeownership units constructed, acquired, and/or acquired with rehabilitation, number that are affordable, how many years affordable, 504 accessible, qualify as Energy Star, are occupied by special needs populations, etc. | • Jobs created for previously unemployed, number that now have access to employer sponsored health care, types of jobs created, training provided, etc. |

|                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Owner occupied units rehabilitated or improved that are brought from substandard to standard condition, qualify as energy efficient, are now compliant with lead safe housing rules, are accessible for persons with disabilities, are occupied by special needs populations, etc.</li> </ul> | <ul style="list-style-type: none"> <li>Number of households with short-term rental assistance, number of special needs households, number of homeless households, etc.</li> </ul>                 |
| <ul style="list-style-type: none"> <li>Assistance of down payment/closing costs to homebuyers to purchase a home, number of first-time homebuyers, number who receive housing counseling</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>Households that received emergency financial assistance to prevent homelessness, or received emergency legal assistance to prevent homelessness</li> </ul> |

## 2025 CDBG PRESENTATION SCHEDULE

6:00 P.M.      Planning Commission Roll Call and Procedural Review

| TIME                                        | APPLICANT NAME AND PROJECT                                                            | AMOUNT REQUESTED |
|---------------------------------------------|---------------------------------------------------------------------------------------|------------------|
| <b>PUBLIC SERVICE:</b>                      |                                                                                       |                  |
| 6:10                                        | <b>Elijah Family Homes</b><br>Transition to Success Program                           | \$10,000         |
| 6:20                                        | <b>Senior Life Resources</b><br>Meals on Wheels Program                               | \$20,000         |
| 6:30                                        | <b>ARC of Tri-Cities</b><br>Therapeutic Recreation Scholarships                       | \$10,450         |
| 6:40                                        | <b>Support, Advocacy and Resource Center</b><br>Counseling                            | \$20,000         |
| 6:50                                        | <b>Domestic Violence Services of Benton and Franklin Counties</b><br>Shelter Advocate | \$19,900         |
| <b>AMOUNT REQUESTED FOR PUBLIC SERVICE:</b> |                                                                                       | <b>\$80,350</b>  |
| <b>AMOUNT OF FUNDING AVAILABLE:</b>         |                                                                                       | <b>\$44,250</b>  |

|                                                |                                                                                       |                  |
|------------------------------------------------|---------------------------------------------------------------------------------------|------------------|
| <b>PUBLIC FACILITIES:</b>                      |                                                                                       |                  |
| 7:00                                           | <b>City of Richland, Public Works</b><br>Removal of Material & Architectural Barriers | \$198,000        |
| 7:10                                           | <b>City of Richland, Development Services</b><br>Owner-Occupied Rehabilitation        | \$100,000        |
| <b>AMOUNT REQUESTED FOR PUBLIC FACILITIES:</b> |                                                                                       | <b>\$298,000</b> |
| <b>AMOUNT OF FUNDING AVAILABLE:</b>            |                                                                                       | <b>\$191,750</b> |

## Community Development Block Grant Application Review

- Applications for 2025 were solicited from August 12, 2024, until September 13, 2024.
- The applicant must be a qualified non-profit or public agency.
- The project the agency is requesting funds for **must** meet one of the following national objectives:
  - Benefit to low-and-moderate income persons.
  - Aid in the prevention or elimination of slums blight.
  - Meet a need having a particular urgency (e.g., natural disaster).
- The proposed activity can either be considered a Public Service in which they provide a service to low-income individuals OR Public Facility to improve physical space.

### Public Service

- We received five applications for Public Service funding totaling \$80,350.00.
- The total amount available for Public Service is \$44,250.00 (no more than 15% of your grant can go toward public service).
- Each of the five applicants will make a 5-minute presentation.
- The Board Members will rank the applicants with a 1 being the lowest priority and 4 being the highest priority on the 2025 CDBG Priority Ranking Check Sheet and determine the amount of funding for each applicant.

### Public Facilities

- For Public Facilities we received two applications totaling \$298,000.00.
- The amount currently available for public facilities is \$191,750.00 (additional funding may become available, we will want to include whom that funding will be allocated to if funding becomes available).
- These two applicants will also make a 5-minute presentation. The board will rank and determine funding.
- The board members will discuss and determine the funding recommendations to present to the City Council.

# **Elijah Family Homes**

**Amount Requested \$10,000**

**Lisa Godwin**

| Date                          | Time           | Process                                                                                          |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------|
| Monday, August 12, 2024       | 8:00 AM        | <b>Application Available</b>                                                                     |
| Friday, September 13, 2024    | <b>5:00 PM</b> | <b>APPLICATION SUBMISSION DEADLINE</b><br>(Electronic Submission by 5:00 PM)                     |
| Wednesday, September 25, 2024 | 6:00 PM        | Planning Commission:<br>(Public Hearing on Housing & Community Development Needs)                |
| Wednesday, October 23, 2024   | 6:00 PM        | Planning Commission:<br>(Applicant presentations, deliberations, and recommendations to Council) |
| Tuesday, December 17, 2024    | 6:00 PM        | City Council:<br>(Public Hearing and approval of 2025 Annual Action Plan)                        |

Page 5 - Submittal Deadline



**Submittals must be received by 5:00 P.M. on Friday, September 13, 2024**

**Applications received after the above date and time will not be considered.**

**Extensions will not be permitted.**

## EVALUATION CRITERIA

- The application must address a Community Priority Need. Your project must meet a Goal, Strategy, Objective and Outcome.
- Projects rated as ineligible by Federal Regulations or local requirements and/ or rated as "No Priority," will be returned to the applicant without further consideration.
- The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty, and this does not obligate the City to enter into a contract.
- The Planning Commission may recommend to City Council applications for funding or may choose to accept additional applications.
- If the Planning Commission chooses not to fund the annual allocation in full, unallocated funds may be held for reallocation by the Planning Commission for existing projects or a future application process.
- Each applicant that meets the eligibility and national objective criteria will be invited to make a 5-minute presentation to the Planning Commission on **Wednesday, October 23, 2024**, followed by a 5-minute question and answer period.
- Applications and presentations will be evaluated based on the following:
  - community needs
  - eligibility
  - national objective
  - local allocation goals
- All meetings and public hearings will be held in the Council Chambers at the Richland City Hall, 625 Swift Boulevard. Richland City Hall is ADA accessible.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, hearing and/or visually impaired persons. Requests must be made by phone or email at least 48 hours prior to scheduled meeting/hearing. Contact Toni Lehman at [lehman@ci.richland.wa.us](mailto:lehman@ci.richland.wa.us) or 509.942.7580, if accommodations are necessary.

**Every section of this application package is required. Incomplete applications will be returned to the applicant without further consideration.**

Page 7 - Contact Information

## CONTACT INFORMATION

### 1. Agency:

Elijah Family Homes

### 2. Contact Person

Lisa Godwin

### 3. Full Address

1721 W. Kennewick Ave  
Kennewick 99336

### 4. Email

[lgodwin@elijahfamilyhomes.org](mailto:lgodwin@elijahfamilyhomes.org)

**5. Phone**

(509) 943-6610

**6. SAM.GOV Unique Entity ID**

LJSULTQS1RJ1

Page 8 - Proposed Project / Activity

## YOUR PROPOSED PROJECT / ACTIVITY

**7. What type of Activity are you applying for?**

Public Service

**8. Name of Project/Activity**

Transition to Success Case Management

**9. Requested CDBG Funding Amount**

\$10,000

**10. Is this a new project/activity for your agency?**

No

**11. What year did the project/activity begin?**

2005

**12. Has this activity been successful in prior years?**

Yes

**13. Describe your project, including what exactly the CDBG funds will be used for.**

The Funds from CDBG will be used to support TTS Case Management. Over the last year our TTS program has increased the amount of clients we are serving due to focusing on outreach to other organizations we partner with to serve our clients. We went from 14 clients in 2023 to 18 with 7 on the waiting list and 6 in the queue, and 3 graduations. With this amount of growth over the last year, we are needing to focus on the resources this requires in our case management. We are looking to bring on a part-time Case Manager to join our full-time Case Manager and Program Director. Our Case Managers currently provide weekly home visits, individualized goal setting, community resource connections, program compliance monitoring (including random monthly drug tests and documentation of recovery meeting attendance), monthly EFH community meetings, housing subsidies, and the Youth Activities Program (YAP).

**14. What impact will your project have in the community? How will you measure success?**

Our TTS Wraparound Case Management will empower community members struggling with housing issues due to reasons other than financial and are in recovery for at least a year to continue in their sobriety with stable housing and supportive services. Clients in the TTS Program are learning how to be self-sufficient productive members of our community. They are working directly with the Case Managers to remove any barrier needed to get employment, housing, education, and expungement of their criminal record. Instead of clients draining community resources, they learn to give back to the community. Success is measured on a weekly basis as the Case Manager meets with the client to discuss SMART goals previously agreed upon. The TTS Program is now implementing a new client database allowing us to do recovery capital evaluations on a regular basis and use this information to track client's said progress.

**15. Describe the unmet need in the community using statistics, demographics, or other factual information.**

There is a gap in the community for housing to lower-income families. Adding in the component of substance use disorder and criminal records creates even more of a barrier and gap in services available. The TTS program only allows families to engage in our services as clients. The length of time clients are engaged in the program is second to none in Benton and Franklin Counties. Statistics show when a client is engaged in stable services for 18 months or more, they have an 81% chance of staying clean and sober long term. Saying this, we experience a 96% success rate.

**16. Explain why you believe this project is needed in the City of Richland.**

This project is needed in the City of Richland due to TTS owning duplexes in Richland that house our clients. The program is looking to expand and offer more stable housing and supportive services for more clients in the city. Affordable housing is listed as a priority need in the Annual Action Plan. Also, renter occupied housing is also listed as a priority. This is what our TTS Program entails. Clients are expected to pay 30% of their income to EFH for living in our homes for up to three years. Lastly, the Annual Action Plan discusses needing projects that respond to the immediate needs of persons in crisis and meeting the basic needs of lower income households.

**17. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts.**

**Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?**

The prime focus of the TTS Program marketing strategy is to engage the Hispanic and Native American cultures by educating their leaders. We currently provide fliers and educational material to the said communities. Also, making efforts to create relationships with the Hispanic Chamber of Commerce as well as inviting Tribal Leaders to participate in our events which has produced partnerships. As we focus on the homeless population, the TTS staff continues to create opportunities to present to community groups and show a presence at any event that may be available to this population.

**18. Is staff responsible for the CDBG project new or inexperienced?**

No

**19. Provide the names, title, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

The TTS Program Director, Christine Stacy is a full-time employee who has experience working with the City of Richland CDBG Grant. She will be spending 10% of the time on reporting for the grant. The TTS Case Manager, Lindsay Rose is a full-time employee who has experience in case management with little experience reporting for the CDBG Grant. She will be spending 90% of the time on the actual case management services.

Page 9 - Project, Priority, Goals, Objectives & Outcomes

## PROJECT PRIORITY, GOALS, OBJECTIVES AND OUTCOMES

**20. Select the Activity that best fits your project:**

Public Service

**21. Select the priority that best fits your Public Service Project.**

Average Priority (B2c): Social Service Projects to assist in the prevention of homelessness.

**22. Explain how your project satisfies the priority checked.**

The TTS Program provides stable housing and wraparound case management services to families in Benton and Franklin Counties for the duration of up to three years. This duration and support contributes to the success rate of 96% and graduates are fully prepared when graduating the program to be fully self-sufficient in our communities. This program provides relapse prevention information, financial tools, self-confidence trainings, referrals to community resources, and parenting classes. Our desire is to surround each client with community organizations and individuals who will support them on their journey after graduation.

**23. Select the Goal that best fits your project.**

Goal 1: Improve Affordable Housing Opportunities for Lower-Income Individuals and Households.

**24. Select the Strategy that best fits your project.**

Strategy 1. Maximize homeownership opportunities for lower-income and special needs households.

**25. Select the Objective that best describes your project.**

Objective 1. Suitable Living Environment-This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.

**26. Select the Outcome that best describes your project.**

Outcome 1. Improve Availability/Accessibility-This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low-moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- moderate income people where they live.

**27. How does your project/activity meet the National Objective of benefitting low-and moderate income persons?**

You receive income data verification from each participant in the program.

Page 10 - Project Benchmarks

## PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2024/2025 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2024/2025 Gross AMI Limit Per Household Size

|                               | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 People  |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 30%<br>(extremely low-income) | \$21,000 | \$24,000 | \$27,000 | \$29,950 | \$32,350 | \$34,750 | \$37,150 | \$39,550  |
| 50%<br>(very low-income)      | \$35,000 | \$40,000 | \$45,000 | \$49,950 | \$53,950 | \$57,950 | \$61,950 | \$65,950  |
| 60%<br>(project specific)     | \$42,000 | \$48,000 | \$54,000 | \$59,940 | \$64,740 | \$69,540 | \$74,340 | \$79,140  |
| 80%<br>(low-income)           | \$55,950 | \$63,950 | \$71,950 | \$79,900 | \$86,300 | \$92,700 | \$99,100 | \$105,500 |

Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.

**28. How Many Unduplicated Served (Persons, Homes or Jobs)?**

8 unduplicated persons

**29. CDBG Cost Per Person, Job or Home Served?**

\$1,250 per person

Of the total number of unduplicated you anticipate serving with CDBG funds, please categorize anticipated income limits.

**30. 30% (extremely low-income)**

4 persons

**31. 50% (very low-income)**

4 persons

**32. 60% (project specific)**

0

**33. 80% (low-income)**

0

Page 11 - Previous CDBG Funding

## PREVIOUS CDBG FUNDING

**34. Has your agency received CDBG funding in the past four years from Kennewick Richland or Pasco?**

Yes

**35. List City(ies) and Amount(s) received in 2024.**

We received a CDBG grant from the City of Richland in the amount of \$10,980. We received a CDBG grant from the City of Kennewick for \$10,000.

**36. List City(ies) and Amount(s) received in 2023.**

City of Richland was \$30,000.

**37. List City(ies) and Amount(s) received in 2022.**

City of Richland was \$18,500.

**38. List City(ies) and Amount(s) received in 2021.**

City of Richland was \$27,166. City of Kennewick was \$275.

**39. Please quantify the increase in services/projects you will be providing in 2025 and explain why there is a new demand or an unmet need in the community for this service.**

The TTS Program is currently providing services to 12 clients in the City of Richland and 26 clients overall. We know we have 6 potential clients in the queue and we are anticipating serving up to 50 clients total and 25 in the City of Richland by the end of 2025. This information was projected in the Elijah Family Homes Strategic Plan. The need for the TTS Program continues as there is no other organization providing housing and supportive services for up to three years for families in Benton and Franklin Counties.

**40. Is this specific proposed project/activity new to CDBG funding?**

No

**41. Have the CDBG performance goals been met in prior years?**

Yes

Page 12 - Funding Project / Activity

## FUNDING YOUR PROJECT / ACTIVITY

**42. Does your project / activity have other secured funding sources?**

Yes

**43. List the additional funding sources and the amount of funding that has been secured.**

The TTS Program has funding from Wellpoint on a yearly basis in the amount of \$12,000.

**44. Does your project/activity have other funding potentials that are not yet secured?**

Yes

**45. List the additional funding potentials and the amount that is not yet secured.**

City of Kennewick, CDBG for \$10,000 3 Rivers Community Foundation for \$10,000. Tri-Cities Consortium HOME ARP for \$25,000

**46. If you do not receive the requested funds or receive only a portion of what you requested, how will your proposal move forward?**

We will continue to look for other grants and foundations to seek funding from. Also, we will have income from our 2025 Breakfast Fundraiser, our 2025 Annual Golf Tournament, and our 2025 Better Together Softball Tournament.

Page 13 - Proposed Budget

## PROPOSED BUDGET

Give a detailed breakdown of the total for this project. Show where the CDBG funds you are requesting will be applied toward under the listed eligible expenses. Your requested CDBG funds should equal what you are requesting.

**\* 47. Proposed Budget for the following:**

Public Service

### STAFF WAGES

**48. Requested CDBG Funds (Staff Wages)**

Case Management \$53,214

**49. Other Funding Source Amount (Staff Wages)**

0

**50. If your request includes recurring staff time, what is your plan to secure these positions in the future? (CDBG funds are not to fund projects that are the general responsibility of the government or to maintain the operation or salaries of a non-profit organization).**

EFH will utilize the funds to continue to provide supportive services to our clients.

### MATERIALS & SUPPLIES

**51. Requested CDBG Funds (Materials/Supplies)**

0

**52. Other Funding Source Amount (Materials/Supplies)**

0

**53. If your plan includes materials and supplies for general operation, what is your plan to secure these funds in the future?**

N/A

### MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

**54. Requested CDBG Funds (Marketing, Outreach)**

0

**55. Other Funding Source Amount (Marketing, Outreach)**

0

### OTHER EXPENSES

**56. Requested CDBG Funds (Other Expenses)**

0

**57. Other Funding Source Amount (Other Expenses)**

0

**58. Describe Other expenses**

N/A

**Program Administration including overhead and general staffing necessary to administer the program (accounting, management, grant administration) are **NOT** eligible for CDBG funding.**

**59. If you receive CDBG funding this year, how will your program/project be funded in the future?**

EFH will continue to seek a diversity of funds through foundations, grants, donations, and fundraising events.

**60. Will CDBG assist in leveraging or matching other funds?**

Yes

Page 14 - Agency Information

### AGENCY INFORMATION

**61. When was your Agency organized / formed?**

2005

**62. Please re-state by selecting the type of activity you are applying for**

Public Service

**63. Is your agency a Washington State non-profit corporation and/or faith-based organization?**

Yes

**64. Does your Agency have Federal IRS non-profit status?**

Yes

**65. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

Elijah Family Homes received accreditation in 2023/2024 from the Washington Alliance for Quality Recovery Residences. We are in the process of re-accreditation for 2024/2025. Also, we have increased the amount of staff needed to serve both our Parent Child Assistance Program and our Transition to Success Program's growth. This includes increasing our development staff as well. We successfully met all of our benchmarks for completed fundraising events.

**66. List any required accreditation your Agency/Staff must have to do business.**

Elijah Family Homes does not have any required accreditation.

**67. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?**

No

**68. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

Elijah Family homes employs one in house bookkeeping staff. A third party accounting firm (CLA) is utilized. Also, a separate third party accounting firm is hired for a yearly audit. An internal audit is done on our Transition to Success Program on a quarterly basis making certain all policies and procedures are being followed appropriately. A yearly internal audit on all Human Resource files is done in January to ensure all policies are updated and federally compliant. EFH has a volunteer Board of Directors with an executive committee made up of President, Vice-President, Secretary and Treasurer that oversees the hired Executive Director who oversees all staff and operations. Elijah Family Homes uses an accrual system of accounting and bookkeeping with QuickBooks Online. All accounting reports are reviewed on a monthly basis by the Board Treasurer and Executive Director. All Financial reports are given to the Board of Directors at monthly meetings.

Page 15 - Required Attachments

### REQUIRED ATTACHMENTS

**69. Current SAM Registration (<https://sam.gov/SAM/>)**

2024 SAMS.pdf

**70. Current By-Laws, as amended**

EFH-2024 ByLaws - PDF.pdf

**71. Current Articles of Incorporation & Amendments ?**

Articles of Incorporation.pdf

**72. Proof of 501(c)(3) status with IRS ?**

EFH IRS 501 (c) (3) Determination Letter.pdf

**73. Organizational Mission Statement and length of time in existence**

2018 Mission and Vision Statement.pdf

**74. Current Organization Chart**

EFH Organizational Chart updated 1.18.19.pdf

**75. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.**

Resumes.pdf

**76. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.**

Board of Directors 2024.pdf

**77. Designated Authority Signature**

Signing Authority.pdf

**78. Current year operating budget**

Budget 2024.pdf

**79. Most recent two-year audits with management letter OR financial statements if an audit is not required.**

financials.pdf

**80. Tax Return 990 forms for the last two years**

2021 and 2022 990.pdf

- Nondiscrimination (570.602 & 618 Subpart C, D, and E)
- Code of Ethics (Principle 1 - Standards for Internal Control pgs. 22-24 )
- Conflict of Interest (200.318 & 570.6 11)
- Procurement (200.318(a ))
- Grievance - Staff and Clients
- Termination - Staff and Clients
- Confidentiality (200.303(e))
- Record Retention (570.506)
- Information Technology (Principle 11 - Standards for Internal Control pgs. 51-55)
- Whistleblower (Principle 14 - Standards for Internal Control pgs. 60-61)
- Housing Activities - Fair Housing
- Housing Activities - Lead Based Paint

**81. Organization Policies and Procedures Manual**

Staff Handbook.docx

Page 16 - Certifications & Assurances

## Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

## Conflict of Interest Statement

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

**82. Does your agency or affiliates have a Conflict of Interest with a person serving on the Planning Commission, City Employee, Immediate Family of a City Employee, and/or on the City Council, including persons with one-year prior service?**

No

**83. Acknowledgment**

Yes, I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of this agency is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I understand the funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

**84. Board President - Authorized to Request Funds**

Jason Jones

**85. Title**

Board President

**86. Name of Authorized Agency Official**

Lisa Godwin

**87. Title**

Executive Director

**88. Email**

lgodwin@elijahfamilyhomes.org

**89. Submission Acknowledgment**

I hereby confirm, I am the Authorized Agency Official and approve this application for submittal.

# Senior Life Resources

Amount Requested \$20,000

Steven Davis

| Date                          | Time           | Process                                                                                          |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------|
| Monday, August 12, 2024       | 8:00 AM        | <b>Application Available</b>                                                                     |
| Friday, September 13, 2024    | <b>5:00 PM</b> | <b>APPLICATION SUBMISSION DEADLINE</b><br>(Electronic Submission by 5:00 PM)                     |
| Wednesday, September 25, 2024 | 6:00 PM        | Planning Commission:<br>(Public Hearing on Housing & Community Development Needs)                |
| Wednesday, October 23, 2024   | 6:00 PM        | Planning Commission:<br>(Applicant presentations, deliberations, and recommendations to Council) |
| Tuesday, December 17, 2024    | 6:00 PM        | City Council:<br>(Public Hearing and approval of 2025 Annual Action Plan)                        |



**Submittals must be received by 5:00 P.M. on Friday, September 13, 2024**

**Applications received after the above date and time will not be considered.**

**Extensions will not be permitted.**

## EVALUATION CRITERIA

- The application must address a Community Priority Need. Your project must meet a Goal, Strategy, Objective and Outcome.
- Projects rated as ineligible by Federal Regulations or local requirements and/ or rated as "No Priority," will be returned to the applicant without further consideration.
- The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty, and this does not obligate the City to enter into a contract.
- The Planning Commission may recommend to City Council applications for funding or may choose to accept additional applications.
- If the Planning Commission chooses not to fund the annual allocation in full, unallocated funds may be held for reallocation by the Planning Commission for existing projects or a future application process.
- Each applicant that meets the eligibility and national objective criteria will be invited to make a 5-minute presentation to the Planning Commission on **Wednesday, October 23, 2024**, followed by a 5-minute question and answer period.
- Applications and presentations will be evaluated based on the following:
  - community needs
  - eligibility
  - national objective
  - local allocation goals
- All meetings and public hearings will be held in the Council Chambers at the Richland City Hall, 625 Swift Boulevard. Richland City Hall is ADA accessible.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, hearing and/or visually impaired persons. Requests must be made by phone or email at least 48 hours prior to scheduled meeting/hearing. Contact Toni Lehman at [lehman@ci.richland.wa.us](mailto:lehman@ci.richland.wa.us) or 509.942.7580, if accommodations are necessary.

**Every section of this application package is required. Incomplete applications will be returned to the applicant without further consideration.**

## CONTACT INFORMATION

### 1. Agency:

Senior Life Resources NW

### 2. Contact Person

Steven Davis

### 3. Full Address

1824 Fowler St  
Richland 99352

### 4. Email

[sdavis@seniorliferesources.org](mailto:sdavis@seniorliferesources.org)

**5. Phone**

(509) 735-1995

**6. SAM.GOV Unique Entity ID**

91-0909913

Page 8 - Proposed Project / Activity

## YOUR PROPOSED PROJECT / ACTIVITY

**7. What type of Activity are you applying for?**

Public Service

**8. Name of Project/Activity**

Mid-Columbia Meals on Wheels

**9. Requested CDBG Funding Amount**

\$20,000

**10. Is this a new project/activity for your agency?**

No

**11. What year did the project/activity begin?**

1974

**12. Has this activity been successful in prior years?**

Yes

**13. Describe your project, including what exactly the CDBG funds will be used for.**

Mid-Columbia Meals on Wheels is a donation-based meal program meeting the social and nutritional needs of older adults in the Richland community. We serve delicious and nutritious meals at eight different senior dining centers across Benton and Franklin counties, and volunteers deliver meals to the homebound elderly, Monday through Friday. We serve seniors aged 60 and older. Through August 24, Richland-based client population comprises 25% of total clients and consumed 24% of meals served to all clients. In 2023, MOW prepared and served 257,733 meals throughout Benton and Franklin Counties. CDBG Funds will be used to purchase raw food for Richland residents who participate in the MOW program, helping to secure a sustainable future in 2025.

**14. What impact will your project have in the community? How will you measure success?**

FeedingAmerica.Org states that food insecurity, defined as the inadequate and unreliable access to food for healthy life, is a leading public health issue in the US. In 2020, nearly 40 million people nationwide lived in a food-insecure household, including approximately 5.2 million (6.8% or approximately 1 in 15) adults aged 60 years or older. Mid-Columbia Meals on Wheels home delivery for our Richland residents helps in fighting against food-insecurities in seniors 60+ by providing consistent daily nutrition and opportunities for socialization for our local senior population. Each year, we conduct a client survey of all our clients to help us measure success. In our 2023 survey: 97.7% of home delivery clients report that the meals help them remain in their own homes. Surveys assess food security and functional independence of the seniors we serve. Various tools are used: paper surveys, phone surveys and participant interviews.

**15. Describe the unmet need in the community using statistics, demographics, or other factual information.**

Senior nutrition programs play a crucial role in addressing the dietary needs of older adults, a demographic that is increasingly vulnerable to food insecurity and poor nutrition. According to the U.S. Census Bureau, the number of adults aged 65 and older is projected to increase from 56 million in 2020 to over 73 million by 2030. This rapid growth represents a substantial increase in the demand for nutrition services. The National Council on Aging (NCOA) highlights that 1 in 8 older adults faces the risk of hunger, and many experience difficulties in accessing healthy food options due to financial constraints and limited mobility. The growing senior population, coupled with high rates of food insecurity, economic challenges, and geographic barriers, underscores the urgent need for expanded senior nutrition programs. Addressing these unmet needs requires a multi-faceted approach, including increased funding to ensure all older adults have access to nutritious foods.

**16. Explain why you believe this project is needed in the City of Richland.**

Richland, like many communities, is experiencing a growing senior population. As life expectancy increases, the need for ongoing support, including nutrition services, becomes more pressing. Seniors in Richland are living longer, often requiring assistance to maintain their health and independence. Inadequate nutrition increases healthcare costs due to more frequent hospital visits and longer recovery times. Addressing these issues with senior nutrition programs can help reduce overall healthcare expenses by preventing diet-related health problems. Senior nutrition programs provide essential support in the face of food insecurity, economic challenges, and health concerns while offering valuable social interaction opportunities. By investing in and expanding senior nutrition programs, Richland can better support its older residents, ensuring they have access to the nutritious food and community engagement they need to lead healthy, fulfilling lives.

**17. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts.**

**Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?**

To effectively target and reach all seniors in the community, a comprehensive approach is necessary. This involves addressing diverse needs, improving accessibility, and ensuring inclusivity. This includes collaborating with local senior centers, healthcare providers, and social services to identify areas with unmet needs. Utilize local media, social media, and community newsletters to promote the program. Highlight success stories and testimonials to raise awareness. Host informational events and workshops at senior centers, libraries, and places of worship to engage with seniors directly. Work with community organizations that serve diverse cultural and socioeconomic groups to ensure inclusive outreach. Engage local volunteers to help with meal preparation, delivery, and administrative tasks. By implementing these strategies, we can effectively target and support all seniors in the community.

**18. Is staff responsible for the CDBG project new or inexperienced?**

No

**19. Provide the names, title, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

Steven Davis, Director Mid-Columbia Meals on Wheels - 1 year experience creating quarterly and annual reports (>1%) Victoria Zavala, Administrative Support - 4 years' experience coding funding sources (>1%) Darcie Decoria, Accountant - 15 years' experience monitoring reimbursement and fund usage (>1%) Andrea Limbaugh, Accounting Specialist - 2 years' experience billing quarter and annual reports (>1%)

## PROJECT PRIORITY, GOALS, OBJECTIVES AND OUTCOMES

### 20. Select the Activity that best fits your project:

Public Service

### 21. Select the priority that best fits your Public Service Project.

Average Priority (B2a): Social Service projects to address community needs including assisting seniors, people with special needs, and at-risk populations.

### 22. Explain how your project satisfies the priority checked.

Providing nutrition services to seniors is aligned with several key priorities including enhancing public health, supporting economic stability, fostering community engagement, and addressing inequality. By addressing these priorities, such programs not only improve the lives of seniors but also contribute to the broader goals of the city, creating a healthier, more inclusive, and supportive community for everyone. We attend to the physical and mental health of our seniors through proper nutrition, socialization, and access to appropriate community referrals as needed.

### 23. Select the Goal that best fits your project.

Goal III: Reduce Homelessness and Support Priority Public Services.

### 24. Select the Strategy (1-4) that best fits your project.

Strategy 2. Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.

### 25. Select the Objective that best describes your project.

Objective 1. Suitable Living Environment-This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.

### 26. Select the Outcome that best describes your project.

Outcome 1. Improve Availability/Accessibility-This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low- moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- moderate income people where they live.

### 27. How does your project/activity meet the National Objective of benefitting low-and moderate income persons?

Your project serves only limited clientele (check which clientele you serve).

### 28. Limited Clientele

Elderly Persons (over 62 years old)

Page 10 - Project Benchmarks

## PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2024/2025 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2024/2025 Gross AMI Limit Per Household Size

|                               | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 People  |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 30%<br>(extremely low-income) | \$21,000 | \$24,000 | \$27,000 | \$29,950 | \$32,350 | \$34,750 | \$37,150 | \$39,550  |
| 50%<br>(very low-income)      | \$35,000 | \$40,000 | \$45,000 | \$49,950 | \$53,950 | \$57,950 | \$61,950 | \$65,950  |
| 60%<br>(project specific)     | \$42,000 | \$48,000 | \$54,000 | \$59,940 | \$64,740 | \$69,540 | \$74,340 | \$79,140  |
| 80%<br>(low-income)           | \$55,950 | \$63,950 | \$71,950 | \$79,900 | \$86,300 | \$92,700 | \$99,100 | \$105,500 |

Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.

### 29. How Many Unduplicated Served (Persons, Homes or Jobs)?

430 individual Seniors

### 30. CDBG Cost Per Person, Job or Home Served?

8.50 per meal X up to 352

Of the total number of unduplicated you anticipate serving with CDBG funds, please categorize anticipated income limits.

### 31. 30% (extremely low-income)

150

### 32. 50% (very low-income)

80

### 33. 60% (project specific)

60

**34. 80% (low-income)**

25

Page 11 - Previous CDBG Funding

## PREVIOUS CDBG FUNDING

**35. Has your agency received CDBG funding in the past four years from Kennewick Richland or Pasco?**

Yes

**36. List City(ies) and Amount(s) received in 2024.**

Kennewick = \$30,000 Richland = 8,030

**37. List City(ies) and Amount(s) received in 2023.**

Kennewick = \$35,000 Richland = \$15,023 Pasco = \$61,604.53

**38. List City(ies) and Amount(s) received in 2022.**

Kennewick = \$25,000 Richland = \$9,184 Pasco = \$78,285.47

**39. List City(ies) and Amount(s) received in 2021.**

Kennewick = \$24,000 Richland = \$9,400

**40. Please quantify the increase in services/projects you will be providing in 2025 and explain why there is a new demand or an unmet need in the community for this service.**

In 2025, our organization plans to expand its senior nutrition services to meet the growing needs of the community. Our program is projected to increase by 10% when comparing the 2024 statistics to 2023. Many seniors live on fixed incomes that have not kept pace with the rising cost of living. With inflation and increased costs for essentials, many older adults struggle to afford healthy food. Based on the growing needs of seniors in our community and the continuously rising food costs, we are preparing to service over 275,000 meals in 2025. The increase in senior nutrition services planned for 2025 is a direct response to the rising senior population, increasing food insecurity, and growing health needs in the community. This proactive approach will contribute to improved health outcomes, reduced food insecurity, and a stronger, more connected community.

**41. Is this specific proposed project/activity new to CDBG funding?**

No

**42. Have the CDBG performance goals been met in prior years?**

Yes

Page 12 - Funding Project / Activity

## FUNDING YOUR PROJECT / ACTIVITY

**43. Does your project / activity have other secured funding sources?**

Yes

**44. List the additional funding sources and the amount of funding that has been secured.**

We haven't signed any contracts yet for 2025, but we maintain close communication with each of our funding sources. In addition, our community is very supportive of our work and have generously helped fund our program.

**45. Does your project/activity have other funding potentials that are not yet secured?**

Yes

**46. List the additional funding potentials and the amount that is not yet secured.**

We work closely with SE Washington Aging and Long Term Care Council of Governments for essential nutrition funding. These funds are meant to provide seed money that encourages local communities to support their senior citizens who require assistance to remain in their homes. We pursue a wide variety of funding sources, including non-profit foundations, local corporations, private donors, and fundraising events to secure adequate funding.

**47. If you do not receive the requested funds or receive only a portion of what you requested, how will your proposal move forward?**

Any shortfall between what we receive from traditional sources and funds required to meet program expenses to serve those in need will be met through fundraising. We currently do NOT have a waiting list for our services, and we consider that option to be an absolute last resort. Our Board of Directors is very committed to serving every vulnerable local senior and has established fundraising as a strategic priority.

Page 13 - Proposed Budget

## PROPOSED BUDGET

Give a detailed breakdown of the total for this project. Show where the CDBG funds you are requesting will be applied toward under the listed eligible expenses. Your requested CDBG funds should equal what you are requesting.

**\* 48. Proposed Budget for the following:**

Public Service

### STAFF WAGES

**49. Requested CDBG Funds (Staff Wages)**

0

**50. Other Funding Source Amount (Staff Wages)**

\$1,669,778

**51. If your request includes recurring staff time, what is your plan to secure these positions in the future? (CDBG funds are not to fund projects that are the general responsibility of the government or to maintain the operation or salaries of a non-profit organization).**

N/A

#### **MATERIALS & SUPPLIES**

**52. Requested CDBG Funds (Materials/Supplies)**

\$20,000

**53. Other Funding Source Amount (Materials/Supplies)**

\$965,102

**54. If your plan includes materials and supplies for general operation, what is your plan to secure these funds in the future?**

By Older American Act design, Federal and State funds are meant to provide only a portion of the annual budget. The funds are meant to provide seed money that encourages local communities to support their senior citizens who require assistance to remain in their own homes. We rely on a wide variety of funding sources, including non-profit foundations, local corporations, private donors, and fundraising to secure adequate funding.

#### **MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)**

**55. Requested CDBG Funds (Marketing, Outreach)**

0

**56. Other Funding Source Amount (Marketing, Outreach)**

\$42,000

#### **OTHER EXPENSES**

**57. Requested CDBG Funds (Other Expenses)**

0

**58. Other Funding Source Amount (Other Expenses)**

0

**59. Describe Other expenses**

N/A

**Program Administration including overhead and general staffing necessary to administer the program (accounting, management, grant administration) are **NOT** eligible for CDBG funding.**

**60. If you receive CDBG funding this year, how will your program/project be funded in the future?**

Mid-Columbia Meals on Wheels receives primary funding from SE Washington Aging and Long Term Care. In addition, our clients are invited to contribute toward the cost of their meals, and we pursue private community and corporate donations and hold special fundraising events. As mentioned earlier, our Board of Directors is very committed to serving every vulnerable local senior and has established fundraising as a strategic priority.

**61. Will CDBG assist in leveraging or matching other funds?**

Yes

#### **AGENCY INFORMATION**

**62. When was your Agency organized / formed?**

1974

**63. Please re-state by selecting the type of activity you are applying for**

Public Service

**64. Is your agency a Washington State non-profit corporation and/or faith-based organization?**

Yes

**65. Does your Agency have Federal IRS non-profit status?**

Yes

**66. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

Mid-Columbia Meals on Wheels as increased the number of clients & meals served in 2024. We have created a foundation of development and fundraising with local community partners. We have begun to introduce meal options for our congregate diners to help grow the number of seniors participating in our meal program. We have provided a place for seniors combat isolation and loneliness.

**67. List any required accreditation your Agency/Staff must have to do business.**

All employees must hold current Health Department Food Worker cards, and we are required to employ a Registered Dietitian and have at least one Certified Food Protection Manager on staff. In addition, all volunteers who work directly with food are required to have Food Worker cards.

**68. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?**

No

**69. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

Senior Life Resources NW is the parent/Umbrella non-profit company led by Executive Director Brandy Hickey. Brandy oversees two programs: Mid-Columbia Meals on Wheels and Home Care Services. The Directors of these programs are Steven Davis Cherie Noble, respectively, they are joined Human Resource Director, Mayra Gonzalez and Gary Castillo, Finance Director. All record-keeping and financial system, policies, and procedures are audited annually by Independent Auditors, CliftonLarsonAllen LLP, who ensure that our processes adhere to standard accounting practices. Program evaluations and recommendations are provided annually by Southeast Region of Aging and Long Term Care, our area agency on aging.

## REQUIRED ATTACHMENTS

**70. Current SAM Registration (<https://sam.gov/SAM/>)**

1. SAM.pdf

**71. Current By-Laws, as amended**

2. By-Laws.pdf

**72. Current Articles of Incorporation & Amendments ?**

3. Articles of Incorporation and Bylaws Amended\_BF Council on Aging.pdf

**73. Proof of 501(c)(3) status with IRS ?**

4. IRS 501 (c) 3 letter.pdf

**74. Organizational Mission Statement and length of time in existence**

5. Mission\_Guiding Principle\_Values.pdf

**75. Current Organization Chart**

6. Org Chart 2024.pdf

**76. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.**

7. Team Resumes.pdf

**77. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.**

8. Senior Life Resources Northwest Board of Directors.docx

**78. Designated Authority Signature**

9. Signature Authority\_Res 9-17.pdf

**79. Current year operating budget**

10. 2024 SLR Budget\_MOW Highlighted.pdf

**80. Most recent two-year audits with management letter OR financial statements if an audit is not required.**

12. 2023 SLR 990.pdf

**81. Tax Return 990 forms for the last two years**

12. 2023 SLR 990.pdf
  - [Nondiscrimination \(570.602 & 618 Subpart C, D, and E\)](#)
  - [Code of Ethics \(Principle 1 - Standards for Internal Control pgs. 22-24 \)](#)
  - [Conflict of Interest \(200.318 & 570.6 11\)](#)
  - [Procurement \(200.318\(a \)\)](#)
  - [Grievance - Staff and Clients](#)
  - [Termination - Staff and Clients](#)
  - [Confidentiality \(200.303\(e\)\)](#)
  - [Record Retention \(570.506\)](#)
  - [Information Technology \(Principle 11 - Standards for Internal Control pgs. 51-55\)](#)
  - [Whistleblower \(Principle 14 - Standards for Internal Control pgs. 60-61\)](#)
  - [Housing Activities - Fair Housing](#)
  - [Housing Activities - Lead Based Paint](#)

**82. Organization Policies and Procedures Manual**

- MOWPoliciesManual.pdf

## Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

## Conflict of Interest Statement

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

**83. Does your agency or affiliates have a Conflict of Interest with a person serving on the Planning Commission, City Employee, Immediate Family of a City Employee, and/or on the City Council, including persons with one-year prior service?**

No

**84. Acknowledgment**

Yes, I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of this agency is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I understand the funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

**85. Board President - Authorized to Request Funds**

David Sanford

**86. Title**

Board President

**87. Name of Authorized Agency Official**

steven Davis

**88. Title**

Director, Mid-Columbia Meals on Wheels

**89. Email**

sdavis@seniorliferesources.org

**90. Submission Acknowledgment**

I hereby confirm, I am the Authorized Agency Official and approve this application for submittal.

# **The ARC of Tri-Cities**

**Amount Requested \$10,450**

**Donna Tracy**

## CONTACT INFORMATION

**1. Agency:**

The Arc of Tri-cities

**2. Contact Person**

Donna Tracy

**3. Full Address**

1455 Fowler St.  
Richland, WA 99352

**4. Email**

donnat@arcoftricities.com

**5. Phone**

(509) 783-1131

**6. SAM.GOV Unique Entity ID**

NMULFKS4PAL3

## YOUR PROPOSED PROJECT / ACTIVITY

7. What type of Activity are you applying for?  
Public Service

8. Name of Project/Activity  
Therapeutic Recreational Services

9. Requested CDBG Funding Amount  
10,450.00

Please consider these when planning your proposal.

- DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.
- SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at 24 CFR Part 75.
- COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

10. Is this a new project/activity for your agency?  
No

11. What year did the project/activity begin?  
1962

12. Has this activity been successful in prior years?  
Yes

**13. Describe your project, including what exactly the CDBG funds will be used for.**

The Arc will provide individuals with developmental disabilities who reside in the city of Richland with Therapeutic Recreational Opportunities. Activities that will occur at Richland School District facilities, Richland parks and recreation facilities, and community events. The Arc of Tri-cities Therapeutic Recreational Services start at age two but funding for this grant will serve participants age 18 and older. Activities include VIP Club, dances, exercise, cooking classes, community event support and summer camps. Activities will occur year round. Staff and over 1000 volunteers will offer supports including, reduced pricing, personal care, physical assistance, behavior and cognitive support. This support offers increased activity in the community for those who need assistance.

**14. What impact will your project have in the community? How will you measure success?**

Families will be able to maintain stability through affordable and accessible daily care. Clients participating will increase their skills and independence. Success will be measures through a participant survey.

**15. Describe the unmet need in the community using statistics, demographics, or other factual information.**

Individuals with developmental disabilities are recognized nationally to face the following community barriers. a. They are vulnerable: The Surgeon General and the United States Public Health Service report that people with disabilities are at greater risk for violence and abuse. (U.S. Department of Health and Human Services, 1990) b. They are socially isolated. c. Poverty Level Income- Nationally, adults with developmental disabilities are recognized to be below 80 % median income. d. Families need help: 25 % higher Divorce rate for parents who have children with mental disabilities. ( U.S. House of Representatives Select Committee on Children) Washington State Stats include 81 % of individuals with developmental disabilities live with their families Less than 15% of individuals with IDD have any employment City Parks & Rec. activities do not offer physical, cognitive or care support. The Arc provides a bridge to community activities. recruiting volunteers and partnerships.

**16. Explain why you believe this project is needed in the City of Richland.**

Why Arc Services is needed: -Increase accessibility to the community for individuals with developmental disabilities and their families. -Increase child care support options for families with a child or an adult with IDD -Increase fitness opportunities ( individuals with I/DD have lower levels of fitness and higher levels of obesity than their peers ( Murphy & Carbone, 2008) -Offer relief to their caregivers and families (U.S. Department of Health and Human Services identified that caregivers of individuals with I/DD show higher levels of depression, stress, frustration, and are at greater risk for health issues including heart disease, etc.) -Decrease social isolation (scientific review of 148 previous studies involving more than 300,000 people has revealed that social disconnection is a risk factor equivalent to smoking 15 cigarettes per day) -Increase overall health and wellness (participation promotes inclusion, less deconditioning, and enhances overall quality of life.

**17. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?**

We use partnerships as our methods to market to our select audience: -The Arc of US -The Arc of WA -PSA's -Facebook -Website -Direct email & paper--Monthly Newsletter -Flyers & Brochures--Spanish and English -Posters at state offices -Public Radio for Info--Spanish and English -TV spots--Spanish and English We utilize partnerships with 55 organizations that help us reach our target audiences and helps us reach multi-language and cultures which may include: -Richland, Kennewick, Pasco, Finley, and Benton City School Districts -ESD 123 -Mid-Columbia Down Syndrome Association -United Way -Special Olympics of WA and Tri-cities -Elks, Kiwanis, and Local Rotaries -Tri-Cities Parks and Recreations -Tri-city Prep -Boy Scouts of America -Just serve -Church of Jesus Christ of Latter Day Saints -Battelle -Key clubs - Hope Club -Columbia Ind. -Goodwill Ind. -TC Residential Services -TC Visitor and Convention -TC Community Health -Parent to Parent -PAVE -World Relief -Edith Bishel Center

18. Is staff responsible for the CDBG project new or inexperienced?

No

**19. Provide the names, title, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

The Arc of Tri-Cities hires 35 temporary summer employees to run the camp. Site Directors – are experienced teachers or staffing that have been with the camp for over five years. Site Directors must have experience with The Arc + education. Donna Tracy – Program Manager for Summer Camp and Community Recreational Services, has a Bachelor's in Sociology and 30 years' experience working for The Arc of Tri-Cities and is a parent of a special needs child. Jake Boneck - Masters in Teaching - manages recreational services that occur afterschool and develop social skills.

**20. Does your project displace or relocate any individuals or businesses?**

No

**21. Does your project involve capital improvements, construction/renovation?**

No

**22. Do you own the property?**

No

**23. Are you required to purchase the property before the project may begin?**

No

**24. Please explain why the property does not need to be purchased prior to the start of the project.**

N/A

## PROJECT PRIORITY, GOALS, OBJECTIVES AND OUTCOMES

**25. Select the Activity that best fits your project:**

Public Service

**26. Select the priority that best fits your Public Service Project.**

Average Priority (B2a): Social Service projects to address community needs including assisting seniors, people with special needs, and at-risk populations.

**27. Explain how your project satisfies the priority checked.**

The Arc serves adults with developmental disabilities. That meet Social Security definition of disabled.

**28. Select the Goal that best fits your project.**

Goal III: Reduce Homelessness and Support Priority Public Services.

**29. Select the Strategy (1-4) that best fits your project.**

Strategy 2. Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.

**30. Select the Objective that best describes your project.**

Objective 1. Suitable Living Environment-This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.

**31. Select the Outcome that best describes your project.**

Outcome 1. Improve Availability/Accessibility-This category applies to activities that make services, infrastructure , public facilities, housing, or shelters available or accessible to low-moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- moderate income people where they live.

**32. How does your project/activity meet the National Objective of benefitting low-and moderate income persons?**

Your project serves only limited clientele (check which clientele you serve).

**33. Limited Clientele**

Severely Disabled Adults

## PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2024/2025 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

### 2024/2025 Gross AMI Limit Per Household Size

|                               | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 People  |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 30%<br>(extremely low-income) | \$21,000 | \$24,000 | \$27,000 | \$29,950 | \$32,350 | \$34,750 | \$37,150 | \$39,550  |
| 50%<br>(very low-income)      | \$35,000 | \$40,000 | \$45,000 | \$49,950 | \$53,950 | \$57,950 | \$61,950 | \$65,950  |
| 60%<br>(project specific)     | \$42,000 | \$48,000 | \$54,000 | \$59,940 | \$64,740 | \$69,540 | \$74,340 | \$79,140  |
| 80%<br>(low-income)           | \$55,950 | \$63,950 | \$71,950 | \$79,900 | \$86,300 | \$92,700 | \$99,100 | \$105,500 |

Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.

#### 34. How Many Unduplicated Served (Persons, Homes or Jobs)?

22

#### 35. CDBG Cost Per Person, Job or Home Served?

\$475.00

Of the total number of unduplicated you anticipate serving with CDBG funds, please categorize anticipated income limits.

#### 36. 30% (extremely low-income)

22

#### 37. 50% (very low-income)

\*\*SKIPPED\*\*

#### 38. 60% (project specific)

\*\*SKIPPED\*\*

#### 39. 80% (low-income)

\*\*SKIPPED\*\*

## PREVIOUS CDBG FUNDING

**40.** Has your agency received CDBG funding in the past four years from Kennewick Richland or Pasco?

Yes

**41. List City(ies) and Amount(s) received in 2024.**

Kennewick- \$24,000.00 Richland- 10,450 Pasco- \$5,000.00

**42. List City(ies) and Amount(s) received in 2023.**

Richland- \$14,100.00 Kennewick- \$24,000.00 Pasco-\$9,000.00

**43. List City(ies) and Amount(s) received in 2022.**

Richland- \$9,600.00 Kennewick-\$24,000.00 Pasco-\$5,000.00

**44. List City(ies) and Amount(s) received in 2021.**

Richland- \$9,583.00 Kennewick- \$24,000.00 Pasco- \$5,000.00

**45. Please quantify the increase in services/projects you will be providing in 2025 and explain why there is a new demand or an unmet need in the community for this service.**

The Arc of Tri-cities serves more people with these additional dollars that we receive. Last year City of Richland was not able to fund our full request. We have approximately 16 people waiting for financial assistance to get into services. The community lacks sufficient accommodations and natural supports for individuals to access the community with out assistance. Families are trying to maintain employment and mental health. The Arc is a valuable safety net and gap filler in our community.

**46.** Is this specific proposed project/activity new to CDBG funding?

No

**47.** Have the CDBG performance goals been met in prior years?

Yes

## FUNDING YOUR PROJECT / ACTIVITY

**48.** Does your project / activity have other secured funding sources?

Yes

**49. List the additional funding sources and the amount of funding that has been secured.**

- United way grant is secured- 5,000

**50.** Does your project/activity have other funding potentials that are not yet secured?

Yes

**51. List the additional funding potentials and the amount that is not yet secured.**

-Developmental Disabilities Administration - Richland School District

**52. If you do not receive the requested funds or receive only a portion of what you requested, how will your proposal move forward?**

The Arc of Tri-cities requires individuals to pay a fee to offset the costs of support. We do not have the excess funding to support low-income individuals who are unable to pay the full value without assistance from the city. Therefore, they would go without access to services.

## PROPOSED BUDGET

Give a detailed breakdown of the total for this project. Show where the CDBG funds you are requesting will be applied toward under the listed eligible expenses. Your requested CDBG funds should equal what you are requesting.

\*53. Proposed Budget for the following:  
Public Service

### STAFF WAGES

54. Requested CDBG Funds (Staff Wages)  
0

55. Other Funding Source Amount (Staff Wages)  
734,280

56. If your request includes recurring staff time, what is your plan to secure these positions in the future? (CDBG funds are not to fund projects that are the general responsibility of the government or to maintain the operation or salaries of a non-profit organization).

This funding will not be used to support The Arc but to allow low-income Richland Citizens with developmental disabilities to participate in their community. CDBG Funding is allocated to scholarships for individuals in low-income families who otherwise cannot afford the cost of participation.

### MATERIALS & SUPPLIES

57. Requested CDBG Funds (Materials/Supplies)  
0

58. Other Funding Source Amount (Materials/Supplies)  
63,620

59. If your plan includes materials and supplies for general operation, what is your plan to secure these funds in the future?  
Donations, participation fees, and funding are available from other sources.

### MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

60. Requested CDBG Funds (Marketing, Outreach)  
10,450

61. Other Funding Source Amount (Marketing, Outreach)  
0

### OTHER EXPENSES

62. Requested CDBG Funds (Other Expenses)  
0

63. Other Funding Source Amount (Other Expenses)  
109,095

64. Describe Other expenses

**Program Administration including overhead and general staffing necessary to administer the program (accounting, management, grant administration) are **NOT** eligible for CDBG funding.**

65. If you receive CDBG funding this year, how will your program/project be funded in the future?

CDBG provides scholarships to low income individuals living in the City of Richland - if we have less money we give less scholarships.

66. Will CDBG assist in leveraging or matching other funds?  
Yes

## AGENCY INFORMATION

**67. When was your Agency organized / formed?**

1952

**68. Please re-state by selecting the type of activity you are applying for**

Public Service

**69. Is your agency a Washington State non-profit corporation and/or faith-based organization?**

Yes

**70. Does your Agency have Federal IRS non-profit status?**

Yes

**71. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

The Arc of Tri-Cities has been working on filling gaps for people with intellectual and developmental disabilities since 1952 in Benton and Franklin Counties. The Arc has 22 diverse services to ensure there is a safety net in our community and there is a bridge to community opportunities. The Arc has started three additional businesses in the Tri-Cities to support people with disabilities and their families that are still thriving today. The Benton and Franklin Children's Developmental Center, Tri-City Residential services, and one of the founding organization to start Ben Franklin Transit Services. The Arc's Mission Statement

**72. List any required accreditation your Agency/Staff must have to do business.**

Business License. Some contracts require in Bachelors in Education.

**73. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?**

No

**74. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

The Arc of Tri-Cities organizational structure consists of The Executive Director, the management team, which includes department heads over each area. Advocacy and Recreation Day Program Transportation Financial The organization is overseen by its Governing Board, which meets no less than ten times per year, and currently has 14 voting members. The Executive Director participates as anon-voting member. The organization' by Laws provide for no less than 1 members, and no more than 23 members. The Arc Financial Manager works with the Executive Director to manage the over all budget, grants and donations. The Arc has a yearly independent audit conducted by an outside organization. The Arc Board of Directors reviews Employee, Financial, and Program Policies . Program evaluations are done by each department and reviewed by The Board of Directors. The Arc follows Federal, State, City and contract compliance requirements for record keeping.

## REQUIRED ATTACHMENTS

- 75.** Current SAM Registration(<https://sam.gov/SAM/>)  
SAMS Registration 2024-08-26.png
- 76.** Current By-Laws, as amended  
02\_ BYLAWS \_ adopted by board Feb 2023.pdf
- 77.** Current Articles of Incorporation & Amendments  
\*\*SKIPPED\*\*
- 78.** Proof of 501(c)(3) status with IRS  
\*\*SKIPPED\*\*
- 79.** Organizational Mission Statement and length of time in existence  
05\_Agency Mission, Vision, Values & Tenets.pdf
- 80.** Current Organization Chart  
2024 Arc Organizational Chart.pdf
- 81.** Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.  
Cindy, Donna and Helen Resume.pdf
- 82.** List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.  
Board Roster 2024-2025.pdf
- 83.** Designated Authority Signature  
Board President Signature .pdf
- 84.** Current year operating budget  
Board President Signature .pdf
- 85.** Most recent two-year audits with management letter OR financial statements if an audit is not required.  
ARC - 2023 - FS.pdf
- 86.** Tax Return 990 forms for the last two years  
ARC 2022 FORM 990-compressed.pdf
- Nondiscrimination ([570.602](#) & [618 Subpart C, D, and E](#))
  - [Code of Ethics \(Principle 1 - Standards for Internal Control pgs. 22-24 \)](#)
  - Conflict of Interest ([200.318](#) & [570.6 11](#))
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  - [Whistleblower \(Principle 14 - Standards for Internal Control pgs. 60-61\)](#)
  - [Housing Activities - Fair Housing](#)
  - [Housing Activities - Lead Based Paint](#)
- 87.** Organization Policies and Procedures Manual  
13\_Manual of Financial Policies and Procedures 6-2023.docx

## Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

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I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

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Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

**88.** Does your agency or affiliates have a Conflict of Interest with a person serving on the Planning Commission, City Employee, Immediate Family of a City Employee, and/or on the City Council, including persons with one-year prior service?

No

**89. Acknowledgment**

Yes, I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of this agency is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I understand the funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

**90. Board President - Authorized to Request Funds**

Brad Evans

**91. Title**

Board President

**92. Name of Authorized Agency Official**

Donna Tracy

**93. Title**

Program Manager

**94. Email**

donnat@arcoftricity.com

**95. Submission Acknowledgment**

I hereby confirm, I am the Authorized Agency Official and approve this application for submittal.

# Support, Advocacy and Resource Center

Amount Requested \$20,000

JoDee Garretson

| Date                          | Time           | Process                                                                                          |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------|
| Monday, August 12, 2024       | 8:00 AM        | <b>Application Available</b>                                                                     |
| Friday, September 13, 2024    | <b>5:00 PM</b> | <b>APPLICATION SUBMISSION DEADLINE</b><br>(Electronic Submission by 5:00 PM)                     |
| Wednesday, September 25, 2024 | 6:00 PM        | Planning Commission:<br>(Public Hearing on Housing & Community Development Needs)                |
| Wednesday, October 23, 2024   | 6:00 PM        | Planning Commission:<br>(Applicant presentations, deliberations, and recommendations to Council) |
| Tuesday, December 17, 2024    | 6:00 PM        | City Council:<br>(Public Hearing and approval of 2025 Annual Action Plan)                        |



**Submittals must be received by 5:00 P.M. on Friday, September 13, 2024**

**Applications received after the above date and time will not be considered.**

**Extensions will not be permitted.**

## EVALUATION CRITERIA

- The application must address a Community Priority Need. Your project must meet a Goal, Strategy, Objective and Outcome.
- Projects rated as ineligible by Federal Regulations or local requirements and/ or rated as "No Priority," will be returned to the applicant without further consideration.
- The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty, and this does not obligate the City to enter into a contract.
- The Planning Commission may recommend to City Council applications for funding or may choose to accept additional applications.
- If the Planning Commission chooses not to fund the annual allocation in full, unallocated funds may be held for reallocation by the Planning Commission for existing projects or a future application process.
- Each applicant that meets the eligibility and national objective criteria will be invited to make a 5-minute presentation to the Planning Commission on **Wednesday, October 23, 2024**, followed by a 5-minute question and answer period.
- Applications and presentations will be evaluated based on the following:
  - community needs
  - eligibility
  - national objective
  - local allocation goals
- All meetings and public hearings will be held in the Council Chambers at the Richland City Hall, 625 Swift Boulevard. Richland City Hall is ADA accessible.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, hearing and/or visually impaired persons. Requests must be made by phone or email at least 48 hours prior to scheduled meeting/hearing. Contact Toni Lehman at [tlehman@ci.richland.wa.us](mailto:tlehman@ci.richland.wa.us) or 509.942.7580, if accommodations are necessary.

**Every section of this application package is required. Incomplete applications will be returned to the applicant without further consideration.**

## CONTACT INFORMATION

### 1. Agency:

Support, Advocacy & Resource Center

### 2. Contact Person

JoDee Garretson

### 3. Full Address

1458 Fowler Street  
RICHLAND 99352-4717

### 4. Email

[jgarretson@supportadvocacyresourcecenter.com](mailto:jgarretson@supportadvocacyresourcecenter.com)

**5. Phone**

(509) 374-5391

**6. SAM.GOV Unique Entity ID**

VHV6W5KK8F89

Page 8 - Proposed Project / Activity

## YOUR PROPOSED PROJECT / ACTIVITY

**7. What type of Activity are you applying for?**

Public Service

**8. Name of Project/Activity**

Trauma Focused Counseling Program

**9. Requested CDBG Funding Amount**

\$20,000

**10. Is this a new project/activity for your agency?**

No

**11. What year did the project/activity begin?**

The Counseling Program began in July 2017.

**12. Has this activity been successful in prior years?**

Yes

**13. Describe your project, including what exactly the CDBG funds will be used for.**

SARC's Trauma-Focused Counseling Program offers specialized support to victims of sexual assault/abuse and their non-offending family members through 50-minute sessions using evidence-based therapies such as TF-CBT and CFTSI. CDBG funds will be used to maintain our Clinical Director and Counselor positions, ensuring these essential services continue. Clinical Director Anna Hahn, M.Ed., LMHC, and Counselor Rowan Schmieman, MSW, LICSWA, both bring extensive experience and specialized training, providing trauma-informed care, conducting assessments, and offering solution-focused interventions. Launched in 2022, this program has been vital in helping trauma survivors and their families heal. The CDBG funds are crucial for sustaining these critical services and supporting the ongoing recovery of those affected by trauma in our community.

**14. What impact will your project have in the community? How will you measure success?**

SARC's Trauma-Focused Counseling Program addresses a critical need in our community. With only 65.5% of adults with mental illness in Washington receiving services and parts of Benton County designated as Mental Health Professional Shortage Areas, accessible care is crucial. Economic challenges further limit access, with Richland's poverty rate at 10.8%, higher than the national average, and median household income below the state average. Our program offers evidence-based therapies like TF-CBT and CFTSI, proven to reduce PTSD symptoms in 80% of children and adolescents and decrease PTSD diagnoses by 65%. These 50-minute counseling sessions help individuals process trauma, reduce symptoms of PTSD, anxiety, and depression, and foster resilience and recovery. By maintaining our Clinical Director and Counselor positions, we ensure victims receive essential support. This project not only addresses immediate mental health needs but also enhances community well-being and resilience.

**15. Describe the unmet need in the community using statistics, demographics, or other factual information.**

In Benton/Franklin Counties, the need for trauma-focused counseling is critical. SARC's 2023-2024 Counseling Program served 162 clients, 97 for sexual assault, while our crisis program supported over 400. Local data shows 300+ reported sexual assaults in 2023, with many more unreported. Benton County reports 1,200 child abuse cases annually, approximately 33% higher than the state average. With over 11% of residents in Benton Co. below the poverty line and Washington ranking 43rd in mental health access, specialized counseling is scarce. SARC's services are vital, reducing PTSD, depression, and anxiety risks, and delivering \$7,000 - \$32,000 in benefits per person. By supporting our program, you're investing in community resilience and the well-being of trauma survivors who lack essential care. These services not only heal individuals but also strengthen families and communities, fostering long-term stability and economic growth in our region.

**16. Explain why you believe this project is needed in the City of Richland.**

The need for SARC's Trauma-Focused Counseling Program in Richland, Washington, is more urgent than ever. In 2023-2024, our crisis program handled 453 incidents, with alarming rises in crimes like acquaintance molestation and harassment, signaling a growing crisis. Our Counseling Program supported 162 clients, underscoring an increasing demand for specialized mental health care. The 2022 WASPC Crime Report highlights this trend, with Benton County reporting 190 sex offenses—an increase from previous years—while Franklin County reported 108. Maintaining our key positions is crucial to ensuring that victims receive the essential support they need. Our program addresses immediate mental health needs, providing trauma-informed care that not only aids individual recovery but also strengthens the overall well-being and resilience of the entire community. By supporting this project, you are investing in a safer, healthier Richland, where survivors of trauma can heal and thrive.

**17. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts.****Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?**

SARC uses a strategic marketing approach to connect with victims of crime: Community Partnerships: Collaborating with service providers, hospitals, schools, to quickly reach those in need. Online Presence: Updating our website and using social media to share survivor stories, testimonials, and educational content. Outreach Events: Engaging with the public at community events, health fairs, and seminars to educate about our services. Printed Materials: Strategically placing brochures, flyers, and posters in key locations to reach those without digital access. Media Engagement: Partnering with local media to feature impactful stories and educational content on trauma and recovery. Training: Providing sessions to local businesses, schools, and community groups to raise awareness and educate on recognizing trauma signs. This multi-faceted approach ensures broad community engagement, empowering survivors to seek support and fostering a safer, more supportive environment.

**18. Is staff responsible for the CDBG project new or inexperienced?**

No

**19. Provide the names, title, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

JoDee Garretson, Executive Director for nearly 28 years, no funds for position will be paid for through this grant. Anna Hahn, Clinical Director, Licensed mental health counselor, .12 FTE Rowan Schmieman, Counselor, Licensed mental health counselor, .12 FTE

## PROJECT PRIORITY, GOALS, OBJECTIVES AND OUTCOMES

### 20. Select the Activity that best fits your project:

Public Service

### 21. Select the priority that best fits your Public Service Project.

Average Priority (B2a): Social Service projects to address community needs including assisting seniors, people with special needs, and at-risk populations.

### 22. Explain how your project satisfies the priority checked.

SARC's Trauma-Focused Counseling Program is essential for addressing critical social service needs in Benton County. Our program supports at-risk populations, including survivors of sexual assault and other crimes, who often face significant barriers to mental health care. In 2023-2024, we served 162 clients from diverse age groups and ethnic backgrounds, underscoring our broad reach. Specialized therapies like Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) and Child and Family Traumatic Stress Intervention (CFTSI) help clients process trauma, reduce PTSD, anxiety, and depression, and improve overall well-being. We target individuals at high risk for long-term psychological and physical issues due to trauma. By offering accessible, trauma-informed care, we bridge the gap in services for vulnerable populations. By investing in SARC, you support a crucial initiative that promotes healing, resilience, and a safer, healthier community for all.

### 23. Select the Goal that best fits your project.

Goal III: Reduce Homelessness and Support Priority Public Services.

### 24. Select the Strategy (1-4) that best fits your project.

Strategy 2. Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.

### 25. Select the Objective that best describes your project.

Objective 1. Suitable Living Environment-This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.

### 26. Select the Outcome that best describes your project.

Outcome 1. Improve Availability/Accessibility-This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low-moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- moderate income people where they live.

### 27. How does your project/activity meet the National Objective of benefitting low-and moderate income persons?

Your project serves only limited clientele (check which clientele you serve).

### 28. Limited Clientele

Abused Children

## PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2024/2025 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2024/2025 Gross AMI Limit Per Household Size

|                               | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 People  |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 30%<br>(extremely low-income) | \$21,000 | \$24,000 | \$27,000 | \$29,950 | \$32,350 | \$34,750 | \$37,150 | \$39,550  |
| 50%<br>(very low-income)      | \$35,000 | \$40,000 | \$45,000 | \$49,950 | \$53,950 | \$57,950 | \$61,950 | \$65,950  |
| 60%<br>(project specific)     | \$42,000 | \$48,000 | \$54,000 | \$59,940 | \$64,740 | \$69,540 | \$74,340 | \$79,140  |
| 80%<br>(low-income)           | \$55,950 | \$63,950 | \$71,950 | \$79,900 | \$86,300 | \$92,700 | \$99,100 | \$105,500 |

Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.

### 29. How Many Unduplicated Served (Persons, Homes or Jobs)?

32 - 195 sessions

### 30. CDBG Cost Per Person, Job or Home Served?

\$625/person for 6 session

**Of the total number of unduplicated you anticipate serving with CDBG funds, please categorize anticipated income limits.**

### 31. 30% (extremely low-income)

5

### 32. 50% (very low-income)

**33. 60% (project specific)**

81

**34. 80% (low-income)**

10

Page 11 - Previous CDBG Funding

**PREVIOUS CDBG FUNDING****35. Has your agency received CDBG funding in the past four years from Kennewick Richland or Pasco?**

No

Page 12 - Funding Project / Activity

**FUNDING YOUR PROJECT / ACTIVITY****36. Does your project / activity have other secured funding sources?**

Yes

**37. List the additional funding sources and the amount of funding that has been secured.**

Following are the funding sources and amounts provided dedicated to the Trauma Informed Counseling Program - Office of Crime Victims Advocacy Child Centered Initiative - \$51,790 Office of Crime Victims Advocacy Crime Victim Service Center Grant - \$25,532 Three Rivers Community Foundation - \$39,431

**38. Does your project/activity have other funding potentials that are not yet secured?**

No

**39. If you do not receive the requested funds or receive only a portion of what you requested, how will your proposal move forward?**

To maintain the current staffing levels for our Clinical Director and Counselor during the transition to billing insurances, CDBG funds are critical. Without these funds or alternative resources, we would be forced to reduce their hours, impacting our ability to deliver vital trauma-focused services. The CDBG funding will bridge the gap, ensuring that we can continue to provide full access to our Trauma-Focused Counseling Program while securing its long-term financial stability and growth.

Page 13 - Proposed Budget

**PROPOSED BUDGET**

Give a detailed breakdown of the total for this project. Show where the CDBG funds you are requesting will be applied toward under the listed eligible expenses. Your requested CDBG funds should equal what you are requesting.

**\* 40. Proposed Budget for the following:**

Public Service

**STAFF WAGES****41. Requested CDBG Funds (Staff Wages)**

\$20,000

**42. Other Funding Source Amount (Staff Wages)**

\$172,632

**43. If your request includes recurring staff time, what is your plan to secure these positions in the future? (CDBG funds are not to fund projects that are the general responsibility of the government or to maintain the operation or salaries of a non-profit organization).**

To enhance sustainability, SARC is transitioning to accepting insurance payments from clients for our counseling services. This strategic shift will significantly reduce our reliance on grant funding for key positions, as insurance reimbursements will provide a more consistent and self-sustaining revenue stream. By billing insurance, we can ensure the continued availability of our Trauma-Focused Counseling Program while maintaining high service standards. This approach not only secures the financial stability of our program but also allows us to expand our services to meet increasing community demand without needing to seek ongoing grant funding for staff salaries. This move positions SARC for long-term sustainability and growth, ensuring we can continue to provide essential support to those in need.

**MATERIALS & SUPPLIES****44. Requested CDBG Funds (Materials/Supplies)**

0

**45. Other Funding Source Amount (Materials/Supplies)**

\$1,000

**46. If your plan includes materials and supplies for general operation, what is your plan to secure these funds in the future?**

N/A

**MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)****47. Requested CDBG Funds (Marketing, Outreach)**

0

**48. Other Funding Source Amount (Marketing, Outreach)**

\$4,000

## OTHER EXPENSES

### 49. Requested CDBG Funds (Other Expenses)

0

### 50. Other Funding Source Amount (Other Expenses)

\$2,000

### 51. Describe Other expenses

SARC covers the licensing fees for our two counselors, recognizing the importance of maintaining their professional credentials. This investment ensures that our counselors remain fully licensed and up-to-date with state regulations and industry standards, enabling them to provide the highest quality of care to our clients. By covering these fees, we not only support our counselors in their professional development but also reinforce our commitment to delivering trauma-informed, evidence-based counseling services. This approach helps maintain the integrity and effectiveness of our programs, ensuring that our team is equipped with the credentials necessary to serve our community effectively.

**Program Administration including overhead and general staffing necessary to administer the program (accounting, management, grant administration) are **NOT** eligible for CDBG funding.**

### 52. If you receive CDBG funding this year, how will your program/project be funded in the future?

If SARC receives CDBG funding this year, it will provide crucial support as we transition to a more sustainable funding model by accepting insurance payments for our counseling services. We are actively working towards this shift, which will significantly reduce our reliance on grant funding for key positions by creating a consistent and self-sustaining revenue stream through insurance reimbursements. The CDBG funds will help bridge the gap during this transition, ensuring the continued availability of our Trauma-Focused Counseling Program while maintaining high service standards. This approach not only secures the financial stability of our program but also allows us to expand services to meet increasing community demand without needing ongoing grant funding for staff salaries. This move positions SARC for long-term sustainability and growth, ensuring that we can continue to provide essential support to those in need.

### 53. Will CDBG assist in leveraging or matching other funds?

Yes

Page 14 - Agency Information

## AGENCY INFORMATION

### 54. When was your Agency organized / formed?

September 1977

### 55. Please re-state by selecting the type of activity you are applying for

Public Service

### 56. Is your agency a Washington State non-profit corporation and/or faith-based organization?

Yes

### 57. Does your Agency have Federal IRS non-profit status?

Yes

### 58. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.

SARC's key achievement is the successful launch and growth of its Trauma-Focused Counseling Program, which has become crucial for supporting sexual assault and abuse victims in Benton and Franklin Counties. Since 2022, the program has consistently met rising demand, demonstrating SARC's capacity to manage current projects effectively. Our success is underpinned by strong community partnerships, the use of evidence-based therapies, and a dedicated, highly-trained team. SARC's proven ability to secure funding and adapt to community needs ensures the ongoing delivery of high-quality services. Our outreach efforts and collaborations with local agencies further enhance our ability to serve at-risk populations and complete development activities efficiently.

### 59. List any required accreditation your Agency/Staff must have to do business.

\* Accreditation as a Community Sexual Assault Program through the Office of Crime Victim's Advocacy, a department of Commerce. \*Accreditation as a Children's Advocacy Center through the National Children's Alliance.

### 60. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?

No

### 61. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

SARC is structured with a Board of Directors, an Executive Director, program directors, and specialized staff, all collaborating to deliver vital services. We maintain rigorous record-keeping using secure, confidential systems that meet legal and ethical standards. Financial management is overseen by our Executive Director, with annual independent audits ensuring transparency and accountability. Our comprehensive policies and procedures cover client confidentiality, staff conduct, financial management, and program execution, with all staff trained to ensure compliance. Program evaluation is key to our success, using client feedback, outcome tracking, and performance metrics to continuously assess and improve our services. This structure allows SARC to operate efficiently, uphold high service standards, and adapt to community needs effectively.

Page 15 - Required Attachments

## REQUIRED ATTACHMENTS

### 62. Current SAM Registration (<https://sam.gov/SAM/>)

EntityInformation\_20240828-041928.pdf

### 63. Current By-Laws, as amended

Bylaws Revised 7-2023.pdf

**64. Current Articles of Incorporation & Amendments ?**

Articles of Incorporation.pdf

**65. Proof of 501(c)(3) status with IRS ?**

501c3 IRS letter.pdf

**66. Organizational Mission Statement and length of time in existence**

Mission and Philosophy Statement Jan. 2023.pdf

**67. Current Organization Chart**

SARC Org Chart with Pics.824.pdf

**68. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.**

Resume.823.doc

**69. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.**

Board Member List-Jul 2024.doc

**70. Designated Authority Signature**

RequiringBoardApproval.822.docx

**71. Current year operating budget**

SARCBudget.24.xlsx

**72. Most recent two-year audits with management letter OR financial statements if an audit is not required.**

SARCBudget.24.xlsx

**73. Tax Return 990 forms for the last two years**

Internal\_-\_SA&RC\_-\_06.30.2023\_Form\_990.pdf

- Nondiscrimination (570.602 & 618 Subpart C, D, and E)
- Code of Ethics (Principle 1 - Standards for Internal Control pgs. 22-24)
- Conflict of Interest (200.318 & 570.611)
- Procurement (200.318(a))
- Grievance - Staff and Clients
- Termination - Staff and Clients
- Confidentiality (200.303(e))
- Record Retention (570.506)
- Information Technology (Principle 11 - Standards for Internal Control pgs. 51-55)
- Whistleblower (Principle 14 - Standards for Internal Control pgs. 60-61)
- Housing Activities - Fair Housing
- Housing Activities - Lead Based Paint

**74. Organization Policies and Procedures Manual**

Personnel Policies Handbook 9-23.pdf

Page 16 - Certifications & Assurances

## Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

## Conflict of Interest Statement

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

**75. Does your agency or affiliates have a Conflict of Interest with a person serving on the Planning Commission, City Employee, Immediate Family of a City Employee, and/or on the City Council, including persons with one-year prior service?**

No

**76. Acknowledgment**

Yes, I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of this agency is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I understand the funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

**77. Board President - Authorized to Request Funds**

Monica Cisneros

**78. Title**

Board President

**79. Name of Authorized Agency Official**

JoDee Garretson

**80. Title**

Executive Director

**81. Email**

jgarretson@supportadvocacyresourcecenter.com

**82. Submission Acknowledgment**

I hereby confirm, I am the Authorized Agency Official and approve this application for submittal.

**Domestic Violence Services of Benton & Franklin  
Counties**

**Amount Requested \$19,900**

**Mary "Angie" Pacheco**

| Date                          | Time           | Process                                                                                          |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------|
| Monday, August 12, 2024       | 8:00 AM        | <b>Application Available</b>                                                                     |
| Friday, September 13, 2024    | <b>5:00 PM</b> | <b>APPLICATION SUBMISSION DEADLINE</b><br>(Electronic Submission by 5:00 PM)                     |
| Wednesday, September 25, 2024 | 6:00 PM        | Planning Commission:<br>(Public Hearing on Housing & Community Development Needs)                |
| Wednesday, October 23, 2024   | 6:00 PM        | Planning Commission:<br>(Applicant presentations, deliberations, and recommendations to Council) |
| Tuesday, December 17, 2024    | 6:00 PM        | City Council:<br>(Public Hearing and approval of 2025 Annual Action Plan)                        |

Page 5 - Submittal Deadline



**Submittals must be received by 5:00 P.M. on Friday, September 13, 2024**

**Applications received after the above date and time will not be considered.**

**Extensions will not be permitted.**

## EVALUATION CRITERIA

- The application must address a Community Priority Need. Your project must meet a Goal, Strategy, Objective and Outcome.
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  - community needs
  - eligibility
  - national objective
  - local allocation goals
- All meetings and public hearings will be held in the Council Chambers at the Richland City Hall, 625 Swift Boulevard. Richland City Hall is ADA accessible.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, hearing and/or visually impaired persons. Requests must be made by phone or email at least 48 hours prior to scheduled meeting/hearing. Contact Toni Lehman at [tlehman@ci.richland.wa.us](mailto:tlehman@ci.richland.wa.us) or 509.942.7580, if accommodations are necessary.

**Every section of this application package is required. Incomplete applications will be returned to the applicant without further consideration.**

Page 7 - Contact Information

## CONTACT INFORMATION

### 1. Agency:

Domestic Violence Services of Benton & Franklin Counties (DVSBF)

### 2. Contact Person

Mary A. Pacheco

### 3. Full Address

3311 W Clearwater Ave., Ste C140  
Kennewick 99336

### 4. Email

[angie.p@dvsbf.org](mailto:angie.p@dvsbf.org)

**5. Phone**

(509) 735-1295

**6. SAM.GOV Unique Entity ID**

Y2N1CT83E3H6

Page 8 - Proposed Project / Activity

## YOUR PROPOSED PROJECT / ACTIVITY

**7. What type of Activity are you applying for?**

Public Service

**8. Name of Project/Activity**

Shelter Case Manager

**9. Requested CDBG Funding Amount**

\$19,900

**10. Is this a new project/activity for your agency?**

No

**11. What year did the project/activity begin?**

2003

**12. Has this activity been successful in prior years?**

Yes

**13. Describe your project, including what exactly the CDBG funds will be used for.**

A Shelter Advocate provides crucial support to individuals and families fleeing domestic violence. They offer crisis intervention, emotional support, and safety planning for survivors entering the shelter. Advocates assist residents in accessing resources such as housing, legal aid, healthcare, and employment services. Through personalized case management, they help clients set and achieve personal goals while providing trauma-informed care in individual and group support sessions. Advocates also serve as liaisons with law enforcement, courts, and social services. With DVSBF expanding outreach to marginalized populations, we anticipate a rise in shelter clients. This increase will require Shelter Advocates to handle more client intakes, assess immediate needs, and maintain a safe and welcoming environment. CDBG funding will cover a portion of a Shelter Advocate's salary, enabling them to meet growing demand and continue delivering these essential services to survivors in need.

**14. What impact will your project have in the community? How will you measure success?**

The impact of a domestic violence shelter and Shelter Case Manager on the community is profound and multifaceted. Shelters provide a safe haven for survivors, helping individuals and families escape dangerous situations and begin the process of healing. This immediate protection not only saves lives but also reduces domestic violence-related fatalities and injuries, enhancing overall community safety. A program evaluation centered on client surveys is a structured process designed to measure the success and effectiveness of a program by gathering direct feedback from participants. This process begins with clear evaluation goals and surveys that cover key areas such as program delivery and overall impact. The surveys, distributed through accessible methods, are analyzed quantitatively and qualitatively to capture a full picture of client experiences, informing service improvements and community outreach.

**15. Describe the unmet need in the community using statistics, demographics, or other factual information.**

The unmet needs in Richland, such as affordable housing, limited transportation, and gaps in healthcare access, emphasize the critical need for a domestic violence (DV) shelter. Rising housing costs make it hard for survivors, often with limited resources, to find safe housing, increasing their risk of homelessness. Limited public transportation isolates survivors from essential services like healthcare and legal aid. Nationally, 1 in 4 women and 1 in 9 men experience severe intimate partner violence, making DV shelters crucial. The DVSBF shelter can provide immediate safety and trauma-informed care to address the growing mental health needs of survivors. A shelter is essential in meeting these interconnected needs, helping survivors rebuild their lives in safety.

**16. Explain why you believe this project is needed in the City of Richland.**

The DVSBF domestic violence shelter, located in Richland since 2003, has been a critical resource for the community, sheltering an average of 300 women and children annually. This project is vital for Richland due to the persistent issues of domestic violence, coupled with rising housing costs, limited public transportation, and gaps in healthcare services. Without the shelter, survivors would face significant barriers in finding safety, housing, and access to essential support like legal aid and trauma-informed care. The shelter's long-standing presence and consistent impact demonstrate the ongoing need to provide a safe haven and resources to vulnerable individuals in our community. Its continuation is crucial for addressing the needs of survivors and enhancing overall community safety.

**17. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts.****Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?**

DVSBF is committed to reaching underserved and marginalized populations by attending community events like Posadas, school resource fairs, and conducting outreach in rural areas and processing plants. These efforts ensure that domestic violence victims, especially those from immigrant or low-income communities, can access the services they need. Most DVSBF advocates are bilingual in Spanish and English, enabling clear communication with a large portion of the community. For clients who speak other languages, DVSBF utilizes Language Link, ensuring language barriers do not prevent access to services. This outreach approach emphasizes inclusivity, cultural responsiveness, and accessibility, ensuring that all victims, regardless of background, can receive support.

**18. Is staff responsible for the CDBG project new or inexperienced?**

No

**19. Provide the names, title, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

Joanna Ramirez, Bi-lingual Shelter Advocate Joanna has worked as a Case Manager for DVSBF since May of 2017. She has completed all the required DV training. She will spend 43% of her time working on this project.

Page 9 - Project, Priority, Goals, Objectives & Outcomes

## PROJECT PRIORITY, GOALS, OBJECTIVES AND OUTCOMES

**20. Select the Activity that best fits your project:**

Public Service

**21. Select the priority that best fits your Public Service Project.**

Average Priority (B2a): Social Service projects to address community needs including assisting seniors, people with special needs, and at-risk populations.

**22. Explain how your project satisfies the priority checked.**

The DVSBF domestic violence shelter aligns with Social Service priorities by addressing community needs and supporting domestic violence victims, including the elderly and mentally ill, who experience high rates of victimization. The shelter provides a critical safety net, offering immediate housing, safety planning, and access to services. Elderly individuals and those with mental health challenges often face heightened vulnerability to abuse. The shelter provides tailored support to meet their specific needs. Additionally, the shelter aids at-risk populations, such as those facing poverty or homelessness, ensuring they have access to safe housing and essential resources. In a community with rising housing costs and limited public transportation, these groups face additional barriers to safety and stability. The shelter helps overcome these challenges, promoting long-term wellbeing and community safety for those most in need.

**23. Select the Goal that best fits your project.**

Goal III: Reduce Homelessness and Support Priority Public Services.

**24. Select the Strategy (1-4) that best fits your project.**

Strategy 1. Support public services programs that address specific targeted needs that are a barrier to lower-income persons becoming self-sufficient.

**25. Select the Objective that best describes your project.**

Objective 1. Suitable Living Environment-This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.

**26. Select the Outcome that best describes your project.**

Outcome 1. Improve Availability/Accessibility-This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low- moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- moderate income people where they live.

**27. How does your project/activity meet the National Objective of benefitting low-and moderate income persons?**

Your project serves only limited clientele (check which clientele you serve).

**28. Limited Clientele**

Battered Spouses

Page 10 - Project Benchmarks

## PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2024/2025 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2024/2025 Gross AMI Limit Per Household Size

|                               | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 People  |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 30%<br>(extremely low-income) | \$21,000 | \$24,000 | \$27,000 | \$29,950 | \$32,350 | \$34,750 | \$37,150 | \$39,550  |
| 50%<br>(very low-income)      | \$35,000 | \$40,000 | \$45,000 | \$49,950 | \$53,950 | \$57,950 | \$61,950 | \$65,950  |
| 60%<br>(project specific)     | \$42,000 | \$48,000 | \$54,000 | \$59,940 | \$64,740 | \$69,540 | \$74,340 | \$79,140  |
| 80%<br>(low-income)           | \$55,950 | \$63,950 | \$71,950 | \$79,900 | \$86,300 | \$92,700 | \$99,100 | \$105,500 |

Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.

**29. How Many Unduplicated Served (Persons, Homes or Jobs)?**

300

**30. CDBG Cost Per Person, Job or Home Served?**

66.33

Of the total number of unduplicated you anticipate serving with CDBG funds, please categorize anticipated income limits.

**31. 30% (extremely low-income)**

45

**32. 50% (very low-income)**

200

**33. 60% (project specific)**

\*\*SKIPPED\*\*

**34. 80% (low-income)**

55

Page 11 - Previous CDBG Funding

## PREVIOUS CDBG FUNDING

**35. Has your agency received CDBG funding in the past four years from Kennewick Richland or Pasco?**

Yes

**36. List City(ies) and Amount(s) received in 2024.**

Richland- \$30,000, Pasco-\$18,000

**37. List City(ies) and Amount(s) received in 2023.**

Richland- \$35,000.00 Kennewick-\$50,000

**38. List City(ies) and Amount(s) received in 2022.**

Richland-13,000

**39. List City(ies) and Amount(s) received in 2021.**

N/A

**40. Please quantify the increase in services/projects you will be providing in 2025 and explain why there is a new demand or an unmet need in the community for this service.**

DVSBF is significantly increasing its outreach efforts to marginalized populations in 2025, including immigrants, rural residents, and low-income families. We anticipate a substantial rise in the number of clients seeking services, which will create a demand for additional staff to handle the increased caseload. This expansion is driven by unmet needs in the community, particularly due to rising housing costs, language barriers, and limited access to mental health services, all of which disproportionately affect these populations. As DVSBF extends its reach through events, rural outreach, and partnerships with local organizations, we project a notable growth in client volume and the necessity for more staff to ensure every victim can access the comprehensive support they need.

**41. Is this specific proposed project/activity new to CDBG funding?**

Yes

Page 12 - Funding Project / Activity

## FUNDING YOUR PROJECT / ACTIVITY

**42. Does your project / activity have other secured funding sources?**

Yes

**43. List the additional funding sources and the amount of funding that has been secured.**

DSHS-\$23,280 Benton county-\$5,000

**44. Does your project/activity have other funding potentials that are not yet secured?**

No

**45. If you do not receive the requested funds or receive only a portion of what you requested, how will your proposal move forward?**

If DVSBF does not receive the total requested funds, or only a portion, moving the proposal forward as planned would be challenging. The increased outreach efforts and rise in shelter clients require additional resources and staff to meet demand. However, DVSBF is committed to its mission and would actively seek out other funding opportunities as they become available. This would include applying for grants from different sources to ensure we can continue providing essential services to domestic violence survivors. While lacking full funding would create limitations, DVSBF would remain proactive in securing the necessary resources to support its programs.

Page 13 - Proposed Budget

## PROPOSED BUDGET

Give a detailed breakdown of the total for this project. Show where the CDBG funds you are requesting will be applied toward under the listed eligible expenses. Your requested CDBG funds should equal what you are requesting.

**\* 46. Proposed Budget for the following:**

Public Service

## STAFF WAGES

**47. Requested CDBG Funds (Staff Wages)**

\$19,900

**48. Other Funding Source Amount (Staff Wages)**

0

**49. If your request includes recurring staff time, what is your plan to secure these positions in the future? (CDBG funds are not to fund projects that are the general responsibility of the government or to maintain the operation or salaries of a non-profit organization).**

To secure recurring staff positions in the future, DVSBF plans to continue its proactive efforts in applying for grants and submitting requests to foundations that support domestic violence services. This strategy involves consistently identifying new funding opportunities, building relationships with potential funders, and staying engaged in grant cycles from both public and private sources. Additionally, DVSBF will maintain strong partnerships with local community organizations and government agencies to explore collaborative funding opportunities. These efforts will help ensure long-term sustainability for essential staff positions, allowing us to maintain our high level of service to survivors.

## MATERIALS & SUPPLIES

**50. Requested CDBG Funds (Materials/Supplies)**

0

**51. Other Funding Source Amount (Materials/Supplies)**

0

**52. If your plan includes materials and supplies for general operation, what is your plan to secure these funds in the future?**

N/A

## MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

**53. Requested CDBG Funds (Marketing, Outreach)**

0

**54. Other Funding Source Amount (Marketing, Outreach)**

0

## OTHER EXPENSES

**55. Requested CDBG Funds (Other Expenses)**

0

**56. Other Funding Source Amount (Other Expenses)**

0

**57. Describe Other expenses**

N/A

**Program Administration including overhead and general staffing necessary to administer the program (accounting, management, grant administration) are **NOT** eligible for CDBG funding.**

**58. If you receive CDBG funding this year, how will your program/project be funded in the future?**

To secure future funding for the program, DVSBF will maintain its active approach to identifying and securing financial resources. This includes consistently applying for grants and submitting proposals to foundations that support domestic violence services. DVSBF will also focus on building relationships with potential funders and staying engaged in both public and private grant cycles to ensure continuous funding. By diversifying funding sources and seeking out both traditional and innovative support mechanisms, DVSBF aims to ensure the long-term sustainability of key staff positions. These efforts will allow the organization to maintain its high level of service to domestic violence survivors, ensuring that the growing needs of the community are consistently met, while also positioning the organization to adapt to evolving financial challenges.

**59. Will CDBG assist in leveraging or matching other funds?**

Yes

Page 14 - Agency Information

## AGENCY INFORMATION

**60. When was your Agency organized / formed?**

December 9, 2003

**61. Please re-state by selecting the type of activity you are applying for**

Public Service

**62. Is your agency a Washington State non-profit corporation and/or faith-based organization?**

Yes

**63. Does your Agency have Federal IRS non-profit status?**

Yes

**64. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

DVSBF has achieved significant milestones in supporting domestic violence survivors, including providing housing to an average of 300 women and children annually. Through strong community partnerships and collaborations with contractors, DVSBF has successfully made improvements to its shelter using CDBG funding, enhancing safety and comfort for residents. The organization operates Mariposa Thrift Boutique, which supports its services, and has expanded prevention and outreach efforts in schools, rural areas, and through partnerships with local law enforcement, prosecutors, and attorneys. These initiatives have strengthened DVSBF's capacity to address community needs, while maintaining its commitment to effective project management, fiscal responsibility, and transparency. DVSBF's track record demonstrates its ability to successfully complete current and future projects, ensuring long-term support for survivors.

**65. List any required accreditation your Agency/Staff must have to do business.**

Washington State driver's license, 40 hours yearly of ongoing Domestic violence training, city Business licenses

**66. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?**

No

**67. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

DVSBF operates under a well-structured organizational framework designed to support its mission. A dedicated board of directors provides strategic guidance, while the

executive director leads daily operations, supported by two program directors and a team of 17 staff members. This collaborative structure ensures efficient service delivery to domestic violence survivors. The Finance Director manages grant spending, tracking, and billing. DVSBF follows fiscal policies aligned with state and county requirements, adhering to best practices monitored by auditors. The organization undergoes an annual audit by a CPA firm, while an external accounting firm oversees bank reconciliations. Financial management is handled using QuickBooks Nonprofit, where each program is tracked separately. Invoices for contract billing are generated monthly, and totals are maintained on an Excel spreadsheet. Financial reports are reviewed monthly by the Executive Director to ensure accuracy and integrity.

## REQUIRED ATTACHMENTS

**68. Current SAM Registration (<https://sam.gov/SAM/>)**

#84 SAMS.pdf

**69. Current By-Laws, as amended**

#85 BYLAWS\_-\_9-11-07[1] (1).docx

**70. Current Articles of Incorporation & Amendments ?**

#86\_Articles of Amendment 2004.docx

**71. Proof of 501(c)(3) status with IRS ?**

#87 501C3.pdf

**72. Organizational Mission Statement and length of time in existence**

#88\_Organizational Mission Statement.docx

**73. Current Organization Chart**

#89 DVSBF Org. Chart 09-2024 (1).pdf

**74. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.**

#90 Management Team.pdf

**75. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.**

#91Board list-updated May 2024.xlsx

**76. Designated Authority Signature**

#92 CDBG Auth Signed9.11.24.pdf

**77. Current year operating budget**

Operating Budget 24-25.pdf

**78. Most recent two-year audits with management letter OR financial statements if an audit is not required.**

Audits.pdf

**79. Tax Return 990 forms for the last two years**

990.pdf

- Nondiscrimination (570.602 & 618 Subpart C, D, and E)
- Code of Ethics (Principle 1 - Standards for Internal Control pgs. 22-24 )
- Conflict of Interest (200.318 & 570.6 11)
- Procurement (200.318(a )}
- Grievance - Staff and Clients
- Termination - Staff and Clients
- Confidentiality (200.303(e))
- Record Retention (570.506)
- Information Technology (Principle 11 - Standards for Internal Control pgs. 51-55)
- Whistleblower (Principle 14 - Standards for Internal Control pgs. 60-61)
- Housing Activities - Fair Housing
- Housing Activities - Lead Based Paint

**80. Organization Policies and Procedures Manual**

#96 DVS Policies and Procedures amended 1.2020 (1).docx

## Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

## Conflict of Interest Statement

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

**81. Does your agency or affiliates have a Conflict of Interest with a person serving on the Planning Commission, City Employee, Immediate Family of a City Employee, and/or on the City Council, including persons with one-year prior service?**

No

**82. Acknowledgment**

Yes, I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of this agency is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

**83. Board President - Authorized to Request Funds**

Annamaria Saucedo-Young

**84. Title**

Board Chair

**85. Name of Authorized Agency Official**

Mary A. Pacheco

**86. Title**

Executive Director

**87. Email**

angie.p@dvsbf.org

**88. Submission Acknowledgment**

I hereby confirm, I am the Authorized Agency Official and approve this application for submittal.

## City of Richland – Public Works

Amount Requested \$198,000

Carlo D'Alessandro

| Date                          | Time           | Process                                                                                          |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------|
| Monday, August 12, 2024       | 8:00 AM        | <b>Application Available</b>                                                                     |
| Friday, September 13, 2024    | <b>5:00 PM</b> | <b>APPLICATION SUBMISSION DEADLINE</b><br>(Electronic Submission by 5:00 PM)                     |
| Wednesday, September 25, 2024 | 6:00 PM        | Planning Commission:<br>(Public Hearing on Housing & Community Development Needs)                |
| Wednesday, October 23, 2024   | 6:00 PM        | Planning Commission:<br>(Applicant presentations, deliberations, and recommendations to Council) |
| Tuesday, December 17, 2024    | 6:00 PM        | City Council:<br>(Public Hearing and approval of 2025 Annual Action Plan)                        |



## Submittals must be received by 5:00 P.M. on Friday, September 13, 2024

**Applications received after the above date and time will not be considered.**

**Extensions will not be permitted.**

### EVALUATION CRITERIA

- The application must address a Community Priority Need. Your project must meet a Goal, Strategy, Objective and Outcome.
- Projects rated as ineligible by Federal Regulations or local requirements and/ or rated as "No Priority," will be returned to the applicant without further consideration.
- The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty, and this does not obligate the City to enter into a contract.
- The Planning Commission may recommend to City Council applications for funding or may choose to accept additional applications.
- If the Planning Commission chooses not to fund the annual allocation in full, unallocated funds may be held for reallocation by the Planning Commission for existing projects or a future application process.
- Each applicant that meets the eligibility and national objective criteria will be invited to make a 5-minute presentation to the Planning Commission on **Wednesday, October 23, 2024**, followed by a 5-minute question and answer period.
- Applications and presentations will be evaluated based on the following:
  - community needs
  - eligibility
  - national objective
  - local allocation goals
- All meetings and public hearings will be held in the Council Chambers at the Richland City Hall, 625 Swift Boulevard. Richland City Hall is ADA accessible.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, hearing and/or visually impaired persons. Requests must be made by phone or email at least 48 hours prior to scheduled meeting/hearing. Contact Toni Lehman at [lehman@ci.richland.wa.us](mailto:lehman@ci.richland.wa.us) or 509.942.7580, if accommodations are necessary.

**Every section of this application package is required. Incomplete applications will be returned to the applicant without further consideration.**

### CONTACT INFORMATION

#### 1. Agency:

City of Richland – Public Works

#### 2. Contact Person

Carlo D'Alessandro

#### 3. Full Address

625 Swift Blvd  
Richland 99352

#### 4. Email

[cdalessandro@ci.richland.wa.us](mailto:cdalessandro@ci.richland.wa.us)

**5. Phone**

(509) 942-7461

**6. SAM.GOV Unique Entity ID**

KMRXS36K5921

Page 8 - Proposed Project / Activity

## YOUR PROPOSED PROJECT / ACTIVITY

**7. What type of Activity are you applying for?**

Public Facilities or Rehabilitation

**8. Name of Project/Activity**

Removal of Architectural Barriers in Various Locations

**9. Requested CDBG Funding Amount**

\$198,000.00

Please consider these when planning your proposal.

- DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.
- SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at 24 CFR Part 75.
- COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

**10. Is this a new project/activity for your agency?**

No

**11. What year did the project/activity begin?**

2015

**12. Has this activity been successful in prior years?**

Yes

**13. Describe your project, including what exactly the CDBG funds will be used for.**

Project - Torbett St. Corridor (Torthay Pl. to Alder Ave.): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps throughout the Torbett St. corridor from Torthay Pl. to Alder Ave. Two non-compliant ADA accessible ramps will be upgraded within the corridor. Thirty-four new ADA accessible ramps will be installed where the ADA ramp is currently missing. The removal of architectural barriers would improve the mobility and safety for the disabled and elderly who use the route to travel to and from their homes by providing them with compliant ADA accessible ramps. The project will serve Census Tract 104.01 with approximately 590 disabled adults living within the proposed area.

**14. What impact will your project have in the community? How will you measure success?**

It will provide accessibility and safer crossings for the disabled and elderly residents in various locations with the installation and upgraded ADA accessible ramps and ADA compliant pedestrian pushbuttons. Success will be measured by the number of architectural barriers removed and feedback from the community, as well as the City's ADA Review Committee. It is anticipated that this will provide significant benefits to disabled and elderly individuals who utilize public facilities, medical facilities and transit for shopping, access to work, and other basic needs. Hopefully, success can be measured by sustained or improved utilization of new and upgraded facilities.

**15. Describe the unmet need in the community using statistics, demographics, or other factual information.**

City staff are committed to removing architectural barriers in public spaces per the ADA self-evaluation and Transition Plan. This project targets all Richland residents, city employees, and the public who face access issues due to the environment and varying abilities. According to the 2022 US Census, Richland has 9,876 individuals with mobility and self-care limitations, and 12,094 seniors aged 62 and older. Some individuals are in both groups, including 3,546 who are both disabled and aged 65 or older. The number of those aged 62 to 64 in both groups is unclear. The project aims to enhance access to civic life for people with disabilities by implementing ADA-compliant improvements. Installing new and upgraded ramps will eliminate architectural barriers, ensuring safer crossings and better mobility for the disabled and elderly, and ensuring compliance with Title II of the ADA.

**16. Explain why you believe this project is needed in the City of Richland.**

Project will reduce architectural barriers for the disabled and elderly, providing safer street crossings and improved access to public facilities, medical facilities and transit system. An inventory of the pedestrian facilities within the areas of the project indicates a large number of physical barriers to disabled and elderly resident's mobility. The improvements will provide ADA accessibility for safer crossings and connected walk routes for those individuals.

**17. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?**

All CDBG (and federally funded projects) are advertised in the Spanish newspaper in addition to the local and state newspapers.

**18. Is staff responsible for the CDBG project new or inexperienced?**

No

**19. Provide the names, title, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

Sheldon Williamson, Civil Engineer II/Capital Projects Manager (5% of his time) Sheldon is a licensed Civil Engineer in the State of Washington. He implements ADA compliance in our Capital Improvement and is trained in contract design and construction management. John Deskins, Traffic Engineer (2% of his time) John is a licensed Civil Engineer in the State of Washington and attained his master's degree. He holds the certification as a Professional Traffic Operations Engineer. John implements ADA compliance features in our projects. Elena Yatsuk, Technician III (5% of her time) Elena is a senior level technician designing ADA features in our

contracts. She has worked on numerous Capital Improvement projects.

**20. Does your project displace or relocate any individuals or businesses?**

No

**21. Does your project involve capital improvements, construction/renovation?**

Yes

**22. Do you own the property?**

Yes

Page 9 - Project, Priority, Goals, Objectives & Outcomes

## PROJECT PRIORITY, GOALS, OBJECTIVES AND OUTCOMES

**23. Select the Activity that best fits your project:**

Public Facilities / Rehabilitation

**24. Select the priority that best fits your Public Facilities / Rehabilitation Project.**

High Priority (A1a): Brick and mortar projects resulting in visual improvements to reduce barriers for physically impaired people.

**25. Explain how your project satisfies the priority checked.**

Project will reduce architectural barriers for the disabled and elderly, providing safer street crossings and improved access to public facilities, medical facilities and transit system. An inventory of the pedestrian facilities within the areas of the project indicates a large number of physical barriers to disabled and elderly resident's mobility. The improvements will provide ADA accessibility for safer crossings and connected walk routes for those individuals.

**26. Select the Goal that best fits your project.**

Goal II: Improve Community Infrastructure, Public Facilities and Local Economies.

**27. Select the Strategy (1-9) that best fits your project.**

Strategy 5. Improve access for persons with disabilities and the elderly by improving streets and sidewalk systems.

**28. Select the Objective that best describes your project.**

Objective 1. Suitable Living Environment-This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.

**29. Select the Outcome that best describes your project.**

Outcome 1. Improve Availability/Accessibility-This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low- moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- moderate income people where they live.

**30. How does your project/activity meet the National Objective of benefitting low-and moderate income persons?**

Project/Activity serves only a low-income area which is proven by the 2015 American Community Survey FY 2024 data for Richland.

**31. Census Tract and Block Group Number**

104.01

Page 10 - Project Benchmarks

## PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2024/2025 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2024/2025 Gross AMI Limit Per Household Size

|                               | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 People  |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 30%<br>(extremely low-income) | \$21,000 | \$24,000 | \$27,000 | \$29,950 | \$32,350 | \$34,750 | \$37,150 | \$39,550  |
| 50%<br>(very low-income)      | \$35,000 | \$40,000 | \$45,000 | \$49,950 | \$53,950 | \$57,950 | \$61,950 | \$65,950  |
| 60%<br>(project specific)     | \$42,000 | \$48,000 | \$54,000 | \$59,940 | \$64,740 | \$69,540 | \$74,340 | \$79,140  |
| 80%<br>(low-income)           | \$55,950 | \$63,950 | \$71,950 | \$79,900 | \$86,300 | \$92,700 | \$99,100 | \$105,500 |

Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.

**32. How Many Unduplicated Served (Persons, Homes or Jobs)?**

590

**33. CDBG Cost Per Person, Job or Home Served?**

\$336.00

Of the total number of unduplicated you anticipate serving with CDBG funds, please categorize anticipated income limits.

**34. 30% (extremely low-income)**

\*\*SKIPPED\*\*

**35. 50% (very low-income)**

\*\*SKIPPED\*\*

**36. 60% (project specific)**

\*\*SKIPPED\*\*

**37. 80% (low-income)**

\*\*SKIPPED\*\*

Page 11 - Previous CDBG Funding

## PREVIOUS CDBG FUNDING

**38. Has your agency received CDBG funding in the past four years from Kennewick Richland or Pasco?**

\*\*SKIPPED\*\*

**39. List City(ies) and Amount(s) received in 2024.**

Richland - \$198,000.00

**40. List City(ies) and Amount(s) received in 2023.**

Richland - \$194,725.00

**41. List City(ies) and Amount(s) received in 2022.**

Richland - 199,176.00

**42. List City(ies) and Amount(s) received in 2021.**

Richland - \$199,000.00

**43. Please quantify the increase in services/projects you will be providing in 2025 and explain why there is a new demand or an unmet need in the community for this service.**

City staff are committed to removing architectural barriers in public spaces per the ADA self-evaluation and Transition Plan. This project targets all Richland residents, city employees, and the public who face access issues due to the environment and varying abilities. According to the 2022 US Census, Richland has 9,876 individuals with mobility and self-care limitations, and 12,094 seniors aged 62 and older. Some individuals are in both groups, including 3,546 who are both disabled and aged 65 or older. The number of those aged 62 to 64 in both groups is unclear. The project aims to enhance access to civic life for people with disabilities by implementing ADA-compliant improvements. Installing new and upgraded ramps will eliminate architectural barriers, ensuring safer crossings and better mobility for the disabled and elderly, and ensuring compliance with Title II of the ADA.

**44. Is this specific proposed project/activity new to CDBG funding?**

No

**45. Have the CDBG performance goals been met in prior years?**

Yes

Page 12 - Funding Project / Activity

## FUNDING YOUR PROJECT / ACTIVITY

**46. Does your project / activity have other secured funding sources?**

No

**47. Does your project/activity have other funding potentials that are not yet secured?**

No

**48. If you do not receive the requested funds or receive only a portion of what you requested, how will your proposal move forward?**

We would consider reductions in the scope, if necessary, by reducing the number of ADA ramps that will be installed.

Page 13 - Proposed Budget

## PROPOSED BUDGET

Give a detailed breakdown of the total for this project. Show where the CDBG funds you are requesting will be applied toward under the listed eligible expenses. Your requested CDBG funds should equal what you are requesting.

**\* 49. Proposed Budget for the following:**

Public Facilities / Rehabilitation

### PUBLIC FACILITY CONSTRUCTION (engineering, materials, labor)

Engineering, architectural design and inspection costs are allowed but limited to 15% of the funded project cost.

**50. Requested CDBG Funds (Public Facility Construction)**

\$198,000.00

**51. Other Funding Source Amount (Public Facility Construction)**

**\*\*SKIPPED\*\***

**PROPERTY (purchase price, closing costs)**

**52. Requested CDBG Funds (Property)**

**\*\*SKIPPED\*\***

**53. Other Funding Source Amount (Property)**

**\*\*SKIPPED\*\***

**OTHER EXPENSES**

**54. Requested CDBG Funds (Other Expenses)**

**\*\*SKIPPED\*\***

**55. Other Funding Source Amount (Other Expenses)**

**\*\*SKIPPED\*\***

**56. Describe Other expenses**

**\*\*SKIPPED\*\***

**Program Administration including overhead and general staffing necessary to administer the program (accounting, management, grant administration) are **NOT** eligible for CDBG funding.**

**57. If you receive CDBG funding this year, how will your program/project be funded in the future?**

Design and construction management will be performed with existing regular full-time employees, whose priorities will be aligned with completing the work.

**58. Will CDBG assist in leveraging or matching other funds?**

No

Page 14 - Agency Information

**AGENCY INFORMATION**

**59. When was your Agency organized / formed?**

1958

**60. Please re-state by selecting the type of activity you are applying for**

Public Facilities or Rehabilitation

**61. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

The City Public Works Department has implemented an ADA Compliance and Sidewalk program to address architectural barriers to citizens utilizing the pedestrian access routes within our rights of way. We have completed a self-evaluation to identify systematic replacement of non-ADA compliant intersection pedestrian ramps and other accessibility deficiencies. A similarly scoped and sized ADA projects utilizing CDBG funds have been successfully completed each year since 2015.

**62. List any required accreditation your Agency/Staff must have to do business.**

Sheldon Williamson, Civil Engineer II/Capital Projects Manager (5% of his time) Sheldon is a licensed Civil Engineer in the State of Washington. He implements ADA compliance in our Capital Improvement and is trained in contract design and construction management. John Deskins, Traffic Engineer (2% of his time) John is a licensed Civil Engineer in the State of Washington and attained his master's degree. He holds the certification as a Professional Traffic Operations Engineer. John implements ADA compliance features in our projects. Elena Yatsuk, Technician III (5% of her time) Elena is a senior level technician designing ADA features in our contracts. She has worked on numerous Capital Improvement projects.

**63. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?**

No

**64. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

In Public Works, each construction project has its own dedicated project files (paper) and project folders (electronic). All project costs and budget are tracked to the individual project. The Public Works office works closely with the City's CDBG Administrator to make sure all required documents are completed by the contractor and subcontractors.

**65. Does your organization have experience with Davis Bacon Federal labor and wage requirements?**

Yes

**66. Does your organization have experience with projects over \$200,000 (Section 3 requirements)?**

Yes

Page 15 - Required Attachments

**REQUIRED ATTACHMENTS**

**67. Current SAM Registration (<https://sam.gov/SAM/>)**

**\*\*SKIPPED\*\***

**68. Current By-Laws, as amended**

**\*\*SKIPPED\*\***

**69. Current Articles of Incorporation & Amendments ?**

**\*\*SKIPPED\*\***

**70. Proof of 501(c)(3) status with IRS ?**

**\*\*SKIPPED\*\***

**71. Organizational Mission Statement and length of time in existence**

**\*\*SKIPPED\*\***

**72. Current Organization Chart**

**\*\*SKIPPED\*\***

**73. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.**

**\*\*SKIPPED\*\***

**74. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.**

**\*\*SKIPPED\*\***

**75. Designated Authority Signature**

**\*\*SKIPPED\*\***

**76. Current year operating budget**

**\*\*SKIPPED\*\***

**77. Most recent two-year audits with management letter OR financial statements if an audit is not required.**

**\*\*SKIPPED\*\***

**78. Tax Return 990 forms for the last two years**

**\*\*SKIPPED\*\***

- Nondiscrimination (570.602 & 618 Subpart C, D, and E)
- Code of Ethics (Principle 1 - Standards for Internal Control pgs. 22-24)
- Conflict of Interest (200.318 & 570.6 11)
- Procurement (200.318(a))
- Grievance - Staff and Clients
- Termination - Staff and Clients
- Confidentiality (200.303(e))
- Record Retention (570.506)
- Information Technology (Principle 11 - Standards for Internal Control pgs. 51-55)
- Whistleblower (Principle 14 - Standards for Internal Control pgs. 60-61)
- Housing Activities - Fair Housing
- Housing Activities - Lead Based Paint

**79. Organization Policies and Procedures Manual**

**\*\*SKIPPED\*\***

Page 16 - Certifications & Assurances

## **Certifications and Assurances**

I/we make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

## **Conflict of Interest Statement**

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

**80. Does your agency or affiliates have a Conflict of Interest with a person serving on the Planning Commission, City Employee, Immediate Family of a City Employee, and/or on the City Council, including persons with one-year prior service?**

No

**81. Acknowledgment**

Yes, I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of this agency is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Yes, I understand the funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

**82. Board President - Authorized to Request Funds**

**\*\*SKIPPED\*\***

**83. Title**

**\*\*SKIPPED\*\***

**84. Name of Authorized Agency Official**

Carlo D'Alessandro

**85. Title**

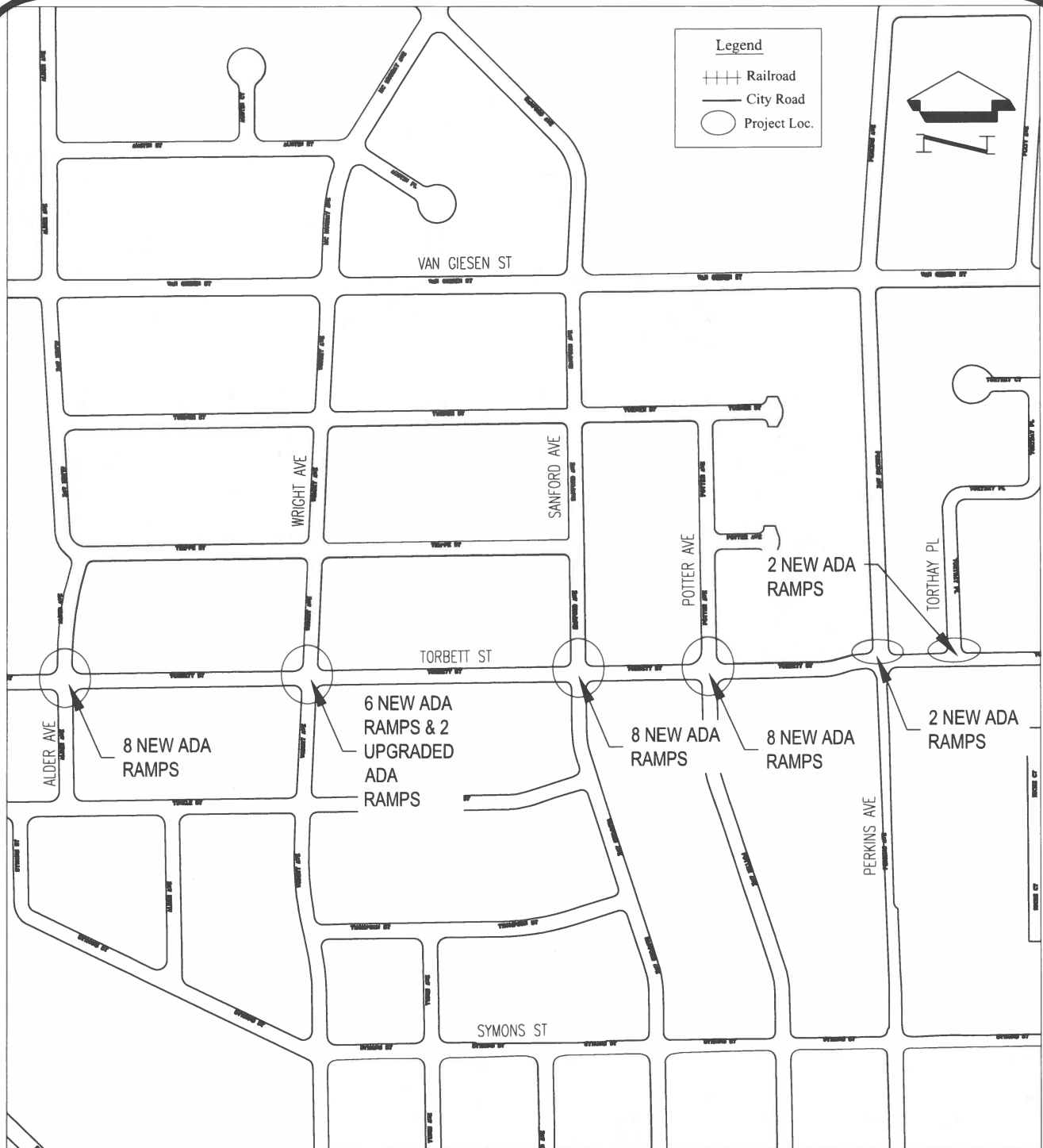
Public Works Director

**86. Email**

Cdalessandro@ci.richland.wa.us

**87. Submission Acknowledgment**

I hereby confirm, I am the Authorized Agency Official and approve this application for submittal.



# 2025 CDBG Project ADA Ramp Installations

## TORBETT STREET CORRIDOR

Intersections of Torthay Place, Perkins Avenue, Potter Avenue,  
Sanford Avenue, Wright Avenue, and Alder Avenue



DATE: 8.27.2024  
DRAWN BY: HEZ  
SCALE: NONE  
CAD DWG: c:\cordata\CAD\3\_FINANCIAL MANAGEMENT\3.1\_Accounting\3.1M\_Grant-Scholarship\_Applications-No\_Approved\2025 CDBG\Torbett Corridor\Map\ADA

# City of Richland – Development Services

Amount Requested \$100,000

Toni Lehman

| Date                          | Time           | Process                                                                                          |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------|
| Monday, August 12, 2024       | 8:00 AM        | <b>Application Available</b>                                                                     |
| Friday, September 13, 2024    | <b>5:00 PM</b> | <b>APPLICATION SUBMISSION DEADLINE</b><br>(Electronic Submission by 5:00 PM)                     |
| Wednesday, September 25, 2024 | 6:00 PM        | Planning Commission:<br>(Public Hearing on Housing & Community Development Needs)                |
| Wednesday, October 23, 2024   | 6:00 PM        | Planning Commission:<br>(Applicant presentations, deliberations, and recommendations to Council) |
| Tuesday, December 17, 2024    | 6:00 PM        | City Council:<br>(Public Hearing and approval of 2025 Annual Action Plan)                        |



**Submittals must be received by 5:00 P.M. on Friday, September 13, 2024**

**Applications received after the above date and time will not be considered.**

**Extensions will not be permitted.**

## EVALUATION CRITERIA

- The application must address a Community Priority Need. Your project must meet a Goal, Strategy, Objective and Outcome.
- Projects rated as ineligible by Federal Regulations or local requirements and/ or rated as "No Priority," will be returned to the applicant without further consideration.
- The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty, and this does not obligate the City to enter into a contract.
- The Planning Commission may recommend to City Council applications for funding or may choose to accept additional applications.
- If the Planning Commission chooses not to fund the annual allocation in full, unallocated funds may be held for reallocation by the Planning Commission for existing projects or a future application process.
- Each applicant that meets the eligibility and national objective criteria will be invited to make a 5-minute presentation to the Planning Commission on **Wednesday, October 23, 2024**, followed by a 5-minute question and answer period.
- Applications and presentations will be evaluated based on the following:
  - community needs
  - eligibility
  - national objective
  - local allocation goals
- All meetings and public hearings will be held in the Council Chambers at the Richland City Hall, 625 Swift Boulevard. Richland City Hall is ADA accessible.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, hearing and/or visually impaired persons. Requests must be made by phone or email at least 48 hours prior to scheduled meeting/hearing. Contact Toni Lehman at [tlehman@ci.richland.wa.us](mailto:tlehman@ci.richland.wa.us) or 509.942.7580, if accommodations are necessary.

**Every section of this application package is required. Incomplete applications will be returned to the applicant without further consideration.**

## CONTACT INFORMATION

### 1. Agency:

City of Richland

### 2. Contact Person

Toni Lehman

### 3. Full Address

625 swift blvd  
richland 99352

### 4. Email

[tlehman@ci.richland.wa.us](mailto:tlehman@ci.richland.wa.us)

**5. Phone**

(509) 942-7777

**6. SAM.GOV Unique Entity ID**

KMRXS36K5921

Page 8 - Proposed Project / Activity

## YOUR PROPOSED PROJECT / ACTIVITY

**7. What type of Activity are you applying for?**

Public Facilities or Rehabilitation

**8. Name of Project/Activity**

Owner-Occupied Rehabilitation

**9. Requested CDBG Funding Amount**

\$100,000

Please consider these when planning your proposal.

- DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.
- SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at 24 CFR Part 75.
- COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

**10. Is this a new project/activity for your agency?**

No

**11. What year did the project/activity begin?**

This program restarted in 2024 as it had not been active since 2015.

**12. Has this activity been successful in prior years?**

Yes

**13. Describe your project, including what exactly the CDBG funds will be used for.**

The Owner-Occupied Rehabilitation Program provides minor rehabilitation to low-income homeowners. Rehabilitation includes roof repair / replacement. HVAC repair / replacement, electrical repairs, plumbing repairs, ADA assistance and window replacement. The rehabilitation is in the form of a zero percent interest deferred loan. If the homeowner remains in the home during the Period of Affordability (6 years for under \$15,000 in repairs and 10 years for repairs over \$20,000) the loan is forgiven. The loan is secured by a Deed of Trust. If the homeowner moves prior to the end of the Period of Affordability, the loan is repaid and becomes available for additional rehabilitations.

**14. What impact will your project have in the community? How will you measure success?**

Many homes in Richland were built between 1943 and 1951 and are owned by low-income persons, primarily seniors. This project was revamped in 2024. The funding was depleted by August and a waiting list remains for those that would qualify for the Owner-Occupied Rehabilitation Program, if it is re-funded in 2025. The success of the program is measured by the number of people / families that can safely remain in their home. This program also decreases neighborhood blight. For example, one home had only a tarp as a roof for nearly 2 years. Code Enforcement received calls on this home. The senior living in the home did not have the funding to replace the roof. With this program, the homeowner was able to obtain a new roof (with an additional funding source the mold was also addressed).

**15. Describe the unmet need in the community using statistics, demographics, or other factual information.**

I am not aware of any other programs that offer Owner-Occupied Rehabilitation to low-income homeowners. Agencies such as Catholic Charities and Community Action Connections previously had funding, yet their funding is no longer available. Rather, they contact me if they have a homeowner in need of assistance. The targeted demographic is homeowners who are 80% or below the Area Median Income and own a home worth less than \$347,000. This program is available within the city limits of Richland.

**16. Explain why you believe this project is needed in the City of Richland.**

Since this program restarted in 2024, 13 homes had rehabilitation projects completed. Within 8 months the money was depleted, and new applicants were placed on a waiting list. As of this writing, 3 people are on a waiting list in anticipation of funding for 2025. With the older housing stock this program is necessary to assist those that are low-income and unable to complete necessary repairs.

**17. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts.**

**Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?**

Marketing strategies include flyers in English and Spanish on the website, notification of this program on the City of Richland Facebook Page and Website and inserts in the billing letters.

**18. Is staff responsible for the CDBG project new or inexperienced?**

No

**19. Provide the names, title, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

Toni Lehman, CDBG Administrator, 2.5 years of experience with the CDBG program. One year experience with the Owner-Occupied Rehabilitation Program. Training received through HUD.

**20. Does your project displace or relocate any individuals or businesses?**

No

21. Does your project involve capital improvements, construction/renovation?

Yes

22. Do you own the property?

No

23. Are you required to purchase the property before the project may begin?

No

24. Please explain why the property does not need to be purchased prior to the start of the project.

These homes are owned by homeowners and are not owned by this program.

Page 9 - Project, Priority, Goals, Objectives & Outcomes

## PROJECT PRIORITY, GOALS, OBJECTIVES AND OUTCOMES

25. Select the Activity that best fits your project:

Public Facilities / Rehabilitation

26. Select the priority that best fits your Public Facilities / Rehabilitation Project.

Low Priority (C1): Brick and mortar projects resulting in preservation of affordable housing through rehabilitation or acquisition/rehabilitation (engineering, architectural design, and inspection costs are allowed but limited to 15% of funded project cost).

27. Explain how your project satisfies the priority checked.

C1 is for the preservation of affordable housing including through rehabilitation.

28. Select the Goal that best fits your project.

Goal I: Improve Affordable Housing Opportunities for Lower-Income Individuals and Households.

29. Select the Strategy that best fits your project.

Strategy 1. Maximize homeownership opportunities for lower-income and special needs households.

30. Select the Objective that best describes your project.

Objective 1. Suitable Living Environment-This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.

31. Select the Outcome that best describes your project.

\*\*SKIPPED\*\*

32. How does your project/activity meet the National Objective of benefitting low-and moderate income persons?

You receive income data verification from each participant in the program.

Page 10 - Project Benchmarks

## PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2024/2025 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2024/2025 Gross AMI Limit Per Household Size

|                               | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 People  |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 30%<br>(extremely low-income) | \$21,000 | \$24,000 | \$27,000 | \$29,950 | \$32,350 | \$34,750 | \$37,150 | \$39,550  |
| 50%<br>(very low-income)      | \$35,000 | \$40,000 | \$45,000 | \$49,950 | \$53,950 | \$57,950 | \$61,950 | \$65,950  |
| 60%<br>(project specific)     | \$42,000 | \$48,000 | \$54,000 | \$59,940 | \$64,740 | \$69,540 | \$74,340 | \$79,140  |
| 80%<br>(low-income)           | \$55,950 | \$63,950 | \$71,950 | \$79,900 | \$86,300 | \$92,700 | \$99,100 | \$105,500 |

Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.

33. How Many Unduplicated Served (Persons, Homes or Jobs)?

10

34. CDBG Cost Per Person, Job or Home Served?

\$10,000.00

Of the total number of unduplicated you anticipate serving with CDBG funds, please categorize anticipated income limits.

**35. 30% (extremely low-income)**

0

**36. 50% (very low-income)**

1

**37. 60% (project specific)**

7

**38. 80% (low-income)**

2

Page 11 - Previous CDBG Funding

## PREVIOUS CDBG FUNDING

**39. Has your agency received CDBG funding in the past four years from Kennewick Richland or Pasco?**

Yes

**40. List City(ies) and Amount(s) received in 2024.**

Richland - \$165,365

**41. List City(ies) and Amount(s) received in 2023.**

0

**42. List City(ies) and Amount(s) received in 2022.**

0

**43. List City(ies) and Amount(s) received in 2021.**

0

**44. Please quantify the increase in services/projects you will be providing in 2025 and explain why there is a new demand or an unmet need in the community for this service.**

The increase in service will be to continue to offer this program to more people. The number of homes will not likely increase from 2024 as in 2024 we also had Revolving Loan funds that were unallocated from prior years, allowing us to serve 13 families and many with rehabs upward of \$25,000 due to all their needs.

**45. Is this specific proposed project/activity new to CDBG funding?**

No

**46. Have the CDBG performance goals been met in prior years?**

Yes

Page 12 - Funding Project / Activity

## FUNDING YOUR PROJECT / ACTIVITY

**47. Does your project / activity have other secured funding sources?**

No

**48. Does your project/activity have other funding potentials that are not yet secured?**

No

**49. If you do not receive the requested funds or receive only a portion of what you requested, how will your proposal move forward?**

The number of homes to assist would be scaled back if a portion of the funding was received. If the funding is not received, the project will not move forward.

Page 13 - Proposed Budget

## PROPOSED BUDGET

Give a detailed breakdown of the total for this project. Show where the CDBG funds you are requesting will be applied toward under the listed eligible expenses. Your requested CDBG funds should equal what you are requesting.

**\* 50. Proposed Budget for the following:**

Public Facilities / Rehabilitation

### PUBLIC FACILITY CONSTRUCTION (engineering, materials, labor)

Engineering, architectural design and inspection costs are allowed but limited to 15% of the funded project cost.

**51. Requested CDBG Funds (Public Facility Construction)**

\$100,000

**52. Other Funding Source Amount (Public Facility Construction)**

0

### PROPERTY (purchase price, closing costs)

**53. Requested CDBG Funds (Property)**

0

**54. Other Funding Source Amount (Property)**

0

**OTHER EXPENSES**

**55. Requested CDBG Funds (Other Expenses)**

0

**56. Other Funding Source Amount (Other Expenses)**

0

**57. Describe Other expenses**

N/A

**Program Administration including overhead and general staffing necessary to administer the program (accounting, management, grant administration) are **NOT** eligible for CDBG funding.**

**58. If you receive CDBG funding this year, how will your program/project be funded in the future?**

Grants may be sought out.

**59. Will CDBG assist in leveraging or matching other funds?**

No

Page 14 - Agency Information

**AGENCY INFORMATION**

**60. When was your Agency organized / formed?**

The CDBR Program was implemented in 1974

**61. Please re-state by selecting the type of activity you are applying for**

Public Facilities or Rehabilitation

**62. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

The Owner-Occupied Rehabilitation Program goal for 2024 was to complete 10 rehabilitations by December 31, 2024. By the end of August, 13 rehabilitations were completed. This project is within my job description therefore time is allotted for this program. Policies and procedures have already been developed for this program, therefore only implementation is necessary.

**63. List any required accreditation your Agency/Staff must have to do business.**

Staff must clearly understand the CDBG program and the policies and procedures necessary to operate the Owner-Occupied Rehabilitation Program.

**64. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?**

No

**65. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

The Owner-Occupied Rehabilitation Program would operate through the Developmental Services Department by the CDBG / HOME Administrator. The Accounting Department within the City of Richland reviews and approves all invoices and HUD vouchers prior to submittal.

**66. Does your organization have experience with Davis Bacon Federal labor and wage requirements?**

Yes

**67. Does your organization have experience with projects over \$200,000 (Section 3 requirements)?**

Yes

Page 15 - Required Attachments

**REQUIRED ATTACHMENTS**

**68. Current SAM Registration (<https://sam.gov/SAM/>)**

**\*\*SKIPPED\*\***

**69. Current By-Laws, as amended**

**\*\*SKIPPED\*\***

**70. Current Articles of Incorporation & Amendments ?**

**\*\*SKIPPED\*\***

**71. Proof of 501(c)(3) status with IRS ?**

**\*\*SKIPPED\*\***

**72. Organizational Mission Statement and length of time in existence**

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**73. Current Organization Chart**

**\*\*SKIPPED\*\***

**74. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.**

**\*\*SKIPPED\*\***

**75. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.**

**\*\*SKIPPED\*\***

**76. Designated Authority Signature**

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**77. Current year operating budget**

**\*\*SKIPPED\*\***

**78. Most recent two-year audits with management letter OR financial statements if an audit is not required.**

**\*\*SKIPPED\*\***

**79. Tax Return 990 forms for the last two years**

**\*\*SKIPPED\*\***

- Nondiscrimination (570.602 & 618 Subpart C, D, and E)
- Code of Ethics (Principle 1 - Standards for Internal Control pgs. 22-24)
- Conflict of Interest (200.318 & 570.611)
- Procurement (200.318(a))
- Grievance - Staff and Clients
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- Housing Activities - Fair Housing
- Housing Activities - Lead Based Paint

**80. Organization Policies and Procedures Manual**

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Page 16 - Certifications & Assurances

## Certifications and Assurances

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I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

## Conflict of Interest Statement

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**81. Does your agency or affiliates have a Conflict of Interest with a person serving on the Planning Commission, City Employee, Immediate Family of a City Employee, and/or on the City Council, including persons with one-year prior service?**

N/A - City of Richland Program Requesting Funds

**82. Name of Authorized Agency Official**

Toni Lehman

**83. Title**

CDBG Administrator

**84. Email**

tlehman@ci.richland.wa.us

**85. Submission Acknowledgment**

I hereby confirm, I am the Authorized Agency Official and approve this application for submittal.

## 2025 CDBG PRIORITY RANKING

Commission Member \_\_\_\_\_  
Please Print Name

| PUBLIC SERVICE                                                                 | Amount Requested    | Commission Member Priority Ranking Score | Funding Recommendation |
|--------------------------------------------------------------------------------|---------------------|------------------------------------------|------------------------|
| *Elijah Family Homes<br>Transition to Success                                  | \$ 10,000.00        |                                          |                        |
| *Senior Life Resources<br>Meals on Wheels Program                              | \$ 20,000.00        |                                          |                        |
| *ARC of Tri-Cities<br>Therapeutic Recreation                                   | \$ 10,450.00        |                                          |                        |
| *Support, Advocacy and Resource Center<br>Counseling                           | \$ 20,000.00        |                                          |                        |
| * Domestic Violence Services of Benton & Franklin Counties<br>Shelter Advocate | \$ 19,900.00        |                                          |                        |
| *Amount available for Public Service Projects is <b>\$44,250.00</b>            | <b>\$ 80,350.00</b> |                                          |                        |

Instructions: Please Rank Your Program Priority by entering (1-4)

4 will be your **TOP** Priority

1 will be your **LOWEST** Priority

| PUBLIC FACILITIES                                                              | Amount Requested     | Commission Member Priority Ranking Score | Funding Recommendation |
|--------------------------------------------------------------------------------|----------------------|------------------------------------------|------------------------|
| City of Richland, Public Works<br>Removal of material & architectural barriers | \$ 198,000.00        |                                          |                        |
| City of Richland, Development Services<br>Owner-Occupied Rehabilitation        | \$ 100,000.00        |                                          |                        |
| Amount available for Public Facilities is <b>\$191,750</b>                     | <b>\$ 298,000.00</b> |                                          |                        |

Instructions: Please Rank Your Program Priority by entering (1-4)

4 will be your **TOP** Priority

1 will be your **LOWEST** Priority

\* Denotes Public Service Project

## FUNDING REQUEST OVERVIEW

|                                                                             | Priority Level | Partial Funding<br>(Y or N) | Amount Received<br>2024 | Amount<br>Requested<br>2025 | Staff<br>Recommendation |
|-----------------------------------------------------------------------------|----------------|-----------------------------|-------------------------|-----------------------------|-------------------------|
| <b>APPLICANTS - PUBLIC SERVICE</b>                                          |                |                             |                         |                             |                         |
| Elijah Family Homes - Transition to Success                                 | Average        | Y                           | \$ 10,980.00            | \$ 10,000.00                | \$ 6,780.00             |
| Senior Life Resources - Meals on Wheels                                     | Average        | Y                           | \$ 8,976.00             | \$ 20,000.00                | \$ 10,080.00            |
| ARC of Tri-Cities - Scholarships                                            | Average        | Y                           | \$ 10,450.00            | \$ 10,450.00                | \$ 7,230.00             |
| Support, Advocacy and Resource Center - Counseling                          | Average        | Y                           | \$ -                    | \$ 20,000.00                | \$ 10,080.00            |
| Domestic Violence Services of Benton & Franklin Counties - Shelter Advocate | Average        | Y                           | \$ 30,000.00            | \$ 19,900.00                | \$ 10,080.00            |
| <b>TOTAL REQUESTED:</b>                                                     |                |                             |                         | <b>\$ 80,350.00</b>         |                         |
| <b>TOTAL AVAILABLE:</b>                                                     |                |                             |                         | <b>\$ 44,250.00</b>         | <b>\$ 44,250.00</b>     |
|                                                                             |                |                             |                         |                             |                         |
| <b>APPLICANTS-PUBLIC FACILITIES</b>                                         |                |                             |                         |                             |                         |
|                                                                             | Priority Level | Partial Funding<br>(Y or N) | Amount<br>Received 2024 | Amount<br>Requested<br>2025 | Staff<br>Recommendation |
| City of Richland, Public Works - ADA Compliance                             | Low            | Y                           | \$ 198,000.00           | \$ 198,000.00               | \$ 120,000.00           |
| City of Richland, Development Services - Owner-Occupied Rehab               | High           | Y                           | \$ 100,000.00           | \$ 100,000.00               | \$ 71,750.00            |
| <b>TOTAL REQUESTED:</b>                                                     |                |                             |                         | <b>\$ 298,000.00</b>        |                         |
| <b>TOTAL AVAILABLE:</b>                                                     |                |                             |                         | <b>\$ 191,750.00</b>        | <b>\$ 191,750.00</b>    |
|                                                                             |                |                             |                         |                             |                         |



# 2025 Community Development Block Grant (CDBG)

Application Review  
October 23, 2024

# Application process:

- Solicitation for applications occurred from August 12<sup>th</sup> – September 13<sup>th</sup>
- Applicant must be a qualified non-profit or public agency.
- The project must meet one of the following national objectives:
  - Benefit to low-and-moderate income persons,
  - Aid in the prevention or elimination of slums blight,
  - Meet a need having a particular urgency (natural disaster).



# PUBLIC SERVICE APPLICANTS

- Applications for Public Service totaled **\$80,350.00**.
- **\$44,250.00** in funding is available (only 15% of the grant can go toward Public Service).
- Each of the **5** applicants will have 5 minutes to present with questions and answers to follow.
- The board is to rate the applicants (1 being the lowest priority and 4 being the highest priority) and determine funding for each applicant.
- A contingency will need to be addressed as to which agency(ies) will receive the additional funding or the decrease in funding based on what is received in 2025.

# Presentation Schedule:

|      |                                                                                       |          |
|------|---------------------------------------------------------------------------------------|----------|
| 6:10 | <b>Elijah Family Homes</b><br>Transition to Success Program                           | \$10,000 |
| 6:20 | <b>Senior Life Resources</b><br>Meals on Wheels Program                               | \$20,000 |
| 6:30 | <b>ARC of Tri-Cities</b><br>Therapeutic Recreation Scholarships                       | \$10,450 |
| 6:40 | <b>Support, Advocacy and Resource Center</b><br>Counseling                            | \$20,000 |
| 6:50 | <b>Domestic Violence Services of Benton and Franklin Counties</b><br>Shelter Advocate | \$19,900 |



# Deliberation:

Option to wait until end of all presentations or deliberate on Public Service prior to presentations from Public Facilities.

[Deliberation Worksheet 2025](#)



# PUBLIC FACILITY APPLICANTS

- Public Facilities is to improve physical space.
- Applications for public facilities totaled \$298,000.00.
- \$191,750.00 in funding is available.
- Each of the **2** applicants will have 5 minutes to present with questions and answers to follow.
- The board is to rate the applicants (1 being the lowest priority and 4 being the highest priority) and determine funding for each applicant.
- A contingency will need to be addressed as to which agency(ies) will receive the additional funding or the decrease in funding based on what is received in 2025.

# Presentation Schedule:

|      |                                                                                       |           |
|------|---------------------------------------------------------------------------------------|-----------|
| 7:00 | <b>City of Richland, Public Works</b><br>Removal of Material & Architectural Barriers | \$198,000 |
| 7:10 | <b>City of Richland, Development Services</b><br>Owner-Occupied Rehabilitation        | \$100,000 |



# Deliberation:

- [Deliberation Worksheet 2025](#)



## Next Steps:

- The Annual Action Plan will be created with the funding recommendations from the Planning Commission.
- Funding recommendations and the Annual Action Plan will be presented to the City Council



## PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/23/2024

Agenda Category: New Business - Public Hearing

Prepared By: Mike Stevens, Planning Manager

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**Subject:**

Proposed Code Amendment - Horn Rapids Employment Overlay

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**Request:**

Strategic Priority 3 - Focused Development

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**Recommended Motion:**

Staff recommends that the Planning Commission recommend approval of CA2024-102 to City Council for adoption.

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**Summary:**

The Economic Development Division of the City of Richland is proposing to prohibit the establishment of mini-warehouses within the Horn Rapids Employment Center located in north Richland. The proposed amendment would apply only within the newly created Horn Rapids Employment Center, which is currently zoned C-3 and I-M. Specifically, the proposal amends the Richland Municipal Code by amending RMC 23.22.030, 23.22.040, 23.26.030 and 23.26.040, and establishing a new map plate to establish the affected area of these amendments.

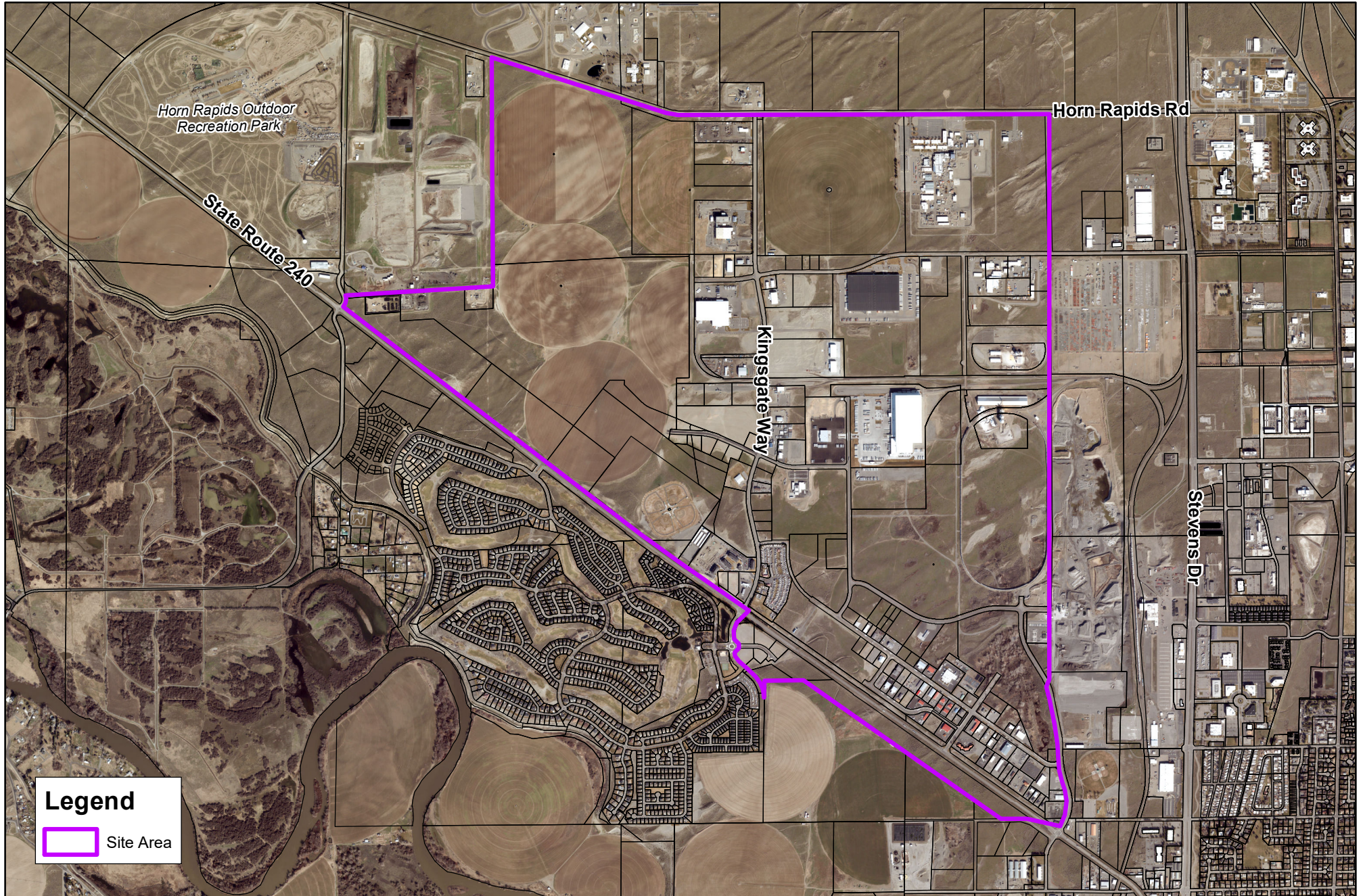
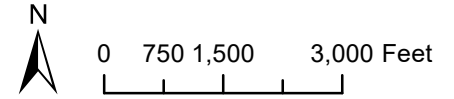
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**Attachments:**

1. Horn Rapids Emp Center
2. CA2024-102 FULL STAFF REPORT

# Vicinity Map

Item: Horn Rapids Employment Center  
Applicant: COR Economic Development  
File #: CA2024-102



**CITY OF RICHLAND DEVELOPMENT SERVICES DIVISION  
STAFF REPORT TO THE PLANNING COMMISSION**

TO: PLANNING COMMISSION  
FILE NO.: CA2024-102

PREPARED BY: MIKE STEVENS  
MEETING DATE: OCT. 23, 2024

**GENERAL INFORMATION:**

APPLICANT: CITY OF RICHLAND ECONOMIC DEVELOPMENT  
REQUEST: TEXT AMENDMENT TO RMC TITLE 23 PROHIBITING THE ESTABLISHMENT OF MINI WAREHOUSES WITHIN THE HORN RAPIDS EMPLOYMENT CENTER ESTABLISHED WITH THIS AMENDMENT. THE AMENDMENT ALSO INCLUDES TEXT CHANGES TO RMC 23.22.030, 23.22.040, 23.26.030, AND 23.26.040.  
LOCATION: NORTH RICHLAND - HORN RAPIDS EMPLOYMENT CENTER

**REASON FOR REQUEST**

The Economic Development of the City of Richland is proposing to prohibit the establishment of mini warehouses within the Horn Rapids Employment Center located within North Richland. The proposed amendment would apply only within the newly created Horn Rapids Employment Center, which is currently zoned C-3 and I-M. Specifically, the proposal amends the Richland Municipal Code [RMC] by amending RMC 23.22.030, 23.22.040, 23.26.030 and 23.26.040, and establishing a new map plate to establish the affected area of these amendments. The proposed amendments are as indicated below.

**TEXT CHANGE**

For the purposes of review, Staff have included the following amended text of RMC 23.22.030, 23.22.040, 23.26.030, 23.26.040, with demonstrated change inserted in **bold** and removed with ~~strikethrough~~:

**23.22.030 Commercial use districts permitted land uses**

In the following chart, land use classifications are listed on the vertical axis. Zoning districts are listed on the horizontal axis.

A. If the symbol "P" appears in the box at the intersection of the column and row, the use is permitted, subject to the general requirements and performance standards required in that zoning district.

B. If the symbol "S" appears in the box at the intersection of the column and row, the use is permitted subject to the special use permit provisions contained in Chapter 23.46 RMC.

C. If the symbol “A” appears in the box at the intersection of the column and the row, the use is permitted as an accessory use, subject to the general requirements and performance standards required in the zoning district.

D. If a number appears in the box at the intersection of the column and the row, the use is subject to the general conditions and special provisions indicated in the corresponding note.

E. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that zoning district

| Land Use                                      | C-LB | C-1            | C-2            | C-3            | CBD            | WF | CR | CW              |
|-----------------------------------------------|------|----------------|----------------|----------------|----------------|----|----|-----------------|
| <b>Agricultural Uses</b>                      |      |                |                |                |                |    |    |                 |
| Raising Crops, Trees, Vineyards               |      |                |                |                |                |    |    | P               |
| <b>Automotive, Marine and Heavy Equipment</b> |      |                |                |                |                |    |    |                 |
| Automotive Repair – Major                     |      |                |                | P              |                |    |    |                 |
| Automotive Repair – Minor                     |      | P              | P              | P              | S              |    |    |                 |
| Automotive Repair – Specialty Shop            |      | S              | P              | P              | S              |    |    |                 |
| Automobile Service Station                    |      | P <sup>1</sup> | P <sup>1</sup> | P <sup>1</sup> | S <sup>1</sup> |    |    |                 |
| Auto Part Sales                               |      | P              | P              | P              | S              |    |    |                 |
| Boat Building                                 |      |                |                | P              |                |    |    |                 |
| Bottling Plants                               |      |                |                | P              |                |    |    | P <sup>28</sup> |
| Car Wash – Automatic or Self-Service          |      | P <sup>2</sup> | P <sup>2</sup> | P <sup>2</sup> | S <sup>2</sup> |    |    |                 |
| Equipment Rentals                             |      |                | P              | P              |                |    |    |                 |
| Farm Equipment and Supplies Sales             |      |                |                | P              |                |    |    |                 |
| Fuel Station/Mini Mart                        | S    | P              | P              | P              | P              |    |    |                 |
| Heavy Equipment Sales and Repair              |      |                |                | P              |                |    |    |                 |
| Manufactured Home Sales Lot                   |      |                |                | P              |                |    |    |                 |
| Marinas                                       |      |                |                |                |                | P  | P  |                 |
| Marine Equipment Rentals                      |      |                |                | P              |                | P  | P  |                 |
| Marine Gas Sales                              |      |                |                |                |                | A  | A  |                 |
| Marine Repair                                 |      |                |                | P              |                | P  | P  |                 |
| Towing, Vehicle Impound Lots                  |      |                |                | S <sup>3</sup> |                |    |    |                 |
| Truck Rentals                                 |      |                | P              | P              |                |    |    |                 |
| Truck Stop – Diesel Fuel Sales                |      |                | S              | P              |                |    |    |                 |

| Land Use                                        | C-LB | C-1 | C-2            | C-3                                 | CBD             | WF | CR | CW |
|-------------------------------------------------|------|-----|----------------|-------------------------------------|-----------------|----|----|----|
| Truck Terminal                                  |      |     |                | P                                   |                 |    |    |    |
| Vehicle Leasing/Renting                         |      |     | P <sup>4</sup> | P                                   | S <sup>4</sup>  |    |    |    |
| Vehicle Sales                                   |      |     | P <sup>4</sup> | P                                   | S <sup>4</sup>  |    |    |    |
| Warehousing, Wholesale Use                      |      |     |                | P                                   |                 |    |    |    |
| <b>Business and Personal Services</b>           |      |     |                |                                     |                 |    |    |    |
| Animal Shelter                                  |      |     |                | S <sup>5</sup>                      |                 |    |    |    |
| Automatic Teller Machines                       | P    | P   | P              | P                                   | P               | P  |    | P  |
| Commercial Kennel                               |      |     |                | P <sup>5</sup>                      |                 |    |    |    |
| Contractors' Offices                            |      | P   | P              | P                                   | P               |    |    |    |
| Funeral Establishments                          |      |     | P              | P                                   |                 |    |    |    |
| General Service Businesses                      | A    | P   | P              | P                                   | P               | P  |    |    |
| Health/Fitness Facility                         | A    | P   | P              | P                                   | P               | A  | P  |    |
| Health/Fitness Center                           |      |     | P              | P                                   | P               |    | P  |    |
| Health Spa                                      |      | P   | P              | P                                   | P               | P  |    | P  |
| Hospital/Clinic – Large Animal                  |      |     |                | S <sup>5</sup>                      |                 |    |    |    |
| Hospital/Clinic – Small Animal                  |      |     | S <sup>5</sup> | P <sup>5</sup>                      | P               |    |    |    |
| Laundry/Dry Cleaning, Com.                      |      |     |                | P                                   | P <sup>29</sup> |    |    |    |
| Laundry/Dry Cleaning, Neighborhood              |      | P   | P              | P                                   | P               |    |    |    |
| Laundry/Dry Cleaning, Retail                    | P    | P   | P              | P                                   | P               | P  |    |    |
| Laundry – Self-Service                          |      | P   | P              | P                                   | P               |    |    |    |
| Mini-Warehouse                                  |      |     |                | P <sup>6</sup> , <a href="#">31</a> |                 |    |    |    |
| Mailing Service                                 | P    | P   | P              | P                                   | P               | P  |    |    |
| Personal Loan Business                          | P    | P   | P              | P                                   | P               |    |    |    |
| Personal Services Businesses                    | A    | P   | P              | P                                   | P               | P  |    |    |
| Photo Processing, Copying and Printing Services | P    | P   | P              | P                                   | P               | P  |    |    |
| Telemarketing Services                          | P    |     | P              | P                                   | P               |    |    |    |
| Video Rental Store                              |      | P   | P              | P                                   | P               | P  |    | P  |
| <b>Food Service</b>                             |      |     |                |                                     |                 |    |    |    |
| Cafeterias                                      | A    |     | A              | A                                   | A               | A  | A  |    |

| Land Use                                          | C-LB            | C-1               | C-2             | C-3             | CBD               | WF                | CR              | CW              |
|---------------------------------------------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|-----------------|-----------------|
| Delicatessen                                      | P               | P                 | P               | P               | P                 | P                 | P               | P               |
| Drinking Establishments                           |                 | P <sup>7</sup>    | P               | P               | P                 | P                 | P               | P               |
| Micro-Brewery                                     |                 |                   | P               | P               | P                 | P                 | P               | P               |
| Portable Food Vendors <sup>26</sup>               | A <sup>27</sup> | A <sup>27</sup>   | A <sup>27</sup> | A <sup>27</sup> | A <sup>27</sup>   | A <sup>27</sup>   | A <sup>27</sup> | A <sup>28</sup> |
| Restaurants/Drive-Through                         |                 | S <sup>8</sup>    | P <sup>8</sup>  | P <sup>8</sup>  | S <sup>8, 9</sup> | S <sup>8, 9</sup> |                 |                 |
| Restaurants/Lounge                                |                 | P <sup>7</sup>    | P               | P               | P                 | P                 | P               | P               |
| Restaurants/Sit Down                              | A               | P                 | P               | P               | P                 | P                 | P               | P               |
| Restaurants/Take Out                              |                 | P                 | P               | P               | P                 | P                 |                 | P               |
| Restaurants with Entertainment/Dancing Facilities |                 | P <sup>7</sup>    | P               | P               | P                 | P                 | P               | P               |
| Vehicle-Based Food Service                        |                 | P <sup>30</sup>   | P <sup>30</sup> | P <sup>30</sup> | P <sup>30</sup>   | P <sup>30</sup>   |                 |                 |
| Wineries – Tasting Room                           |                 | P <sup>7</sup>    | P               | P               | P                 | P                 | P               | P               |
| <b>Industrial/Manufacturing Uses</b>              |                 |                   |                 |                 |                   |                   |                 |                 |
| Laundry and Cleaning Plants                       |                 |                   |                 | P               |                   |                   |                 | P <sup>28</sup> |
| Light Manufacturing Uses                          |                 |                   |                 | P               |                   |                   |                 | P <sup>28</sup> |
| Warehousing and Distribution Facilities           |                 |                   |                 | P               |                   |                   |                 | P <sup>28</sup> |
| Wholesale Facilities and Operations               |                 |                   |                 | P               |                   |                   |                 | P <sup>28</sup> |
| Wineries – Production                             |                 |                   |                 | P               |                   |                   |                 | P               |
| <b>Office Uses</b>                                |                 |                   |                 |                 |                   |                   |                 |                 |
| Financial Institutions                            | P               | P/S <sup>22</sup> | P               | P               | P/S <sup>22</sup> | P                 |                 |                 |
| Medical, Dental and Other Clinics                 | P               | P                 | P               | P               | P                 | P                 |                 |                 |
| Newspaper Offices and Printing Works              |                 |                   | P               | P               | P                 |                   |                 |                 |
| Office – Consulting Services                      | P               | P                 | P               | P               | P                 | P                 |                 | P <sup>28</sup> |
| Office – Corporate                                | P               |                   | P               | P               | P                 | P                 |                 | P <sup>28</sup> |
| Office – General                                  | P               | P                 | P               | P               | P                 | P                 |                 | P <sup>28</sup> |
| Office – Research and Development                 | P               |                   | P               | P               | P                 |                   |                 | P <sup>28</sup> |
| Radio and Television Studios                      |                 |                   | P               | P               | P                 |                   |                 |                 |
| Schools, Commercial                               | P               |                   | P               | P               | P                 | P                 |                 |                 |
| Schools, Trade                                    |                 |                   | P               | P               | P                 |                   |                 | P <sup>28</sup> |
| Travel Agencies                                   | P               | P                 | P               | P               | P                 | P                 |                 |                 |

| Land Use                                                                                                        | C-LB            | C-1             | C-2             | C-3             | CBD             | WF              | CR              | CW              |
|-----------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Public/Quasi-Public Uses</b>                                                                                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Churches                                                                                                        | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup> | P               | P <sup>10</sup> |                 |                 |
| Clubs or Fraternal Societies                                                                                    | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup> |                 |                 |
| Cultural Institutions                                                                                           | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup> |                 | P <sup>10</sup> | P <sup>10</sup> |                 | P <sup>10</sup> |
| General Park O&M Activities                                                                                     | P               | P               | P               | P               | P               | P               | P               | P               |
| Hospitals                                                                                                       | P               |                 | P               | P               | P               |                 |                 |                 |
| Passive Open Space Use                                                                                          | P               | P               | P               | P               | P               | P               | P               | P               |
| Power Transmission and Irrigation Wasteway Easements and Utility Uses                                           | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Agency Buildings                                                                                         | P               | P               | P               | P               | P               | P               | P               |                 |
| Public Agency Facilities                                                                                        | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Campgrounds                                                                                              |                 |                 |                 | S               |                 |                 | S               |                 |
| Public Parks                                                                                                    | P               | P               | P               | P               | P               | P               | P               | P               |
| Schools                                                                                                         | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> |                 |                 |
| Schools, Alternative                                                                                            | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> |                 |                 |                 |
| Special Events Including Concerts, Tournaments and Competitions, Fairs, Festivals and Similar Public Gatherings | P               | P               | P               | P               | P               | P               | P               | P               |
| Trail Head Facilities                                                                                           | P               | P               | P               | P               | P               | P               | P               | P               |
| Trails for Equestrian, Pedestrian, or Nonmotorized Vehicle Use                                                  | P               | P               | P               | P               | P               | P               | P               | P               |
| <b>Recreational Uses</b>                                                                                        |                 |                 |                 |                 |                 |                 |                 |                 |
| Art Galleries                                                                                                   |                 |                 | P               | P               | P               | P               | P               | P               |
| Arcades                                                                                                         |                 | P               | P               | P               | P               | P               | P               |                 |
| Boat Mooring Facilities                                                                                         |                 |                 |                 |                 |                 | P               | P               |                 |
| Cinema, Indoor                                                                                                  |                 |                 | P               | P               | P               | P               | P               |                 |
| Cinema, Drive-In                                                                                                |                 |                 | P               | P               |                 |                 |                 |                 |
| Commercial Recreation, Indoor                                                                                   |                 | S <sup>7</sup>  | P               | P               | P               | P               | P               |                 |
| Commercial Recreation, Outdoor                                                                                  |                 |                 | P               | P               |                 | P               | P               |                 |
| House Banked Card Rooms                                                                                         |                 |                 |                 | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> |                 |
| Recreational Vehicle Campgrounds                                                                                |                 |                 |                 | S <sup>15</sup> |                 |                 | S <sup>15</sup> |                 |

| Land Use                                            | C-LB            | C-1             | C-2             | C-3             | CBD             | WF              | CR              | CW              |
|-----------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Recreational Vehicle Parks                          |                 |                 |                 | S <sup>16</sup> |                 |                 | S <sup>16</sup> |                 |
| Stable, Public                                      |                 |                 |                 | S <sup>17</sup> |                 |                 |                 |                 |
| Theater                                             |                 | P <sup>7</sup>  | P               | P               | P               | P               | P               | P               |
| <b>Residential Uses</b>                             |                 |                 |                 |                 |                 |                 |                 |                 |
| Accessory Dwelling Unit                             |                 | A               | A               | A               | A               | A               |                 | A               |
| Apartment, Condominium (3 or more units)            | P               |                 | P <sup>18</sup> |                 | P               | P               |                 |                 |
| Assisted Living Facility                            | P               |                 | P               |                 | P <sup>18</sup> | P               |                 |                 |
| Bed and Breakfast                                   | P               | P               | P               | P               | P               | P               | P               | P               |
| Day Care Center                                     | P <sup>19</sup> | P <sup>19</sup> | P <sup>19</sup> | P <sup>19</sup> | P <sup>19</sup> | P <sup>19</sup> |                 |                 |
| Dormitories, Fraternities, and Sororities           | P               |                 |                 |                 | P               | P               |                 |                 |
| Dwelling, One-Family Attached                       |                 |                 |                 |                 |                 | P <sup>25</sup> |                 |                 |
| Dwelling, Two-Family Detached                       |                 |                 |                 |                 |                 | P               |                 |                 |
| Dwelling Units for a Resident Watchman or Custodian |                 |                 |                 | A               |                 |                 |                 | P <sup>28</sup> |
| Emergency Housing                                   | P               |                 | P               | P               | P               | P               | P               | P               |
| Emergency Shelters                                  | P               |                 | P               | P               | P               | P               | P               | P               |
| Family Day Care Home                                | P <sup>19</sup> |                 |                 |                 |                 | P <sup>19</sup> |                 |                 |
| Houseboats                                          |                 |                 |                 |                 |                 | P               | P               |                 |
| Hotels or Motels                                    | P               |                 | P               | P               | P               | P               | P               | P               |
| Nursing or Rest Home                                | P               |                 | P               |                 | P <sup>18</sup> | P               |                 |                 |
| Permanent Supportive Housing                        | P               |                 | P               | P               | P               | P               | P               | P               |
| Recreational Club                                   | A               |                 |                 |                 | A               | A               |                 |                 |
| Senior Housing                                      | P               |                 |                 |                 | P <sup>18</sup> | P               |                 |                 |
| Temporary Residence                                 | P <sup>20</sup> | P <sup>20</sup> | P <sup>20</sup> | P <sup>20</sup> | P <sup>20</sup> | P <sup>20</sup> |                 | P               |
| Transitional Housing                                | P               |                 | P               | P               | P               | P               | P               | P               |
| <b>Retail Uses</b>                                  |                 |                 |                 |                 |                 |                 |                 |                 |
| Adult Use Establishments                            |                 |                 |                 | P <sup>21</sup> |                 |                 |                 |                 |
| Apparel and Accessory Stores                        |                 | P               | P               | P               | P               | P               |                 | P               |
| Auto Parts Supply Store                             |                 | P               | P               | P               | P               |                 |                 |                 |
| Books, Stationery and Art Supply Stores             | A               | P               | P               | P               | P               | P               |                 | P               |

| Land Use                                         | C-LB | C-1               | C-2             | C-3               | CBD             | WF | CR | CW |
|--------------------------------------------------|------|-------------------|-----------------|-------------------|-----------------|----|----|----|
| Building, Hardware, Garden Supply Stores         |      | P                 | P               | P                 | P               |    |    |    |
| Department Store                                 |      |                   | P               | P                 | P               |    |    |    |
| Drug Store/Pharmacy                              | A    | P/S <sup>22</sup> | P               | P                 | P               | P  |    |    |
| Electronic Equipment Stores                      |      | P                 | P               | P                 | P               | P  |    |    |
| Food Stores                                      |      | P                 | P               | P                 | P               | P  |    |    |
| Florist                                          |      | P                 | P               | P                 | P               | P  |    | P  |
| Furniture, Home Furnishings and Appliance Stores |      | P                 | P               | P                 | P               |    |    |    |
| Landscaping Material Sales                       |      |                   | A               | P                 |                 |    |    |    |
| Lumberyards                                      |      |                   |                 | P                 |                 |    |    |    |
| Nursery, Plant                                   |      |                   |                 | P                 |                 |    |    | P  |
| Office Supply Store                              | A    | P                 | P               | P                 | P               | P  |    |    |
| Outdoor Sales                                    |      |                   |                 | P                 |                 |    |    |    |
| Parking Lot or Structure                         | P    | P                 | P               | P                 | A               | P  |    | P  |
| Pawn Shop                                        |      |                   |                 | P                 |                 |    |    |    |
| Pet Shop and Pet Supply Stores                   |      | P                 | P               | P                 | P               |    |    |    |
| Retail Hay, Grain and Feed Stores                |      |                   |                 | P                 |                 |    |    |    |
| Secondhand Store                                 |      |                   | P               | P                 | P               | P  |    |    |
| Specialty Retail Stores                          |      | P                 | P               | P                 | P               | P  |    | P  |
| <b>Miscellaneous Uses</b>                        |      |                   |                 |                   |                 |    |    |    |
| Bus Station                                      |      |                   |                 | P                 | P               |    |    |    |
| Bus Terminal                                     |      |                   |                 | P                 | P               |    |    |    |
| Bus Transfer Station                             | P    |                   | P               | P                 | P               |    | P  |    |
| Cemetery                                         | P    |                   | P               | P                 |                 |    |    |    |
| Community Festivals and Street Fairs             | P    | P                 | P               | P                 | P               | P  | P  | P  |
| Convention Center                                | P    |                   | P               | P                 | P               | P  | P  |    |
| Macro-Antennas                                   | P    | P                 | P               | P                 | P               | P  | P  | P  |
| Monopole                                         |      |                   | S <sup>23</sup> | P/S <sup>23</sup> | S <sup>23</sup> |    |    |    |
| On-Site Hazardous Waste Treatment and Storage    | A    | A                 | A               | A                 | A               | A  | A  | A  |

| Land Use                        | C-LB | C-1             | C-2             | C-3             | CBD | WF | CR | CW              |
|---------------------------------|------|-----------------|-----------------|-----------------|-----|----|----|-----------------|
| Outdoor Storage                 |      | A <sup>24</sup> | A <sup>24</sup> | P <sup>24</sup> |     |    |    |                 |
| Storage in an Enclosed Building | A    | A               | A               | A               | A   | A  | A  | A <sup>28</sup> |

1. RMC 23.42.280
2. RMC 23.42.270
3. RMC 23.42.320
4. RMC 23.42.330
5. RMC 23.42.040
6. RMC 23.42.170
7. RMC 23.42.053
8. RMC 23.42.047
9. RMC 23.42.055
10. RMC 23.42.050
11. RMC 23.42.200
12. RMC 23.42.250
13. RMC 23.42.260
14. RMC 23.42.100
15. RMC 23.42.230
16. RMC 23.42.220
17. RMC 23.42.190
18. Use permitted on upper stories of multistory buildings, if main floor is used for commercial or office uses.
19. RMC 23.42.080
20. RMC 23.42.110
21. RMC 23.42.030
22. Use permitted, requires special use permit with drive-through window.
23. Chapter 23.62 RMC
24. RMC 23.42.180
25. RMC 23.18.025
26. See definition, RMC 23.06.780.
27. RMC 23.42.185
28. Activities permitted only when directly related to and/or conducted in support of winery operations.
29. Within the central business district (CBD), existing commercial laundry/dry cleaning uses, established and operating at the time the CBD district was established, are allowed as a permitted use. All use of the land and/or buildings necessary and incidental to that of the commercial laundry/dry cleaning use, and existing at the effective date of the CBD district, may be continued. Commercial laundry/dry cleaning uses not established and operating at the time the CBD district was established are prohibited.
30. RMC 23.42.325
- 31. Mini-Warehouse uses are prohibited in the Horn Rapids Employment Center.**

**23.22.040 Site requirements and development standards for commercial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

| <b>Standard</b>                                                                                | <b>C-LB</b>           | <b>C-1</b>           | <b>C-2</b>          | <b>C-3</b>          | <b>CBD</b>                                                                                                     | <b>WF</b>                | <b>CR</b>                | <b>CW</b>             |
|------------------------------------------------------------------------------------------------|-----------------------|----------------------|---------------------|---------------------|----------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-----------------------|
| Minimum Lot Area                                                                               | None                  | None                 | None                | None                | None                                                                                                           | None                     | None                     | None                  |
| Maximum Density – Multifamily Dwellings (units:square feet)                                    | 1:1,500               | N/A                  | N/A                 | N/A                 | None                                                                                                           | 1:1,000                  | N/A                      | N/A                   |
| Minimum Lot Width – One-Family Attached Dwellings                                              | N/A                   | N/A                  | N/A                 | N/A                 | N/A                                                                                                            | 30 feet                  | N/A                      | N/A                   |
| Minimum Front Yard Setback <sup>14</sup>                                                       | 20 feet               | 45 feet <sup>1</sup> | 0 feet <sup>2</sup> | 0 feet <sup>2</sup> | CBD, Parkway, Uptown Districts: 0 feet min. – 20 feet max. <sup>3,11,13</sup><br>Medical District: 0 feet min. | Note 4,5                 | Note 4                   | 20 feet               |
| Minimum Side Yard Setback                                                                      | 0 feet <sup>6</sup>   | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                          | 0 feet <sup>5,9</sup>    | 0 feet                   | 0 feet <sup>6,8</sup> |
| Minimum Rear Yard Setback                                                                      | 0 feet <sup>6,8</sup> | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                          | 0 feet <sup>5,8,10</sup> | 0 feet                   | 0 feet <sup>6,8</sup> |
| Maximum Building Height <sup>14</sup>                                                          | 55 feet               | 30 feet              | 80 feet             | 80 feet             | CBD: 110 feet<br>Medical: 140 feet<br>Parkway: 50 feet<br>Uptown: 50 feet                                      | 35/55 feet <sup>12</sup> | 35/55 feet <sup>12</sup> | 35 feet               |
| Minimum Dwelling Unit Size (in square feet, excluding porches, decks, balconies and basements) | 500 feet              | N/A                  | N/A                 | N/A                 | N/A                                                                                                            | 500 feet                 | N/A                      | N/A                   |

1. Each lot shall have a front yard 45 feet deep or equal to the front yards of existing buildings in the same C-1 district and within the same block.

2. No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.

3. Unless a greater setback is required by Chapter 12.11 RMC, Intersection Sight Distance.

4. Front and Side Street. No building shall be closer than 40 feet to the centerline of a public right-of-way. The setback area shall incorporate pedestrian amenities such as increased sidewalk width, street furniture, landscaped area, public art features, or similar features.
5. In the case of attached one-family dwelling units, setback requirements shall be as established for attached dwelling units in the medium-density residential small lot (R-2S) zoning district. Refer to RMC 23.18.040.
6. In any commercial limited business (C-LB), central business (CBD) or in any commercial winery (CW) zoning district that directly abuts a single-family zoning district, the following buffer, setback and building height regulations shall apply to all structures:
  - a. Within the commercial limited business (C-LB), the central business district (CBD) and the commercial winery (CW) districts, buildings shall maintain at least a 35-foot setback from any property that is zoned for single-family residential use. Single-family residential zones include R-1-12 – single-family residential 12,000, R-1-10 – single-family residential 10,000, R-2 – medium-density residential, R-2S – medium-density residential small lot, or any residential planned unit development that is comprised of single-family detached dwellings.
  - b. Buildings that are within 50 feet of any property that is zoned for single-family residential use in commercial limited business (C-LB) and the commercial winery (CW) districts and buildings that are within 50 feet of any property that is zoned for and currently developed with a single-family residential use in the central business district (CBD) (as defined in footnote (6)(a)) shall not exceed 30 feet in height. Beyond the area 50 feet from any property that is zoned for single-family residential use, building height may be increased at the rate of one foot in building height for each additional one foot of setback from property that is zoned for single-family residential use to the maximum building height allowed in the C-LB, CW and CBD zoning districts, respectively.
  - c. A six-foot-high fence that provides a visual screen shall be constructed adjacent to any property line that adjoins property that is zoned for single-family residential use, or currently zoned for and developed with a single-family residential use in the CBD district. Additionally, a 10-foot landscape strip shall be provided adjacent to the fence. This landscape strip may be used to satisfy the landscaping requirements established for the landscaping of parking facilities as identified in RMC 23.54.140.
  - d. In the C-LB and CW districts, a 20-foot setback shall be provided for any side yard that adjoins a street.
7. Side yard and rear yard setbacks are not required except for lots adjoining a residential development, residential district, or a street. Lots adjoining either a residential development or residential district shall maintain a minimum 15-foot setback. Lots adjoining a street shall maintain a minimum 20-foot setback. Required side or rear yards shall be landscaped or covered with a hard surface, or a combination of both. No accessory buildings or structures shall be located in such yards unless otherwise permitted by this title.

8. No minimum required, except parking shall be set back a minimum of five feet to accommodate required landscape screening as required under RMC 23.54.140.

9. Side Yard. No minimum, except parking shall be set back a minimum of five feet, and buildings used exclusively for residences shall maintain at least one foot of side yard for each three feet or portion thereof of building height. Side yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

10. No minimum, except parking shall be set back a minimum of five feet. Rear yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

11. Commercial developments such as community shopping centers or retail centers over 40,000 square feet in size and typically focused around a major tenant, such as a supermarket grocery, department store or discount store, and supported with smaller “ancillary” retail shops and services located in multiple building configurations, are permitted front and street side maximum setback flexibility for the largest building. Maximum setback standards on any other new buildings may be adjusted by the planning commission as part of the alternative design review as set forth in the performance standards and special requirements of RMC 23.22.020(E)(9).

12. All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of 35 feet, unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.

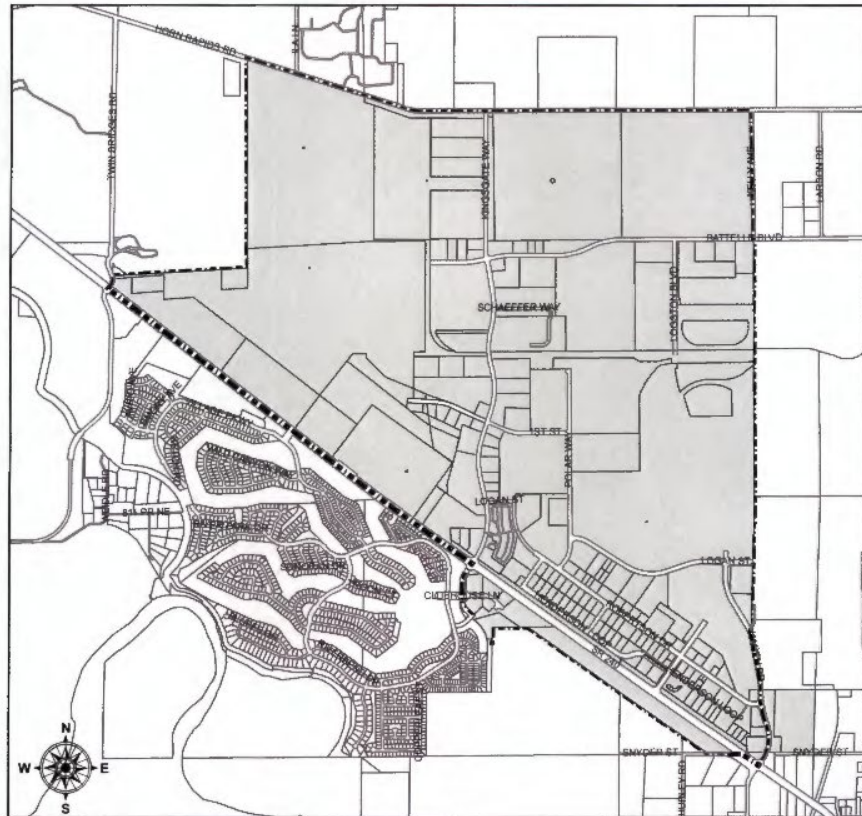
13. Physical additions to existing nonconforming structures are not subject to the maximum front yard setback requirements.

14. The medical, uptown and parkway districts of the CBD zoning district are established as shown by Plates 23.22.040(1), (2) and (3).

**15. The Horn Rapids Employment Center is established as shown by Plate 23.22.040(4).**

## PLATE NO. 4 - 23.22.040

### PLATE 4



### HORN RAPIDS EMPLOYMENT CENTER

#### **23.26.030 Industrial use districts permitted land uses.**

In the following chart, land use classifications are listed on the vertical axis. Zoning districts are listed on the horizontal axis.

A. If the symbol “P” appears in the box at the intersection of the column and row, the use is permitted, subject to the general requirements and performance standards required in that zoning district.

B. If the symbol “S” appears in the box at the intersection of the column and row, the use is permitted subject to the special use permit provisions contained in Chapter 23.46 RMC.

C. If the symbol “A” appears in the box at the intersection of the column and the row, the use is permitted as an accessory use, subject to the general requirements and performance standards required in the zoning district.

D. If a number appears in the box at the intersection of the column and the row, the use is subject to the general conditions and special provisions indicated in the corresponding note.

E. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that zoning district.

| Land Use                                           | I-M            | M-2            |
|----------------------------------------------------|----------------|----------------|
| <b>Automotive, Marine and Heavy Equipment Uses</b> |                |                |
| Automotive Repair – Major                          | P              | P              |
| Automotive Repair – Minor                          | P              |                |
| Automotive Repair – Specialty Shop                 | P              |                |
| Automobile Service Station                         | P              |                |
| Automobile Wrecking                                |                | S <sup>1</sup> |
| Boat Building                                      | P              | P              |
| Bottling Plants                                    | P              | P              |
| Car Wash – Automatic or Self-Service               | P <sup>2</sup> | A              |
| Equipment Rentals                                  | P              |                |
| Farm Equipment and Supplies Sales                  | P              | S              |
| Gas/Fuel Station                                   | P              | S              |
| Heavy Equipment Sales and Repair                   | P              | P              |
| Marine Repair                                      | P              | P              |
| Towing, Vehicle Impound Lots                       | P <sup>3</sup> |                |
| Truck Rentals                                      | P              |                |
| Truck Stop – Diesel Fuel Sales                     | P              | P              |
| Truck Terminal                                     | P              | P              |
| Vehicle Sales                                      | P              |                |

| <b>Land Use</b>                                                                            | <b>I-M</b>         | <b>M-2</b>     |
|--------------------------------------------------------------------------------------------|--------------------|----------------|
| Warehousing, Wholesale Use                                                                 | P                  | P              |
| <b>Business and Personal Services</b>                                                      |                    |                |
| Animal Shelter                                                                             | S <sup>4</sup>     |                |
| Contractors' Offices and Shops                                                             | P                  |                |
| General Service Businesses                                                                 | P                  | P              |
| Health/Fitness Facility                                                                    | P                  | A              |
| Health/Fitness Center                                                                      | P                  |                |
| Laundry/Dry Cleaning, Commercial                                                           | P                  |                |
| Laundry/Dry Cleaning, Retail                                                               | P                  |                |
| Mini-Warehouse                                                                             | P <sup>5, 15</sup> |                |
| Mailing Service                                                                            | P                  |                |
| Personal Loan Business                                                                     | P                  |                |
| Personal Services Businesses                                                               | P                  |                |
| Photo Processing, Copying and Printing Services                                            | P                  |                |
| Telemarketing Services                                                                     | P                  |                |
| <b>Food Service</b>                                                                        |                    |                |
| Cafeterias                                                                                 | A                  | A              |
| Delicatessen                                                                               | A                  | A              |
| Drinking Establishments                                                                    | P                  | P              |
| Restaurants/Sit Down                                                                       | P                  |                |
| Restaurants/Drive-Through                                                                  | P <sup>6</sup>     | A <sup>6</sup> |
| Restaurants/Lounge                                                                         | P                  |                |
| Restaurants/Take Out                                                                       | P                  |                |
| Restaurants with Entertainment/Dancing Facilities                                          | P                  |                |
| Wineries                                                                                   | P                  |                |
| <b>Industrial/Manufacturing Uses</b>                                                       |                    |                |
| Airport, Industrial                                                                        | P                  |                |
| Excavating, Processing, Removal of Topsoil, Sand, Gravel, Rock or Similar Natural Deposits | S <sup>7</sup>     | S <sup>7</sup> |
| Junkyard                                                                                   |                    | S              |
| Laundry and Cleaning Plants                                                                | P                  | P              |

| <b>Land Use</b>                                                                                                 | <b>I-M</b>      | <b>M-2</b>     |
|-----------------------------------------------------------------------------------------------------------------|-----------------|----------------|
| General Manufacturing Uses                                                                                      | P               | P              |
| Heavy Manufacturing Uses                                                                                        |                 | P              |
| Light Manufacturing Uses                                                                                        | P               | P              |
| Research, Development and Testing Facilities                                                                    | P               | P              |
| Warehousing, Storage and Distribution                                                                           | P               | P              |
| Wholesale Facilities and Operations                                                                             | P               | P              |
| <b>Office Uses</b>                                                                                              |                 |                |
| Financial Institutions                                                                                          | P               |                |
| Medical, Dental and Other Clinics                                                                               | P               |                |
| Office – Consulting Services                                                                                    | P               |                |
| Office – Corporate                                                                                              | P               |                |
| Office – General                                                                                                | P               |                |
| Office – Research and Development                                                                               | P               | P              |
| <b>Public/Quasi-Public Uses</b>                                                                                 |                 |                |
| General Park Operations and Maintenance Activities                                                              | P               | P              |
| Passive Open Space Use                                                                                          | P               | P              |
| Power Transmission and Irrigation Wasteway Easements and Utility Uses                                           | P <sup>8</sup>  | P <sup>8</sup> |
| Public Agency Buildings                                                                                         | P <sup>8</sup>  | P <sup>8</sup> |
| Public Agency Facilities                                                                                        | P <sup>8</sup>  | P <sup>8</sup> |
| Public Parks                                                                                                    | P               |                |
| Special Events Including Concerts, Tournaments and Competitions, Fairs, Festivals and Similar Public Gatherings | P               | P              |
| Trail Head Facilities                                                                                           | P               | P              |
| Trails for Equestrian, Pedestrian, or Nonmotorized Vehicle Use                                                  | P               | P              |
| <b>Recreational Uses</b>                                                                                        |                 |                |
| Commercial Recreation, Outdoor                                                                                  | S <sup>9</sup>  |                |
| <b>Residential Uses</b>                                                                                         |                 |                |
| Accessory Dwelling Unit                                                                                         | A               |                |
| Day Care Center                                                                                                 | S <sup>10</sup> |                |
| Dwelling Units for a Resident Watchman or Custodian                                                             | A               | A              |
| Emergency Housing                                                                                               | S               | S              |

| <b>Land Use</b>                               | <b>I-M</b>      | <b>M-2</b>      |
|-----------------------------------------------|-----------------|-----------------|
| Emergency Shelters                            | S               | S               |
| Hotels or Motels                              | S               | S               |
| Permanent Supportive Housing                  | S               | S               |
| Temporary Residence                           | P <sup>11</sup> | P <sup>11</sup> |
| Transitional Housing                          | S               | S               |
| <b>Retail Uses</b>                            |                 |                 |
| Adult Use Establishments                      | P <sup>12</sup> |                 |
| Airport, Commercial                           | P               |                 |
| Parking Lot or Structure                      | P               | P               |
| <b>Miscellaneous Uses</b>                     |                 |                 |
| Bus Station                                   | P               |                 |
| Bus Terminal                                  | P               |                 |
| Bus Transfer Station                          | P               | P               |
| Community Festivals and Street Fairs          | P               | P               |
| Farming of Land                               | P               | P               |
| Macro-Antennas                                | P               | P               |
| Monopole                                      | P <sup>13</sup> | P <sup>13</sup> |
| On-Site Hazardous Waste Treatment and Storage | P               | P               |
| Outdoor Storage                               | P <sup>14</sup> | P <sup>14</sup> |
| Storage in an Enclosed Building               | P               | P               |

1. RMC 23.42.290
2. RMC 23.42.270
3. RMC 23.42.320
4. RMC 23.42.040
5. RMC 23.42.170
6. RMC 23.42.047
7. RMC 23.42.070
8. RMC 23.42.200
9. RMC 23.42.175
10. RMC 23.42.080
11. RMC 23.42.110
12. RMC 23.42.030
13. Chapter 23.62 RMC
14. RMC 23.42.180
15. Mini-Warehouse uses are prohibited in the Horn Rapids Employment Center.

### **23.26.040 Site requirements for industrial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

| <b>Standard</b>                         | <b>I-M</b>           | <b>M-2</b>          |
|-----------------------------------------|----------------------|---------------------|
| Minimum Lot Area                        | None                 | None                |
| Minimum Front Yard Setback              | 0 feet <sup>1</sup>  | 0 feet <sup>1</sup> |
| Minimum Side Yard Setback               | None                 | None                |
| Minimum Rear Yard Setback               | None                 | None                |
| Maximum Building Height – Main Building | 55 feet <sup>2</sup> | None                |

1. No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.

2. Except as otherwise provided in this section, the maximum building height in the I-M district shall be 55 feet:

a. Any building or structure located within 300 feet of any residential use district shall be limited to 24 feet in height.

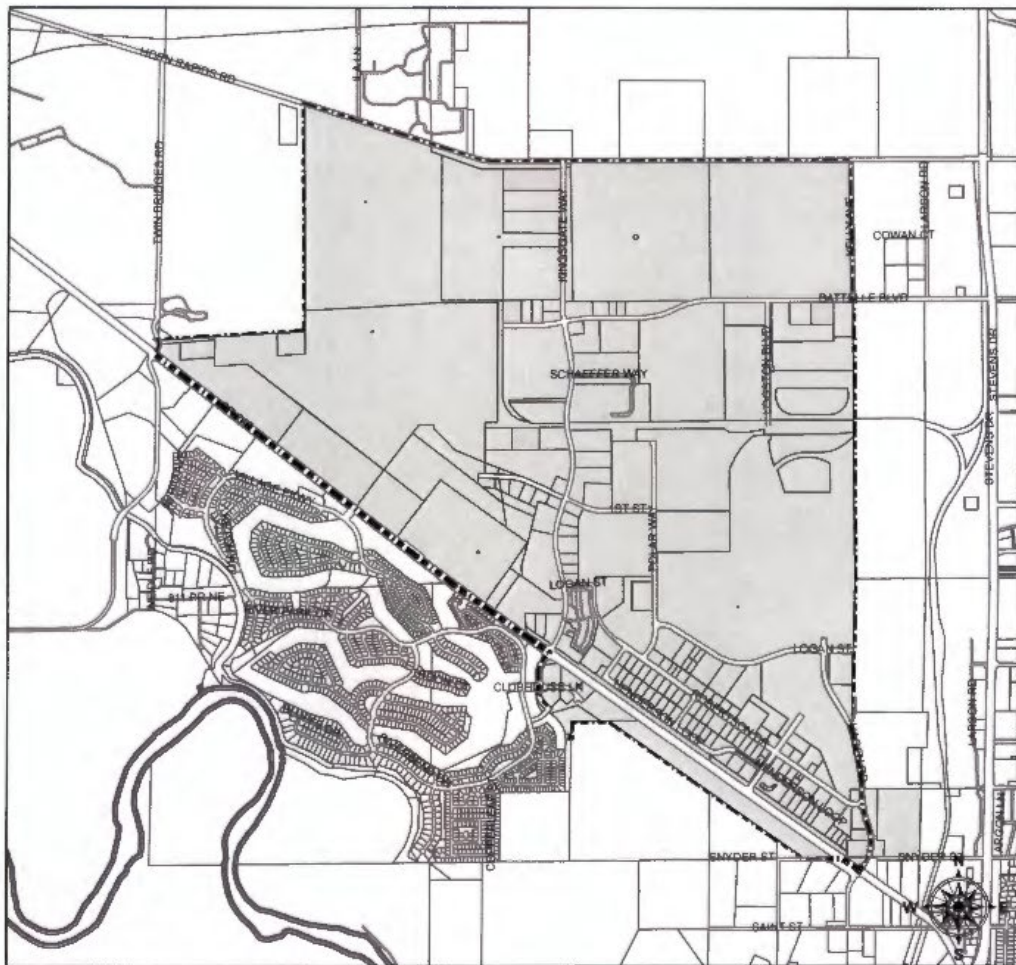
b. Any building further than 300 feet but less than 600 feet from districts described in note (2)(a) of this section shall not exceed 55 feet in height.

c. Except as provided in notes (2)(a) and (b) of this section, buildings may exceed the maximum height in accordance with the provisions of RMC 23.38.090.

### **3. The Horn Rapids Employment Center is established as shown by Plate 23.26.040(1).**

**PLATE NO. 1 - 23.26.040**

**PLATE 1**



**HORN RAPIDS EMPLOYMENT CENTER**

## ANALYSIS

As indicated above, the proposed amendments to the zoning code would prohibit the establishment of new mini warehouse facilities within the newly created Horn Rapids Employment Center. This area was established as a center for employment, sales tax revenue and commercial and industrial enterprises that contribute to and stimulate the economy of the city by funding its operations and programs through the sales of such lands to private developers. Since mini warehouses provide virtually no employment or sales tax revenue they do not contribute much fiscally to the city's economy. Furthermore, other than the revenue from the sale of the land, mini warehouses do not provide a consistent source of revenue for the city's operations and programs.

## PUBLIC NOTICE/ COMMENTS

Staff provided notice of the proposed amendment to local and state agencies via SEPA review and via Notice of Application on October 2, 2024. The SEPA DNS and Notice of Application/Public Hearing were also posted on the city's official website on October 2, 2024. Notice of the SEPA DNS, Application and Public Hearing was also published in the Tri-Cities Herald on October 6, 2024. See *Exhibit 5*. Staff provided notice to the Washington State Dept. of Commerce and other state agencies as required by RCW 36.70A on October 2, 2024. See *Exhibit 4*.

As of the date this Staff Report was written, there have been no public or agency comments received on this matter. Any comments received after the writing of this report will be provided to the Planning Commission during the public hearing.

## SEPA

The proposal is subject to environmental review. The City of Richland issued a Determination of Non-Significance (DNS) for the proposal on October 2, 2024, no appeals of the City's DNS were received. See *Exhibit 3*.

## FINDINGS OF FACT

1. The City of Richland Economic Development Division is proposing to amend RMC Title 23 to establish the Horn Rapids Employment Center and to prohibit the establishment of mini warehouses within the Horn Rapids Employment Center.
2. Horn Rapids Employment Center. This area was established as a center for employment, sales tax revenue and commercial and industrial enterprises that contribute to and stimulate the economy of the city by funding its operations and programs through the sales of such lands to private developers.
3. Since mini warehouses provide virtually no employment or sales tax revenue they do not contribute much fiscally to the city's economy.
4. Other than the revenue from the sale of the land, mini warehouses do not provide a consistent source of revenue for the city's operations and programs.
5. Notice of the proposed amendment was provided to local and state agencies. Notice was also published in the Tri-Cities Herald, posted at the official posting places and on the city's official website. Notice was provided to the Washington State Dept. of

Commerce and other state agencies as required by RCW 36.70A.

6. The Washington State Department of Commerce received the 60-day Notice of Intent to Adopt Amendment and granted expedited review. *See Exhibit 4.*
7. The City issued a SEPA Threshold Determination of Non-Significance on October 2, 2024. No appeals of the DNS were received. *See Exhibit 3.*
8. No comments from the public were received regarding the proposed code amendment.

#### CONCLUSIONS OF LAW

1. The Planning Commission has jurisdiction to hold an open record public hearing and issue a recommendation on the proposed ordinance amendment to the City Council.
2. The proposed code amendment is consistent with the goals and policies of the City's Comprehensive Plan.

#### RECOMMENDATION

Staff recommends the Planning Commission concur with the findings and conclusions set forth in Staff Report (CA2024-102) and recommend to the City Council adoption of the proposed amendments to Title 23, Zoning, as provided in the draft ordinance attached to this report.

#### ALTERNATIVES

1. Recommend approval of the amendments as proposed.
2. Recommend approval of the amendments, as modified by the Planning Commission.
3. Recommend denial of the amendments.

#### RECOMMENDED MOTION – PLANNING COMMISSION

"I move that the Planning Commission recommend approval of the proposed amendments to RMC Title 23 as identified in the draft ordinance. This recommendation is based upon the listed Findings of Fact and Conclusions of Law."

#### EXHIBITS

1. Application Materials
2. Draft Ordinance
3. SEPA DNS & SEPA Checklist
4. Department of Commerce Expedited Review
5. Public Notice



# Exhibit 1

City of Richland  
Development Services

625 Swift Blvd. MS-35  
Richland, WA 99352  
☎ (509) 942-7794  
☎ (509) 942-7764

## Code Amendment Application

**Note: A Pre-Application meeting is required prior to submittal of an application.**

### APPLICANT

☐ Contact Person

Company: City of Richland - Economic Development Division

UBI#:

Contact: Mandy Wallner, Economic Development Manager

Address: 625 Swift Blvd., MS-19, Richland, WA 99352

Phone: 509.942.7595

Email: mwallner@ci.richland.wa.us

### DESCRIPTION OF PROPOSED AMENDMENT

See attached Amendment List and proposed Plates.

### APPLICATION MUST INCLUDE:

1. Completed application and filing fee
2. SEPA Checklist (if necessary)
3. Other information as determined by the Administrator

### ANSWER THE FOLLOWING AS COMPLETELY AS POSSIBLE:

Section(s) of code proposed to be amended (include code citation):

See attached Amendment List and proposed Plates.

Summary of requested code amendment(s):

See attached Amendment List and proposed Plates.

Reason(s) for code amendment(s):

The Hom Rapids Industrial Park, Hom Rapids Business Center, Hom Rapids Commercial Plaza and Hom Rapids Retail Plaza were established as centers for employment, sales tax revenue and commercial and industrial enterprises that contribute to and stimulate the economy of the City in funding its operations and programs, as well as for other districts such as schools and the port. Mini-warehouse uses provide no employment, no sales taxes, and have a negative impact on neighboring property values.

## **AMENDMENT LIST (ECONOMIC DEVELOPMENT DIVISION – MAY 2024)**

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### **Amend RMC Chapter 23.22 Commercial Zoning Districts with the following:**

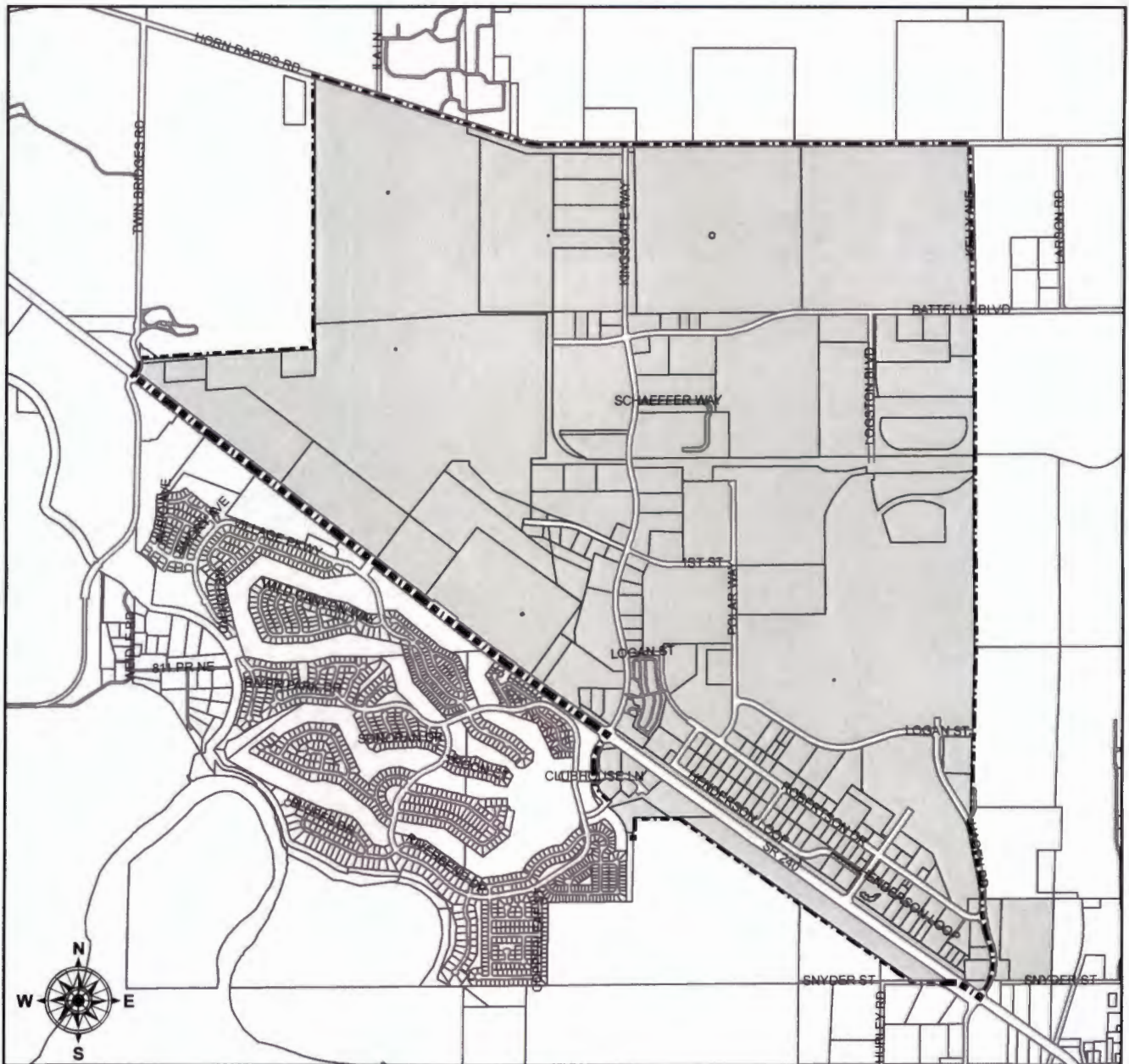
- 23.22.030 Adding a superscript number 31 to the "P" symbol for Mini-Warehouse in the C-3 column of the Business and Personal Services section.
- 23.22.030 Adding footnote number 31 – “Mini-warehouse uses are prohibited in the Horn Rapids Employment Center.”
- 23.22.040 Adding footnote number 15 – “The Horn Rapids Employment Center is established as shown by Plate 23.22.040(4).”
- 23.22.040 Adding Plate No. 4 “Horn Rapids Employment Center”.

### **Amend RMC Chapter 23.26 Industrial Zoning Districts with the following:**

- 23.26.030 Adding a superscript number 15 to the "P" symbol for Mini-Warehouse in the I-M column of the Business and Personal Services section.
- 23.26.030 Adding footnote number 15 – “Mini-warehouse uses are prohibited in the Horn Rapids Employment Center.”
- 23.26.040 Adding footnote number 3 – “The Horn Rapids Employment Center is established as shown by Plate 23.26.040(1).”
- 23.26.040 Adding Plate No. 1 “Horn Rapids Employment Center”.

# PLATE NO. 4 - 23.22.040

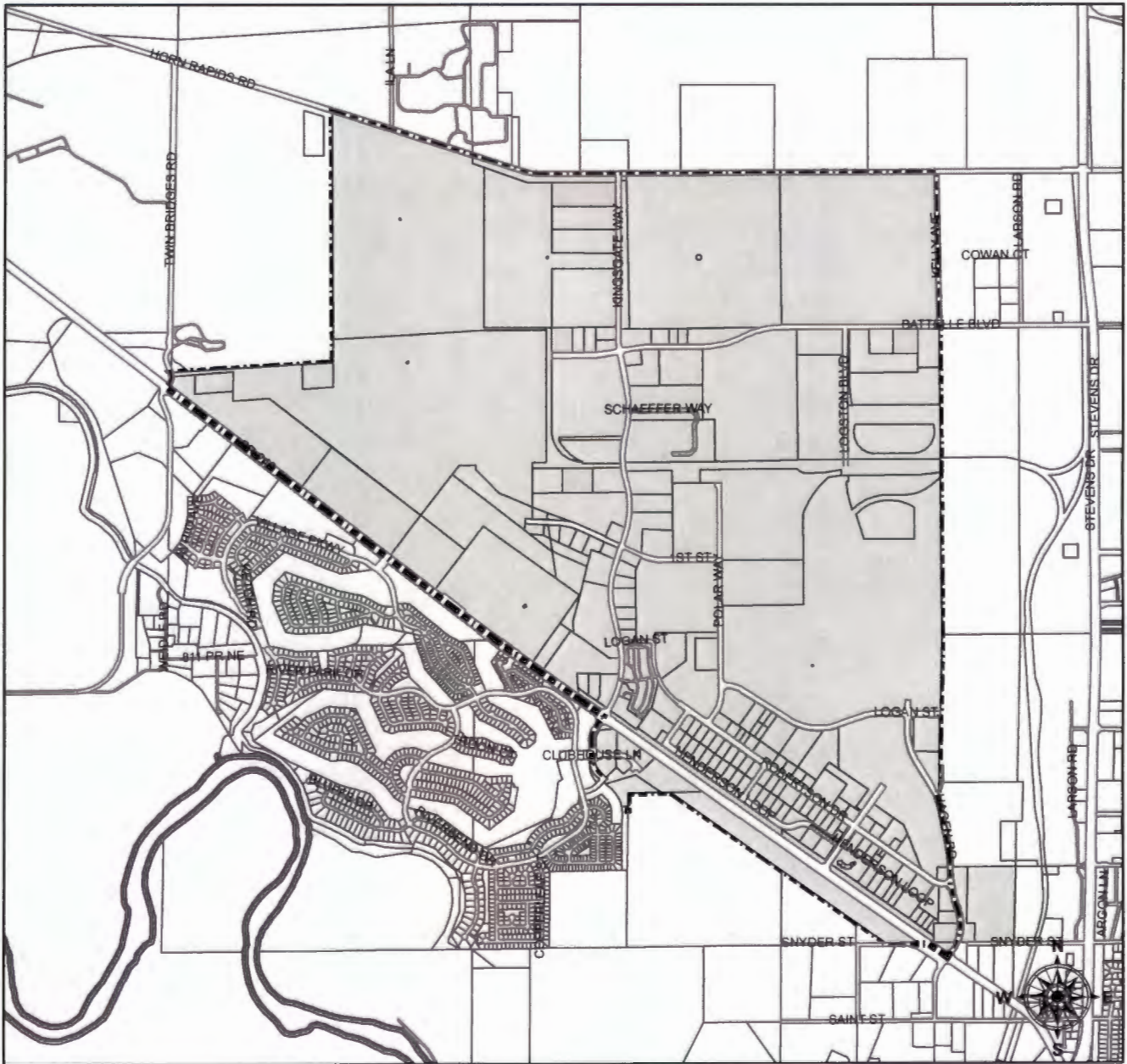
## PLATE 4



## HORN RAPIDS EMPLOYMENT CENTER

# PLATE NO. 1 - 23.26.040

## PLATE 1



**HORN RAPIDS EMPLOYMENT CENTER**

# Exhibit 2

## ORDINANCE NO. 2024-XX

### **AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON, AMENDING CHAPTERS 23.22 AND 23.26 OF THE RICHLAND MUNICIPAL CODE TO PROHIBIT MINI-WAREHOUSE BUSINESSES IN THE HORN RAPIDS EMPLOYMENT CENTER.**

**WHEREAS**, the City has need, from time to time, to amend the Richland Municipal Code (RMC) to bring it into alignment with best practices; and

**WHEREAS**, The City of Richland annexed the land to be known as the Horn Rapids Employment Center into its boundaries through an annexation recorded in September of 1967, Ordinance number 428; and

**WHEREAS**, the City has identified the Horn Rapids Employment Center to be an area for significant employment opportunities; and

**WHEREAS**, the City has determined that the mini-warehouse use type does not meet the goal of providing significant employment opportunities.

**NOW, THEREFORE, BE IT ORDAINED** by the City of Richland as follows:

Section 1. Subsection 23.22.030 of the Richland Municipal Code, entitled Commercial use districts permitted land uses, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 2022-19, is hereby amended to read as follows:

#### **23.22.030 Commercial use districts permitted land uses**

In the following chart, land use classifications are listed on the vertical axis. Zoning districts are listed on the horizontal axis.

A. If the symbol “P” appears in the box at the intersection of the column and row, the use is permitted, subject to the general requirements and performance standards required in that zoning district.

B. If the symbol “S” appears in the box at the intersection of the column and row, the use is permitted subject to the special use permit provisions contained in Chapter 23.46 RMC.

C. If the symbol “A” appears in the box at the intersection of the column and the row, the use is permitted as an accessory use, subject to the general requirements and performance standards required in the zoning district.

D. If a number appears in the box at the intersection of the column and the row, the use is subject to the general conditions and special provisions indicated in the corresponding note.

E. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that zoning district.

| Land Use                                      | C-LB | C-1            | C-2            | C-3            | CBD            | WF | CR | CW              |
|-----------------------------------------------|------|----------------|----------------|----------------|----------------|----|----|-----------------|
| <b>Agricultural Uses</b>                      |      |                |                |                |                |    |    |                 |
| Raising Crops, Trees, Vineyards               |      |                |                |                |                |    |    | P               |
| <b>Automotive, Marine and Heavy Equipment</b> |      |                |                |                |                |    |    |                 |
| Automotive Repair – Major                     |      |                |                | P              |                |    |    |                 |
| Automotive Repair – Minor                     |      | P              | P              | P              | S              |    |    |                 |
| Automotive Repair – Specialty Shop            |      | S              | P              | P              | S              |    |    |                 |
| Automobile Service Station                    |      | P <sup>1</sup> | P <sup>1</sup> | P <sup>1</sup> | S <sup>1</sup> |    |    |                 |
| Auto Part Sales                               |      | P              | P              | P              | S              |    |    |                 |
| Boat Building                                 |      |                |                | P              |                |    |    |                 |
| Bottling Plants                               |      |                |                | P              |                |    |    | p <sup>28</sup> |
| Car Wash – Automatic or Self-Service          |      | P <sup>2</sup> | P <sup>2</sup> | P <sup>2</sup> | S <sup>2</sup> |    |    |                 |
| Equipment Rentals                             |      |                | P              | P              |                |    |    |                 |
| Farm Equipment and Supplies Sales             |      |                |                | P              |                |    |    |                 |
| Fuel Station/Mini Mart                        | S    | P              | P              | P              | P              |    |    |                 |
| Heavy Equipment Sales and Repair              |      |                |                | P              |                |    |    |                 |
| Manufactured Home Sales Lot                   |      |                |                | P              |                |    |    |                 |
| Marinas                                       |      |                |                |                |                | P  | P  |                 |
| Marine Equipment Rentals                      |      |                |                | P              |                | P  | P  |                 |
| Marine Gas Sales                              |      |                |                |                |                | A  | A  |                 |
| Marine Repair                                 |      |                |                | P              |                | P  | P  |                 |
| Towing, Vehicle Impound Lots                  |      |                |                | S <sup>3</sup> |                |    |    |                 |
| Truck Rentals                                 |      |                | P              | P              |                |    |    |                 |
| Truck Stop – Diesel Fuel Sales                |      |                | S              | P              |                |    |    |                 |
| Truck Terminal                                |      |                |                | P              |                |    |    |                 |
| Vehicle Leasing/Renting                       |      |                | P <sup>4</sup> | P              | S <sup>4</sup> |    |    |                 |
| Vehicle Sales                                 |      |                | P <sup>4</sup> | P              | S <sup>4</sup> |    |    |                 |
| Warehousing, Wholesale Use                    |      |                |                | P              |                |    |    |                 |
| <b>Business and Personal Services</b>         |      |                |                |                |                |    |    |                 |
| Animal Shelter                                |      |                |                | S <sup>5</sup> |                |    |    |                 |
| Automatic Teller Machines                     | P    | P              | P              | P              | P              | P  |    | P               |

| Land Use                                        | C-LB            | C-1             | C-2             | C-3                | CBD               | WF                | CR              | CW              |
|-------------------------------------------------|-----------------|-----------------|-----------------|--------------------|-------------------|-------------------|-----------------|-----------------|
| Commercial Kennel                               |                 |                 |                 | P <sup>5</sup>     |                   |                   |                 |                 |
| Contractors' Offices                            |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Funeral Establishments                          |                 |                 | P               | P                  |                   |                   |                 |                 |
| General Service Businesses                      | A               | P               | P               | P                  | P                 | P                 |                 |                 |
| Health/Fitness Facility                         | A               | P               | P               | P                  | P                 | A                 | P               |                 |
| Health/Fitness Center                           |                 |                 | P               | P                  | P                 |                   | P               |                 |
| Health Spa                                      |                 | P               | P               | P                  | P                 | P                 |                 | P               |
| Hospital/Clinic – Large Animal                  |                 |                 |                 | S <sup>5</sup>     |                   |                   |                 |                 |
| Hospital/Clinic – Small Animal                  |                 |                 | S <sup>5</sup>  | P <sup>5</sup>     | P                 |                   |                 |                 |
| Laundry/Dry Cleaning, Com.                      |                 |                 |                 | P                  | P <sup>29</sup>   |                   |                 |                 |
| Laundry/Dry Cleaning, Neighborhood              |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Laundry/Dry Cleaning, Retail                    | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Laundry – Self-Service                          |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Mini-Warehouse                                  |                 |                 |                 | P <sup>6, 31</sup> |                   |                   |                 |                 |
| Mailing Service                                 | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Personal Loan Business                          | P               | P               | P               | P                  | P                 |                   |                 |                 |
| Personal Services Businesses                    | A               | P               | P               | P                  | P                 | P                 |                 |                 |
| Photo Processing, Copying and Printing Services | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Telemarketing Services                          | P               |                 | P               | P                  | P                 |                   |                 |                 |
| Video Rental Store                              |                 | P               | P               | P                  | P                 | P                 |                 | P               |
| <b>Food Service</b>                             |                 |                 |                 |                    |                   |                   |                 |                 |
| Cafeterias                                      | A               |                 | A               | A                  | A                 | A                 | A               |                 |
| Delicatessen                                    | P               | P               | P               | P                  | P                 | P                 | P               | P               |
| Drinking Establishments                         |                 | P <sup>7</sup>  | P               | P                  | P                 | P                 | P               | P               |
| Micro-Brewery                                   |                 |                 | P               | P                  | P                 | P                 | P               | P               |
| Portable Food Vendors <sup>26</sup>             | A <sup>27</sup> | A <sup>27</sup> | A <sup>27</sup> | A <sup>27</sup>    | A <sup>27</sup>   | A <sup>27</sup>   | A <sup>27</sup> | A <sup>28</sup> |
| Restaurants/Drive-Through                       |                 | S <sup>8</sup>  | P <sup>8</sup>  | P <sup>8</sup>     | S <sup>8, 9</sup> | S <sup>8, 9</sup> |                 |                 |
| Restaurants/Lounge                              |                 | P <sup>7</sup>  | P               | P                  | P                 | P                 | P               | P               |
| Restaurants/Sit Down                            | A               | P               | P               | P                  | P                 | P                 | P               | P               |
| Restaurants/Take Out                            |                 | P               | P               | P                  | P                 | P                 |                 | P               |

| Land Use                                          | C-LB            | C-1               | C-2             | C-3             | CBD               | WF              | CR | CW              |
|---------------------------------------------------|-----------------|-------------------|-----------------|-----------------|-------------------|-----------------|----|-----------------|
| Restaurants with Entertainment/Dancing Facilities |                 | P <sup>7</sup>    | P               | P               | P                 | P               | P  | P               |
| Vehicle-Based Food Service                        |                 | p <sup>30</sup>   | p <sup>30</sup> | p <sup>30</sup> | p <sup>30</sup>   | p <sup>30</sup> |    |                 |
| Wineries – Tasting Room                           |                 | P <sup>7</sup>    | P               | P               | P                 | P               | P  | P               |
| <b>Industrial/Manufacturing Uses</b>              |                 |                   |                 |                 |                   |                 |    |                 |
| Laundry and Cleaning Plants                       |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Light Manufacturing Uses                          |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Warehousing and Distribution Facilities           |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Wholesale Facilities and Operations               |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Wineries – Production                             |                 |                   |                 | P               |                   |                 |    | P               |
| <b>Office Uses</b>                                |                 |                   |                 |                 |                   |                 |    |                 |
| Financial Institutions                            | P               | P/S <sup>22</sup> | P               | P               | P/S <sup>22</sup> | P               |    |                 |
| Medical, Dental and Other Clinics                 | P               | P                 | P               | P               | P                 | P               |    |                 |
| Newspaper Offices and Printing Works              |                 |                   | P               | P               | P                 |                 |    |                 |
| Office – Consulting Services                      | P               | P                 | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – Corporate                                | P               |                   | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – General                                  | P               | P                 | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – Research and Development                 | P               |                   | P               | P               | P                 |                 |    | p <sup>28</sup> |
| Radio and Television Studios                      |                 |                   | P               | P               | P                 |                 |    |                 |
| Schools, Commercial                               | P               |                   | P               | P               | P                 | P               |    |                 |
| Schools, Trade                                    |                 |                   | P               | P               | P                 |                 |    | p <sup>28</sup> |
| Travel Agencies                                   | P               | P                 | P               | P               | P                 | P               |    |                 |
| <b>Public/Quasi-Public Uses</b>                   |                 |                   |                 |                 |                   |                 |    |                 |
| Churches                                          | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> | P <sup>10</sup> | P                 | P <sup>10</sup> |    |                 |
| Clubs or Fraternal Societies                      | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> |    |                 |
| Cultural Institutions                             | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> |                 | P <sup>10</sup>   | P <sup>10</sup> |    | P <sup>10</sup> |
| General Park O&M Activities                       | P               | P                 | P               | P               | P                 | P               | P  | P               |
| Hospitals                                         | P               |                   | P               | P               | P                 |                 |    |                 |
| Passive Open Space Use                            | P               | P                 | P               | P               | P                 | P               | P  | P               |

| Land Use                                                                                                        | C-LB            | C-1             | C-2             | C-3             | CBD             | WF              | CR              | CW              |
|-----------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Power Transmission and Irrigation Wasteway Easements and Utility Uses                                           | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Agency Buildings                                                                                         | P               | P               | P               | P               | P               | P               | P               |                 |
| Public Agency Facilities                                                                                        | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Campgrounds                                                                                              |                 |                 |                 | S               |                 |                 | S               |                 |
| Public Parks                                                                                                    | P               | P               | P               | P               | P               | P               | P               | P               |
| Schools                                                                                                         | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> |                 |                 |
| Schools, Alternative                                                                                            | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> |                 |                 |                 |
| Special Events Including Concerts, Tournaments and Competitions, Fairs, Festivals and Similar Public Gatherings | P               | P               | P               | P               | P               | P               | P               | P               |
| Trail Head Facilities                                                                                           | P               | P               | P               | P               | P               | P               | P               | P               |
| Trails for Equestrian, Pedestrian, or Nonmotorized Vehicle Use                                                  | P               | P               | P               | P               | P               | P               | P               | P               |
| <b>Recreational Uses</b>                                                                                        |                 |                 |                 |                 |                 |                 |                 |                 |
| Art Galleries                                                                                                   |                 |                 | P               | P               | P               | P               | P               | P               |
| Arcades                                                                                                         |                 | P               | P               | P               | P               | P               | P               |                 |
| Boat Mooring Facilities                                                                                         |                 |                 |                 |                 |                 | P               | P               |                 |
| Cinema, Indoor                                                                                                  |                 |                 | P               | P               | P               | P               | P               |                 |
| Cinema, Drive-In                                                                                                |                 |                 | P               | P               |                 |                 |                 |                 |
| Commercial Recreation, Indoor                                                                                   |                 | S <sup>7</sup>  | P               | P               | P               | P               | P               |                 |
| Commercial Recreation, Outdoor                                                                                  |                 |                 | P               | P               |                 | P               | P               |                 |
| House Banked Card Rooms                                                                                         |                 |                 |                 | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> |                 |
| Recreational Vehicle Campgrounds                                                                                |                 |                 |                 | S <sup>15</sup> |                 |                 | S <sup>15</sup> |                 |
| Recreational Vehicle Parks                                                                                      |                 |                 |                 | S <sup>16</sup> |                 |                 | S <sup>16</sup> |                 |
| Stable, Public                                                                                                  |                 |                 |                 | S <sup>17</sup> |                 |                 |                 |                 |
| Theater                                                                                                         |                 | P <sup>7</sup>  | P               | P               | P               | P               | P               | P               |
| <b>Residential Uses</b>                                                                                         |                 |                 |                 |                 |                 |                 |                 |                 |
| Accessory Dwelling Unit                                                                                         |                 | A               | A               | A               | A               | A               |                 | A               |
| Apartment, Condominium (3 or more units)                                                                        | P               |                 | P <sup>18</sup> |                 | P               | P               |                 |                 |
| Assisted Living Facility                                                                                        | P               |                 | P               |                 | P <sup>18</sup> | P               |                 |                 |

| Land Use                                            | C-LB            | C-1               | C-2             | C-3             | CBD             | WF              | CR | CW              |
|-----------------------------------------------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------------|----|-----------------|
| Bed and Breakfast                                   | P               | P                 | P               | P               | P               | P               | P  | P               |
| Day Care Center                                     | p <sup>19</sup> | p <sup>19</sup>   | p <sup>19</sup> | p <sup>19</sup> | p <sup>19</sup> | p <sup>19</sup> |    |                 |
| Dormitories, Fraternities, and Sororities           | P               |                   |                 |                 | P               | P               |    |                 |
| Dwelling, One-Family Attached                       |                 |                   |                 |                 |                 | p <sup>25</sup> |    |                 |
| Dwelling, Two-Family Detached                       |                 |                   |                 |                 |                 | P               |    |                 |
| Dwelling Units for a Resident Watchman or Custodian |                 |                   |                 | A               |                 |                 |    | p <sup>28</sup> |
| Emergency Housing                                   | P               |                   | P               | P               | P               | P               | P  | P               |
| Emergency Shelters                                  | P               |                   | P               | P               | P               | P               | P  | P               |
| Family Day Care Home                                | p <sup>19</sup> |                   |                 |                 |                 | p <sup>19</sup> |    |                 |
| Houseboats                                          |                 |                   |                 |                 |                 | P               | P  |                 |
| Hotels or Motels                                    | P               |                   | P               | P               | P               | P               | P  | P               |
| Nursing or Rest Home                                | P               |                   | P               |                 | p <sup>18</sup> | P               |    |                 |
| Permanent Supportive Housing                        | P               |                   | P               | P               | P               | P               | P  | P               |
| Recreational Club                                   | A               |                   |                 |                 | A               | A               |    |                 |
| Senior Housing                                      | P               |                   |                 |                 | p <sup>18</sup> | P               |    |                 |
| Temporary Residence                                 | p <sup>20</sup> | p <sup>20</sup>   | p <sup>20</sup> | p <sup>20</sup> | p <sup>20</sup> | p <sup>20</sup> |    | P               |
| Transitional Housing                                | P               |                   | P               | P               | P               | P               | P  | P               |
| <b>Retail Uses</b>                                  |                 |                   |                 |                 |                 |                 |    |                 |
| Adult Use Establishments                            |                 |                   |                 | p <sup>21</sup> |                 |                 |    |                 |
| Apparel and Accessory Stores                        |                 | P                 | P               | P               | P               | P               |    | P               |
| Auto Parts Supply Store                             |                 | P                 | P               | P               | P               |                 |    |                 |
| Books, Stationery and Art Supply Stores             | A               | P                 | P               | P               | P               | P               |    | P               |
| Building, Hardware, Garden Supply Stores            |                 | P                 | P               | P               | P               |                 |    |                 |
| Department Store                                    |                 |                   | P               | P               | P               |                 |    |                 |
| Drug Store/Pharmacy                                 | A               | P/S <sup>22</sup> | P               | P               | P               | P               |    |                 |
| Electronic Equipment Stores                         |                 | P                 | P               | P               | P               | P               |    |                 |
| Food Stores                                         |                 | P                 | P               | P               | P               | P               |    |                 |
| Florist                                             |                 | P                 | P               | P               | P               | P               |    | P               |

| Land Use                                         | C-LB | C-1             | C-2             | C-3               | CBD             | WF | CR | CW              |
|--------------------------------------------------|------|-----------------|-----------------|-------------------|-----------------|----|----|-----------------|
| Furniture, Home Furnishings and Appliance Stores |      | P               | P               | P                 | P               |    |    |                 |
| Landscaping Material Sales                       |      |                 | A               | P                 |                 |    |    |                 |
| Lumberyards                                      |      |                 |                 | P                 |                 |    |    |                 |
| Nursery, Plant                                   |      |                 |                 | P                 |                 |    |    | P               |
| Office Supply Store                              | A    | P               | P               | P                 | P               | P  |    |                 |
| Outdoor Sales                                    |      |                 |                 | P                 |                 |    |    |                 |
| Parking Lot or Structure                         | P    | P               | P               | P                 | A               | P  |    | P               |
| Pawn Shop                                        |      |                 |                 | P                 |                 |    |    |                 |
| Pet Shop and Pet Supply Stores                   |      | P               | P               | P                 | P               |    |    |                 |
| Retail Hay, Grain and Feed Stores                |      |                 |                 | P                 |                 |    |    |                 |
| Secondhand Store                                 |      |                 | P               | P                 | P               | P  |    |                 |
| Specialty Retail Stores                          |      | P               | P               | P                 | P               | P  |    | P               |
| <b>Miscellaneous Uses</b>                        |      |                 |                 |                   |                 |    |    |                 |
| Bus Station                                      |      |                 |                 | P                 | P               |    |    |                 |
| Bus Terminal                                     |      |                 |                 | P                 | P               |    |    |                 |
| Bus Transfer Station                             | P    |                 | P               | P                 | P               |    | P  |                 |
| Cemetery                                         | P    |                 | P               | P                 |                 |    |    |                 |
| Community Festivals and Street Fairs             | P    | P               | P               | P                 | P               | P  | P  | P               |
| Convention Center                                | P    |                 | P               | P                 | P               | P  | P  |                 |
| Macro-Antennas                                   | P    | P               | P               | P                 | P               | P  | P  | P               |
| Monopole                                         |      |                 | S <sup>23</sup> | P/S <sup>23</sup> | S <sup>23</sup> |    |    |                 |
| On-Site Hazardous Waste Treatment and Storage    | A    | A               | A               | A                 | A               | A  | A  | A               |
| Outdoor Storage                                  |      | A <sup>24</sup> | A <sup>24</sup> | P <sup>24</sup>   |                 |    |    |                 |
| Storage in an Enclosed Building                  | A    | A               | A               | A                 | A               | A  | A  | A <sup>28</sup> |

1. RMC 23.42.280
2. RMC 23.42.270
3. RMC 23.42.320
4. RMC 23.42.330
5. RMC 23.42.040
6. RMC 23.42.170
7. RMC 23.42.053
8. RMC 23.42.047

9. RMC 23.42.055
10. RMC 23.42.050
11. RMC 23.42.200
12. RMC 23.42.250
13. RMC 23.42.260
14. RMC 23.42.100
15. RMC 23.42.230
16. RMC 23.42.220
17. RMC 23.42.190
18. Use permitted on upper stories of multistory buildings, if main floor is used for commercial or office uses.
19. RMC 23.42.080
20. RMC 23.42.110
21. RMC 23.42.030
22. Use permitted, requires special use permit with drive-through window.
23. Chapter 23.62 RMC
24. RMC 23.42.180
25. RMC 23.18.025
26. See definition, RMC 23.06.780.
27. RMC 23.42.185
28. Activities permitted only when directly related to and/or conducted in support of winery operations.
29. Within the central business district (CBD), existing commercial laundry/dry cleaning uses, established and operating at the time the CBD district was established, are allowed as a permitted use. All use of the land and/or buildings necessary and incidental to that of the commercial laundry/dry cleaning use, and existing at the effective date of the CBD district, may be continued. Commercial laundry/dry cleaning uses not established and operating at the time the CBD district was established are prohibited.
30. RMC 23.42.325
31. [Mini-Warehouse uses are prohibited in the Horn Rapids Employment Center.](#)

Section 2. Subsection 23.22.040 of the Richland Municipal Code, entitled Site requirements and development standards for commercial use districts, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 15-21, is hereby amended to read as follows:

**23.22.040 Site requirements and development standards for commercial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

| Standard                                                    | C-LB    | C-1                  | C-2                 | C-3                 | CBD                               | WF       | CR     | CW      |
|-------------------------------------------------------------|---------|----------------------|---------------------|---------------------|-----------------------------------|----------|--------|---------|
| Minimum Lot Area                                            | None    | None                 | None                | None                | None                              | None     | None   | None    |
| Maximum Density – Multifamily Dwellings (units:square feet) | 1:1,500 | N/A                  | N/A                 | N/A                 | None                              | 1:1,000  | N/A    | N/A     |
| Minimum Lot Width – One-Family Attached Dwellings           | N/A     | N/A                  | N/A                 | N/A                 | N/A                               | 30 feet  | N/A    | N/A     |
| Minimum Front Yard Setback <sup>14</sup>                    | 20 feet | 45 feet <sup>1</sup> | 0 feet <sup>2</sup> | 0 feet <sup>2</sup> | CBD, Parkway, Uptown Districts: 0 | Note 4,5 | Note 4 | 20 feet |

| Standard                                                                                                | C-LB                  | C-1                    | C-2        | C-3        | CBD                                                                                | WF                          | CR                          | CW                       |
|---------------------------------------------------------------------------------------------------------|-----------------------|------------------------|------------|------------|------------------------------------------------------------------------------------|-----------------------------|-----------------------------|--------------------------|
|                                                                                                         |                       |                        |            |            | feet min. – 20 feet<br>max. <sup>3,11,13</sup><br>Medical District: 0<br>feet min. |                             |                             |                          |
| Minimum Side Yard Setback                                                                               | 0 feet <sup>6</sup>   | 0<br>feet <sup>7</sup> | None       | None       | 0 feet <sup>6,8</sup>                                                              | 0 feet <sup>5,9</sup>       | 0 feet                      | 0<br>feet <sup>6,8</sup> |
| Minimum Rear Yard Setback                                                                               | 0 feet <sup>6,8</sup> | 0<br>feet <sup>7</sup> | None       | None       | 0 feet <sup>6,8</sup>                                                              | 0<br>feet <sup>5,8,10</sup> | 0 feet                      | 0<br>feet <sup>6,8</sup> |
| Maximum Building Height <sup>14</sup>                                                                   | 55 feet               | 30<br>feet             | 80<br>feet | 80<br>feet | CBD: 110 feet<br>Medical: 140 feet<br>Parkway: 50 feet<br>Uptown: 50 feet          | 35/55<br>feet <sup>12</sup> | 35/55<br>feet <sup>12</sup> | 35<br>feet               |
| Minimum Dwelling Unit<br>Size (in square feet,<br>excluding porches, decks,<br>balconies and basements) | 500<br>feet           | N/A                    | N/A        | N/A        | N/A                                                                                | 500 feet                    | N/A                         | N/A                      |

1. Each lot shall have a front yard 45 feet deep or equal to the front yards of existing buildings in the same C-1 district and within the same block.
2. No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.
3. Unless a greater setback is required by Chapter 12.11 RMC, Intersection Sight Distance.
4. Front and Side Street. No building shall be closer than 40 feet to the centerline of a public right-of-way. The setback area shall incorporate pedestrian amenities such as increased sidewalk width, street furniture, landscaped area, public art features, or similar features.
5. In the case of attached one-family dwelling units, setback requirements shall be as established for attached dwelling units in the medium-density residential small lot (R-2S) zoning district. Refer to RMC 23.18.040.
6. In any commercial limited business (C-LB), central business (CBD) or in any commercial winery (CW) zoning district that directly abuts a single-family zoning district, the following buffer, setback and building height regulations shall apply to all structures:
  - a. Within the commercial limited business (C-LB), the central business district (CBD) and the commercial winery (CW) districts, buildings shall maintain at least a 35-foot setback from any property that is zoned for single-family residential use. Single-family residential zones include R-1-12 – single-family residential 12,000, R-1-10 – single-family residential 10,000, R-2 – medium-density residential, R-2S – medium-density residential small lot, or any residential planned unit development that is comprised of single-family detached dwellings.
  - b. Buildings that are within 50 feet of any property that is zoned for single-family residential use in commercial limited business (C-LB) and the commercial winery (CW) districts and buildings that are within 50 feet of any property that is zoned for and currently developed with a single-family residential use in the central business district (CBD) (as defined in footnote (6)(a)) shall not exceed 30 feet in height.

Beyond the area 50 feet from any property that is zoned for single-family residential use, building height may be increased at the rate of one foot in building height for each additional one foot of setback from property that is zoned for single-family residential use to the maximum building height allowed in the C-LB, CW and CBD zoning districts, respectively.

c. A six-foot-high fence that provides a visual screen shall be constructed adjacent to any property line that adjoins property that is zoned for single-family residential use, or currently zoned for and developed with a single-family residential use in the CBD district. Additionally, a 10-foot landscape strip shall be provided adjacent to the fence. This landscape strip may be used to satisfy the landscaping requirements established for the landscaping of parking facilities as identified in RMC 23.54.140.

d. In the C-LB and CW districts, a 20-foot setback shall be provided for any side yard that adjoins a street.

7. Side yard and rear yard setbacks are not required except for lots adjoining a residential development, residential district, or a street. Lots adjoining either a residential development or residential district shall maintain a minimum 15-foot setback. Lots adjoining a street shall maintain a minimum 20-foot setback. Required side or rear yards shall be landscaped or covered with a hard surface, or a combination of both. No accessory buildings or structures shall be located in such yards unless otherwise permitted by this title.

8. No minimum required, except parking shall be set back a minimum of five feet to accommodate required landscape screening as required under RMC 23.54.140.

9. Side Yard. No minimum, except parking shall be set back a minimum of five feet, and buildings used exclusively for residences shall maintain at least one foot of side yard for each three feet or portion thereof of building height. Side yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

10. No minimum, except parking shall be set back a minimum of five feet. Rear yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

11. Commercial developments such as community shopping centers or retail centers over 40,000 square feet in size and typically focused around a major tenant, such as a supermarket grocery, department store or discount store, and supported with smaller “ancillary” retail shops and services located in multiple building configurations, are permitted front and street side maximum setback flexibility for the largest building. Maximum setback standards on any other new buildings may be adjusted by the planning commission as part of the alternative design review as set forth in the performance standards and special requirements of RMC 23.22.020(E)(9).

12. All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of 35 feet, unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.

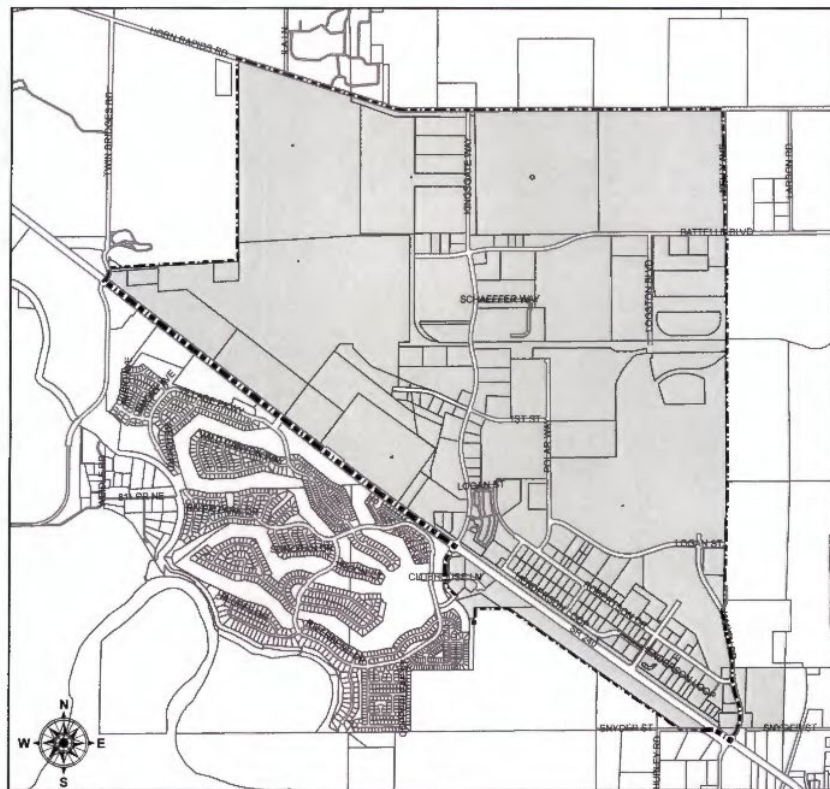
13. Physical additions to existing nonconforming structures are not subject to the maximum front yard setback requirements.

14. The medical, uptown and parkway districts of the CBD zoning district are established as shown by Plates 23.22.040(1), (2) and (3).

[15. The Horn Rapids Employment Center is established as shown by Plate 23.22.040\(4\).](#)

## **PLATE NO. 4 - 23.22.040**

### **PLATE 4**



### **HORN RAPIDS EMPLOYMENT CENTER**

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Section 3. Subsection 23.26.030 of the Richland Municipal Code, entitled Industrial use districts permitted land uses, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 2022-19, is hereby amended to read as follows:

**23.26.030 Industrial use districts permitted land uses.**

In the following chart, land use classifications are listed on the vertical axis. Zoning districts are listed on the horizontal axis.

A. If the symbol “P” appears in the box at the intersection of the column and row, the use is permitted, subject to the general requirements and performance standards required in that zoning district.

B. If the symbol “S” appears in the box at the intersection of the column and row, the use is permitted subject to the special use permit provisions contained in Chapter 23.46 RMC.

C. If the symbol “A” appears in the box at the intersection of the column and the row, the use is permitted as an accessory use, subject to the general requirements and performance standards required in the zoning district.

D. If a number appears in the box at the intersection of the column and the row, the use is subject to the general conditions and special provisions indicated in the corresponding note.

E. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that zoning district.

| Land Use                                           | I-M            | M-2            |
|----------------------------------------------------|----------------|----------------|
| <b>Automotive, Marine and Heavy Equipment Uses</b> |                |                |
| Automotive Repair – Major                          | P              | P              |
| Automotive Repair – Minor                          | P              |                |
| Automotive Repair – Specialty Shop                 | P              |                |
| Automobile Service Station                         | P              |                |
| Automobile Wrecking                                |                | S <sup>1</sup> |
| Boat Building                                      | P              | P              |
| Bottling Plants                                    | P              | P              |
| Car Wash – Automatic or Self-Service               | P <sup>2</sup> | A              |
| Equipment Rentals                                  | P              |                |
| Farm Equipment and Supplies Sales                  | P              | S              |
| Gas/Fuel Station                                   | P              | S              |
| Heavy Equipment Sales and Repair                   | P              | P              |
| Marine Repair                                      | P              | P              |
| Towing, Vehicle Impound Lots                       | P <sup>3</sup> |                |
| Truck Rentals                                      | P              |                |

| <b>Land Use</b>                                   | <b>I-M</b>         | <b>M-2</b>     |
|---------------------------------------------------|--------------------|----------------|
| Truck Stop – Diesel Fuel Sales                    | P                  | P              |
| Truck Terminal                                    | P                  | P              |
| Vehicle Sales                                     | P                  |                |
| Warehousing, Wholesale Use                        | P                  | P              |
| <b>Business and Personal Services</b>             |                    |                |
| Animal Shelter                                    | S <sup>4</sup>     |                |
| Contractors' Offices and Shops                    | P                  |                |
| General Service Businesses                        | P                  | P              |
| Health/Fitness Facility                           | P                  | A              |
| Health/Fitness Center                             | P                  |                |
| Laundry/Dry Cleaning, Commercial                  | P                  |                |
| Laundry/Dry Cleaning, Retail                      | P                  |                |
| Mini-Warehouse                                    | P <sup>5, 15</sup> |                |
| Mailing Service                                   | P                  |                |
| Personal Loan Business                            | P                  |                |
| Personal Services Businesses                      | P                  |                |
| Photo Processing, Copying and Printing Services   | P                  |                |
| Telemarketing Services                            | P                  |                |
| <b>Food Service</b>                               |                    |                |
| Cafeterias                                        | A                  | A              |
| Delicatessen                                      | A                  | A              |
| Drinking Establishments                           | P                  | P              |
| Restaurants/Sit Down                              | P                  |                |
| Restaurants/Drive-Through                         | P <sup>6</sup>     | A <sup>6</sup> |
| Restaurants/Lounge                                | P                  |                |
| Restaurants/Take Out                              | P                  |                |
| Restaurants with Entertainment/Dancing Facilities | P                  |                |
| Wineries                                          | P                  |                |
| <b>Industrial/Manufacturing Uses</b>              |                    |                |
| Airport, Industrial                               | P                  |                |

| <b>Land Use</b>                                                                                                 | <b>I-M</b>     | <b>M-2</b>     |
|-----------------------------------------------------------------------------------------------------------------|----------------|----------------|
| Excavating, Processing, Removal of Topsoil, Sand, Gravel, Rock or Similar Natural Deposits                      | S <sup>7</sup> | S <sup>7</sup> |
| Junkyard                                                                                                        |                | S              |
| Laundry and Cleaning Plants                                                                                     | P              | P              |
| General Manufacturing Uses                                                                                      | P              | P              |
| Heavy Manufacturing Uses                                                                                        |                | P              |
| Light Manufacturing Uses                                                                                        | P              | P              |
| Research, Development and Testing Facilities                                                                    | P              | P              |
| Warehousing, Storage and Distribution                                                                           | P              | P              |
| Wholesale Facilities and Operations                                                                             | P              | P              |
| <b>Office Uses</b>                                                                                              |                |                |
| Financial Institutions                                                                                          | P              |                |
| Medical, Dental and Other Clinics                                                                               | P              |                |
| Office – Consulting Services                                                                                    | P              |                |
| Office – Corporate                                                                                              | P              |                |
| Office – General                                                                                                | P              |                |
| Office – Research and Development                                                                               | P              | P              |
| <b>Public/Quasi-Public Uses</b>                                                                                 |                |                |
| General Park Operations and Maintenance Activities                                                              | P              | P              |
| Passive Open Space Use                                                                                          | P              | P              |
| Power Transmission and Irrigation Wasteway Easements and Utility Uses                                           | P <sup>8</sup> | P <sup>8</sup> |
| Public Agency Buildings                                                                                         | P <sup>8</sup> | P <sup>8</sup> |
| Public Agency Facilities                                                                                        | P <sup>8</sup> | P <sup>8</sup> |
| Public Parks                                                                                                    | P              |                |
| Special Events Including Concerts, Tournaments and Competitions, Fairs, Festivals and Similar Public Gatherings | P              | P              |
| Trail Head Facilities                                                                                           | P              | P              |
| Trails for Equestrian, Pedestrian, or Nonmotorized Vehicle Use                                                  | P              | P              |
| <b>Recreational Uses</b>                                                                                        |                |                |
| Commercial Recreation, Outdoor                                                                                  | S <sup>9</sup> |                |
| <b>Residential Uses</b>                                                                                         |                |                |

| <b>Land Use</b>                                     | <b>I-M</b>      | <b>M-2</b>      |
|-----------------------------------------------------|-----------------|-----------------|
| Accessory Dwelling Unit                             | A               |                 |
| Day Care Center                                     | S <sup>10</sup> |                 |
| Dwelling Units for a Resident Watchman or Custodian | A               | A               |
| Emergency Housing                                   | S               | S               |
| Emergency Shelters                                  | S               | S               |
| Hotels or Motels                                    | S               | S               |
| Permanent Supportive Housing                        | S               | S               |
| Temporary Residence                                 | p <sup>11</sup> | p <sup>11</sup> |
| Transitional Housing                                | S               | S               |
| <b>Retail Uses</b>                                  |                 |                 |
| Adult Use Establishments                            | p <sup>12</sup> |                 |
| Airport, Commercial                                 | P               |                 |
| Parking Lot or Structure                            | P               | P               |
| <b>Miscellaneous Uses</b>                           |                 |                 |
| Bus Station                                         | P               |                 |
| Bus Terminal                                        | P               |                 |
| Bus Transfer Station                                | P               | P               |
| Community Festivals and Street Fairs                | P               | P               |
| Farming of Land                                     | P               | P               |
| Macro-Antennas                                      | P               | P               |
| Monopole                                            | p <sup>13</sup> | p <sup>13</sup> |
| On-Site Hazardous Waste Treatment and Storage       | P               | P               |
| Outdoor Storage                                     | p <sup>14</sup> | p <sup>14</sup> |
| Storage in an Enclosed Building                     | P               | P               |

1. RMC 23.42.290
2. RMC 23.42.270
3. RMC 23.42.320
4. RMC 23.42.040
5. RMC 23.42.170
6. RMC 23.42.047
7. RMC 23.42.070
8. RMC 23.42.200
9. RMC 23.42.175
10. RMC 23.42.080

11. RMC 23.42.110
12. RMC 23.42.030
13. Chapter 23.62 RMC
14. RMC 23.42.180
15. [Mini-Warehouse uses are prohibited in the Horn Rapids Employment Center.](#)

Section 4. Subsection 23.26.040 of the Richland Municipal Code, entitled Site requirements for industrial use districts, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 32-11, is hereby amended to read as follows:

**23.26.040 Site requirements for industrial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

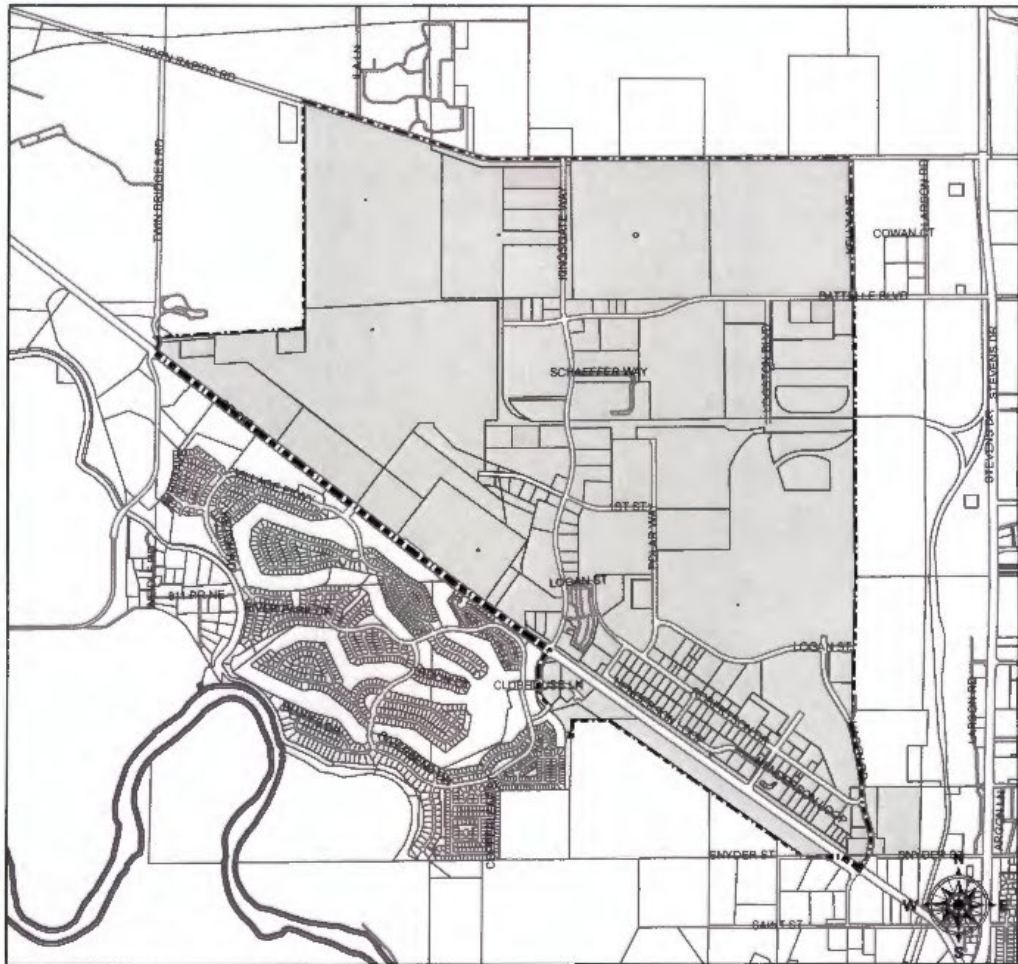
| Standard                                | I-M                  | M-2                 |
|-----------------------------------------|----------------------|---------------------|
| Minimum Lot Area                        | None                 | None                |
| Minimum Front Yard Setback              | 0 feet <sup>1</sup>  | 0 feet <sup>1</sup> |
| Minimum Side Yard Setback               | None                 | None                |
| Minimum Rear Yard Setback               | None                 | None                |
| Maximum Building Height – Main Building | 55 feet <sup>2</sup> | None                |

1. No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.
2. Except as otherwise provided in this section, the maximum building height in the I-M district shall be 55 feet:
  - a. Any building or structure located within 300 feet of any residential use district shall be limited to 24 feet in height.
  - b. Any building further than 300 feet but less than 600 feet from districts described in note (2)(a) of this section shall not exceed 55 feet in height.
  - c. Except as provided in notes (2)(a) and (b) of this section, buildings may exceed the maximum height in accordance with the provisions of RMC 23.38.090.

[3. The Horn Rapids Employment Center is established as shown by Plate 23.26.040\(1\).](#)

**PLATE NO. 1 - 23.26.040**

**PLATE 1**



**HORN RAPIDS EMPLOYMENT CENTER**

Section 5. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 6. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 7. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener's errors/clerical errors, section numbering, references, or similar mistakes of form.

**PASSED** by the City Council of the City of Richland, Washington, at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date Published: \_\_\_\_\_

# Exhibit 3



File No. EA2024-116

## **CITY OF RICHLAND** **Determination of Non-Significance**

**Description of Proposal:** Zoning text amendment to prohibit mini-warehouses in the Horn Rapids Employment Center.

**Proponent:** City of Richland Economic Development  
Darin Arrasmith  
625 Swift Blvd., MS-19  
Richland, WA 99352

**Location of Proposal:** The Horn Rapids Employment Center includes: Horn Rapids Industrial Park, Horn Rapids Business Center, Horn Rapids Commercial Plaza, Horn Rapids Retail Plaza, and the City-owned property fronting along the south side of Highway SR 240.

**Lead Agency:** City of Richland

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

( ) There is no comment for the DNS.

(X) This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for fourteen days from the date of issuance.

( ) This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

**Responsible Official:** Mike Stevens

**Position/Title:** Planning Manager

**Address:** 625 Swift Blvd., MS #35, Richland, WA 99352

**Date:** October 2, 2024

**Comments Due:** October 17, 2024

Signature \_\_\_\_\_

# **SEPA ENVIRONMENTAL CHECKLIST**

## **Purpose of checklist**

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## **Instructions for applicants**

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## **Instructions for lead agencies**

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## **Use of checklist for nonproject proposals**

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the [Supplemental Sheet for Nonproject Actions \(Part D\)](#). Please completely answer all questions that apply and note that the words “project,” “applicant,” and “property or site” should be read as “proposal,” “proponent,” and “affected geographic area,” respectively. The lead agency may exclude (for non-projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

## **A. Background** [Find help answering background questions](#)

**1. Name of proposed project, if applicable:**

Zoning Text Amendment to prohibit mini-warehouse uses in the Horn Rapids Employment Center.

**2. Name of applicant:**

City of Richland - Economic Development Division

**3. Address and phone number of applicant and contact person:**

Darin Arrasmith, Economic Development Division  
625 Swift Blvd., MS-19 Richland, WA 99352

**4. Date checklist prepared:**

May 15, 2024

**5. Agency requesting checklist:**

City of Richland, Development Services Department

**6. Proposed timing or schedule (including phasing, if applicable):** Summer 2024

**7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.** None. This is a stand-alone amendment.

**8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.** No additional environmental information is being prepared for this proposal.

**9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.**  
No other governmental approvals are required.

**10. List any government approvals or permits that will be needed for your proposal, if known.**

City Council approval of zoning text amendment.

- 12. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)**

Zoning text amendment to prohibit mini-warehouses in the Horn Rapids Employment Center.

- 13. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

The Horn Rapids Employment Center includes: Horn Rapids Industrial Park, Horn Rapids Business Center, Horn Rapids Commercial Plaza, Horn Rapids Retail Plaza, and the City-owned property fronting along the south side of Highway SR 240.

## B. Environmental Elements

### 1. Earth [Find help answering earth questions](#)

**a. General description of the site:**

Industrial park and commercial centers.

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other: N/A

- b. What is the steepest slope on the site (approximate percent slope)?** Not applicable. Proposed amendment would apply to all of the Horn Rapids industrial and business center areas.
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.** Various silty sandy loams.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.** N/A. Proposal would apply to the entire Horn Rapids industrial park and business center areas.
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.** Not applicable.
- f. Could erosion occur because of clearing, construction, or use? If so, generally describe.** Not applicable.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?** Not applicable.
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.** Not applicable.

## 2. Air [Find help answering air questions](#)

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. Not applicable.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. Not applicable.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any. Not applicable.

## 3. Water [Find help answering water questions](#)

### a. Surface Water: [Find help answering surface water questions](#)

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. Not applicable.
3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. Not applicable.
4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known. Not applicable.
5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. Not applicable.
6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. Not applicable.

### b. Ground Water: [Find help answering ground water questions](#)

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known. *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
2. Describe waste material that will be discharged into the ground from septic tanks or other sources,

if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.).

Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not applicable.

**c. Water Runoff (including stormwater):**

1. **Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
2. **Could waste materials enter ground or surface waters? If so, generally describe.** Not applicable.
3. **Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.** Not applicable.
4. **Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.** Not applicable.

#### 4. Plants [Find help answering plants questions](#)

- a. **Check the types of vegetation found on the site:** Not applicable. Applies to Horn Rapids industrial and commercial properties.
- ☐ deciduous tree: alder, maple, aspen, other
  - ☐ evergreen tree: fir, cedar, pine, other
  - ☐ shrubs
  - ☐ grass
  - ☐ pasture
  - ☐ crop or grain
  - ☐ orchards, vineyards, or other permanent crops.
  - ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
  - ☐ water plants: water lily, eelgrass, milfoil, other
  - ☐ other types of vegetation
- b. **What kind and amount of vegetation will be removed or altered?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **List threatened and endangered species known to be on or near the site.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- d. **Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- e. **List all noxious weeds and invasive species known to be on or near the site.**  
*Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

#### 5. Animals [Find help answering animal questions](#)

- a. **List any birds and other animals that have been observed on or near the site or are known to be on or near the site.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

Examples include:

- **Birds:** hawk, heron, eagle, songbirds, other:
- **Mammals:** deer, bear, elk, beaver, other:
- **Fish:** bass, salmon, trout, herring, shellfish, other:

- b. **List any threatened and endangered species known to be on or near the site.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Is the site part of a migration route? If so, explain.** The Horn Rapids Employment Center is located within the City of Richland, which is within the Pacific Fly Way.
- d. **Proposed measures to preserve or enhance wildlife, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

- e. **List any invasive animal species known to be on or near the site.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## **6. Energy and Natural Resources** [Find help answering energy and natural resource questions](#)

- a. **What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## **7. Environmental Health** [Find help with answering environmental health questions](#)

- a. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

1. **Describe any known or possible contamination at the site from present or past uses.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

- a. **Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Describe special emergency services that might be required.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- d. **Proposed measures to reduce or control environmental health hazards, if any.** *Not applicable.*

*This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## b. Noise

1. **What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
2. **What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
3. **Proposed measures to reduce or control noise impacts, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## 8. Land and Shoreline Use [Find help answering land and shoreline use questions](#)

- a. **What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
  1. **Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Describe any structures on the site.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- d. **Will any structures be demolished? If so, what?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- e. **What is the current zoning classification of the site?** C-LB, C-1, C-3, I-M, M-2.
- f. **What is the current comprehensive plan designation of the site?** Industrial, Commercial

- g. **If applicable, what is the current shoreline master program designation of the site?** Not applicable.
- h. **Has any part of the site been classified as a critical area by the city or county? If so, specify.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- i. **Approximately how many people would reside or work in the completed project?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- j. **Approximately how many people would the completed project displace?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- k. **Proposed measures to avoid or reduce displacement impacts, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- l. **Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- m. **Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## 9. Housing [Find help answering housing questions](#)

- a. **Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Proposed measures to reduce or control housing impacts, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## 10. Aesthetics [Find help answering aesthetics questions](#)

- a. **What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **What views in the immediate vicinity would be altered or obstructed?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Proposed measures to reduce or control aesthetic impacts, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## 11. Light and Glare [Find help answering light and glare questions](#)

- a. **What type of light or glare will the proposal produce? What time of day would it mainly occur?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Could light or glare from the finished project be a safety hazard or interfere with views?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **What existing off-site sources of light or glare may affect your proposal?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- d. **Proposed measures to reduce or control light and glare impacts, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

## 12. Recreation [Find help answering recreation questions](#)

- a. **What designated and informal recreational opportunities are in the immediate vicinity?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Would the proposed project displace any existing recreational uses? If so, describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

### 13. Historic and Cultural Preservation [Find help answering historic and cultural preservation questions](#)

- a. **Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- d. **Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

### 14. Transportation [Find help with answering transportation questions](#)

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- c. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- e. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

- f. **Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- g. **Proposed measures to reduce or control transportation impacts, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

**15. Public Services** [Find help answering public service questions](#)

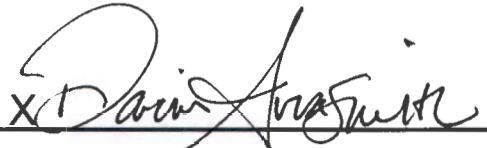
- a. **Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Proposed measures to reduce or control direct impacts on public services, if any.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

**16. Utilities** [Find help answering utilities questions](#)

- a. **Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*
- b. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.** *Not applicable. This is a non-project related code amendment. All future site-specific development projects will be subject to SEPA analysis, if required.*

**C. Signature** [Find help about who should sign](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

  
SEPA Responsible Official

Type name of signee: Darin Arrasmith

Position and agency/organization: Economic Development Planner, City of Richland – Economic Development Division.

Date submitted: May 15, 2024

## D. Supplemental sheet for nonproject actions [Find help for the nonproject actions worksheet](#)

**IT IS NOT REQUIRED** to use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

**1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?**

It is not anticipated that development authorized by the proposed code amendment would result in any increase of discharge to water, emissions to air, productions, storage, the release of toxic or hazardous substances or production of noise.

- **Proposed measures to avoid or reduce such increases are:** None.

**2. How would the proposal be likely to affect plants, animals, fish, or marine life?** The proposed text amendment will not result in any detrimental impacts to plants or animals.

- **Proposed measures to protect or conserve plants, animals, fish, or marine life are:** None.

**3. How would the proposal be likely to deplete energy or natural resources?** The proposed text amendment will not result in additional depletion of energy or natural resources.

- **Proposed measures to protect or conserve energy and natural resources are:** None.

**4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?** The proposed text amendment will not change a development proposal's requirement to comply with all local, state, and federal environmental regulations.

- **Proposed measures to protect such resources or to avoid or reduce impacts are:** None.

**5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**

Amendment not located within shorelines. Mini-warehouses would be prohibited in the Horn Rapids Employment Center.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:** The proposed text amendment will not change a development proposal's requirement to comply with all local, state, and federal environmental regulations.

**6. How would the proposal be likely to increase demands on transportation or public services and utilities?** The proposed text amendment is not likely to increase demands on transportation or public services and utilities.

- **Proposed measures to reduce or respond to such demand(s) are:** None.

**7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.** There is not a conflict as this will be consistent with Chapters 25.21 and 35A.21 RCW.

Please publish the following:

Type of Legal Ad: SEPA Determination Notice

Date(s) of Publication: Sunday, October 13, 2024

Richland's TCH Account: AP36823

**For Invoice Text Box on TCH Invoice** EA2024-116  
(Richland MUNIS Description)

**For PO Box on TCH Invoice** D2586000 4401  
(Richland Account No. - MUNIS)

Attention: Jen Anderson (TC)

\*\*\*\*\*

**CITY OF RICHLAND  
NOTICE OF SEPA DETERMINATION**

**Date Notice Issued:** October 2, 2024, per WAC 197-11-340(2)

**File #:** EA2024-116

**Proponent:** City of Richland Economic Development, Darin Arrasmith, 625 Swift Blvd, Richland, WA 99352

**Proposal:** Zoning text amendment to prohibit mini-warehouses in the Horn Rapids Employment Center..

**Location of Proposal(s):** The Horn Rapids Employment Center includes: Horn Rapids Industrial Park, Horn Rapids Business Center, Horn Rapids Commercial Plaza, Horn Rapids Retail Plaza, and the City-owned property fronting along the south side of Highway SR 240.

**Determination:** The City has reviewed the project for environmental impacts and has issued a determination of non-significance using the process outlined in WAC 197-11-340(2). This may be the only opportunity to comment on the environmental impacts of the proposal.

**Public Comments Due:** October 17, 2024

**Contact:** Mike Stevens, Planning Manager  
625 Swift Boulevard, MS-35  
Richland, WA 99352  
[mstevens@ci.richland.wa.us](mailto:mstevens@ci.richland.wa.us)

Date Published: Sunday October 13, 2024



## Department of Commerce

### Notice of Intent to Adopt Amendment / Notice of Adoption Cover Sheet

Pursuant to RCW 36.70A.106, the following jurisdiction provides the following required state agency notice.

|                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Jurisdiction Name:</b>                                                                  | City of Richland – Development Services Dept.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>2. Select Submittal Type:</b><br>Select the Type of Submittal listed.<br>(Select One Only) | <div style="margin-bottom: 5px;"><input type="checkbox"/> <b>60-Day Notice</b> of Intent to Adopt Amendment.</div> <div style="margin-bottom: 5px;"><input checked="" type="checkbox"/> <b>Request of Expedited Review</b> / Notice of Intent to Adopt Amendment.</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> <b>Supplemental Submittal</b> for existing Notice of Intent to Adopt Amendment.</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> <b>Notice of Final Adoption</b> of Amendment.</div>                                       |
| <b>3. Amendment Type:</b><br>Select Type of Amendment listed.<br>(Select One Only)            | <div style="margin-bottom: 5px;"><input type="checkbox"/> <b>Comprehensive Plan</b> Amendment.</div> <div style="margin-bottom: 5px;"><input checked="" type="checkbox"/> <b>Development Regulation</b> Amendment.</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> <b>Critical Areas Ordinance</b> Amendment.</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> <b>Combined Comprehensive and Development Regulation</b> Amendments.</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> <b>Countywide Planning Policy</b>.</div> |



## Department of Commerce

|                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Description</b><br>Enter a brief description of the amendment.<br><br>Begin your description with "Proposed" or "Adopted", based on the type of Amendment you are submitting.<br><br>Examples: <i>"Proposed comprehensive plan amendment for the GMA periodic update."</i> or <i>"Adopted Ordinance 123, adoption amendment to the sign code."</i><br><b>(Maximum 400 characters).</b> | <p>Proposed City of Richland Economic Development Division request to amend the Richland Municipal Code [RMC] within Chapters RMC 23.22 and 23.26 to prohibit Mini-Warehouses within a limited geographic area of the city.</p> <p>Amending RMC Chapter 23.22 Commercial Zoning Districts with the following:</p> <p>RMC 23.22.030: Adding a superscript number 31 to the "P" symbol for Mini-Warehouse in the C-3 column of the Business and Personal Services section and adding footnote number 31 - "Mini-warehouse uses are prohibited in the Horn Rapids Employment Center."</p> <p>RMC 23.22.040: Adding footnote number 15 - "The Horn Rapids Employment Center is established as shown by Plate 23 .22.040(4)" and adding Plate No. 4 "Horn Rapids Employment Center".</p> <p>Amend RMC Chapter 23.26 Industrial Zoning Districts with the following:</p> <p>RMC 23.26.030: Adding a superscript number 15 to the "P" symbol for Mini-Warehouse in the I-M column of the Business and Personal Services section, and, adding footnote number 15 - "Mini-warehouse uses are prohibited in the Horn Rapids Employment Center."</p> <p>RMC 23.26.040: Adding footnote number 3 - "The Horn Rapids Employment Center is established as shown by Plate 23 .26.040(1)", and, adding Plate No. 1 "Horn Rapids Employment Center".</p> |
| <b>5. Is this action part of your 8-year periodic update required under RCW 36.70A.130 of the Growth Management Act (GMA)?</b>                                                                                                                                                                                                                                                               | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>6. Proposed Dates:</b><br>Enter the anticipated public hearing date(s) for your Planning Commission/Planning Board or for your Council/Commission.                                                                                                                                                                                                                                        | Planning Commission: October 23, 2024<br><br>City Council: November 19, 2024 (First Reading)<br><br>Proposed / Date of Adoption: December 3, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>7. Contact Information:</b>                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| A. Prefix/Salutation:<br>(Examples: "Mr.", "Ms.", or "The Honorable" (elected official))                                                                                                                                                                                                                                                                                                     | Mr.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| B. Name:                                                                                                                                                                                                                                                                                                                                                                                     | Mike Stevens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



## Department of Commerce

|                                                                                                               |                              |
|---------------------------------------------------------------------------------------------------------------|------------------------------|
| C. Title:                                                                                                     | Planning Manager             |
| D. Email:                                                                                                     | mstevens@ci.richland.wa.us   |
| E. Work Phone:                                                                                                | (509) 942-7596               |
| F. Cell/Mobile Phone: <i>(optional)</i>                                                                       |                              |
| <b>Consultant Information:</b>                                                                                |                              |
| G. Is this person a consultant?                                                                               | <input type="checkbox"/> Yes |
| H. Consulting Firm name?                                                                                      |                              |
| 8. <b>Would you like Commerce to contact you for Technical Assistance regarding this submitted amendment?</b> | <input type="checkbox"/> Yes |

**REQUIRED:** Attach or include a copy of the proposed amendment text or document(s). We do not accept a website hyperlink requiring us to retrieve external documents. Jurisdictions must submit the actual document(s) to Commerce. If you experience difficulty, please email the [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov)

Questions? Call the review team at (509) 725-3066.



# Department of Commerce

## **ORDINANCE NO. 2024-XX**

### **AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON, AMENDING CHAPTERS 23.22 AND 23.26 OF THE RICHLAND MUNICIPAL CODE TO PROHIBIT MINI-WAREHOUSE BUSINESSES IN THE HORN RAPIDS EMPLOYMENT CENTER.**

**WHEREAS**, the City has need, from time to time, to amend the Richland Municipal Code (RMC) to bring it into alignment with best practices; and

**WHEREAS**, The City of Richland annexed the land to be known as the Horn Rapids Employment Center into its boundaries through an annexation recorded in September of 1967, Ordinance number 428; and

**WHEREAS**, the City has identified the Horn Rapids Employment Center to be an area for significant employment opportunities; and

**WHEREAS**, the City has determined that the mini-warehouse use type does not meet the goal of providing significant employment opportunities.

**NOW, THEREFORE, BE IT ORDAINED** by the City of Richland as follows:

Section 1. Subsection 23.22.030 of the Richland Municipal Code, entitled Commercial use districts permitted land uses, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 2022-19, is hereby amended to read as follows:

#### **23.22.030 Commercial use districts permitted land uses**

In the following chart, land use classifications are listed on the vertical axis. Zoning districts are listed on the horizontal axis.

A. If the symbol “P” appears in the box at the intersection of the column and row, the use is permitted, subject to the general requirements and performance standards required in that zoning district.

B. If the symbol “S” appears in the box at the intersection of the column and row, the use is permitted subject to the special use permit provisions contained in Chapter 23.46 RMC.

C. If the symbol “A” appears in the box at the intersection of the column and the row, the use is permitted as an accessory use, subject to the general requirements and performance standards required in the zoning district.

D. If a number appears in the box at the intersection of the column and the row, the use is subject to the general conditions and special provisions indicated in the corresponding note.

E. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that zoning district.

| Land Use                                      | C-LB | C-1            | C-2            | C-3            | CBD            | WF | CR | CW              |
|-----------------------------------------------|------|----------------|----------------|----------------|----------------|----|----|-----------------|
| <b>Agricultural Uses</b>                      |      |                |                |                |                |    |    |                 |
| Raising Crops, Trees, Vineyards               |      |                |                |                |                |    |    | P               |
| <b>Automotive, Marine and Heavy Equipment</b> |      |                |                |                |                |    |    |                 |
| Automotive Repair – Major                     |      |                |                | P              |                |    |    |                 |
| Automotive Repair – Minor                     |      | P              | P              | P              | S              |    |    |                 |
| Automotive Repair – Specialty Shop            |      | S              | P              | P              | S              |    |    |                 |
| Automobile Service Station                    |      | P <sup>1</sup> | P <sup>1</sup> | P <sup>1</sup> | S <sup>1</sup> |    |    |                 |
| Auto Part Sales                               |      | P              | P              | P              | S              |    |    |                 |
| Boat Building                                 |      |                |                | P              |                |    |    |                 |
| Bottling Plants                               |      |                |                | P              |                |    |    | p <sup>28</sup> |
| Car Wash – Automatic or Self-Service          |      | P <sup>2</sup> | P <sup>2</sup> | P <sup>2</sup> | S <sup>2</sup> |    |    |                 |
| Equipment Rentals                             |      |                | P              | P              |                |    |    |                 |
| Farm Equipment and Supplies Sales             |      |                |                | P              |                |    |    |                 |
| Fuel Station/Mini Mart                        | S    | P              | P              | P              | P              |    |    |                 |
| Heavy Equipment Sales and Repair              |      |                |                | P              |                |    |    |                 |
| Manufactured Home Sales Lot                   |      |                |                | P              |                |    |    |                 |
| Marinas                                       |      |                |                |                |                | P  | P  |                 |
| Marine Equipment Rentals                      |      |                |                | P              |                | P  | P  |                 |
| Marine Gas Sales                              |      |                |                |                |                | A  | A  |                 |
| Marine Repair                                 |      |                |                | P              |                | P  | P  |                 |
| Towing, Vehicle Impound Lots                  |      |                |                | S <sup>3</sup> |                |    |    |                 |
| Truck Rentals                                 |      |                | P              | P              |                |    |    |                 |
| Truck Stop – Diesel Fuel Sales                |      |                | S              | P              |                |    |    |                 |
| Truck Terminal                                |      |                |                | P              |                |    |    |                 |
| Vehicle Leasing/Renting                       |      |                | P <sup>4</sup> | P              | S <sup>4</sup> |    |    |                 |
| Vehicle Sales                                 |      |                | P <sup>4</sup> | P              | S <sup>4</sup> |    |    |                 |
| Warehousing, Wholesale Use                    |      |                |                | P              |                |    |    |                 |
| <b>Business and Personal Services</b>         |      |                |                |                |                |    |    |                 |
| Animal Shelter                                |      |                |                | S <sup>5</sup> |                |    |    |                 |
| Automatic Teller Machines                     | P    | P              | P              | P              | P              | P  |    | P               |

| Land Use                                        | C-LB            | C-1             | C-2             | C-3                | CBD               | WF                | CR              | CW              |
|-------------------------------------------------|-----------------|-----------------|-----------------|--------------------|-------------------|-------------------|-----------------|-----------------|
| Commercial Kennel                               |                 |                 |                 | P <sup>5</sup>     |                   |                   |                 |                 |
| Contractors' Offices                            |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Funeral Establishments                          |                 |                 | P               | P                  |                   |                   |                 |                 |
| General Service Businesses                      | A               | P               | P               | P                  | P                 | P                 |                 |                 |
| Health/Fitness Facility                         | A               | P               | P               | P                  | P                 | A                 | P               |                 |
| Health/Fitness Center                           |                 |                 | P               | P                  | P                 |                   | P               |                 |
| Health Spa                                      |                 | P               | P               | P                  | P                 | P                 |                 | P               |
| Hospital/Clinic – Large Animal                  |                 |                 |                 | S <sup>5</sup>     |                   |                   |                 |                 |
| Hospital/Clinic – Small Animal                  |                 |                 | S <sup>5</sup>  | P <sup>5</sup>     | P                 |                   |                 |                 |
| Laundry/Dry Cleaning, Com.                      |                 |                 |                 | P                  | P <sup>29</sup>   |                   |                 |                 |
| Laundry/Dry Cleaning, Neighborhood              |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Laundry/Dry Cleaning, Retail                    | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Laundry – Self-Service                          |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Mini-Warehouse                                  |                 |                 |                 | P <sup>6, 31</sup> |                   |                   |                 |                 |
| Mailing Service                                 | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Personal Loan Business                          | P               | P               | P               | P                  | P                 |                   |                 |                 |
| Personal Services Businesses                    | A               | P               | P               | P                  | P                 | P                 |                 |                 |
| Photo Processing, Copying and Printing Services | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Telemarketing Services                          | P               |                 | P               | P                  | P                 |                   |                 |                 |
| Video Rental Store                              |                 | P               | P               | P                  | P                 | P                 |                 | P               |
| <b>Food Service</b>                             |                 |                 |                 |                    |                   |                   |                 |                 |
| Cafeterias                                      | A               |                 | A               | A                  | A                 | A                 | A               |                 |
| Delicatessen                                    | P               | P               | P               | P                  | P                 | P                 | P               | P               |
| Drinking Establishments                         |                 | P <sup>7</sup>  | P               | P                  | P                 | P                 | P               | P               |
| Micro-Brewery                                   |                 |                 | P               | P                  | P                 | P                 | P               | P               |
| Portable Food Vendors <sup>26</sup>             | A <sup>27</sup> | A <sup>27</sup> | A <sup>27</sup> | A <sup>27</sup>    | A <sup>27</sup>   | A <sup>27</sup>   | A <sup>27</sup> | A <sup>28</sup> |
| Restaurants/Drive-Through                       |                 | S <sup>8</sup>  | P <sup>8</sup>  | P <sup>8</sup>     | S <sup>8, 9</sup> | S <sup>8, 9</sup> |                 |                 |
| Restaurants/Lounge                              |                 | P <sup>7</sup>  | P               | P                  | P                 | P                 | P               | P               |
| Restaurants/Sit Down                            | A               | P               | P               | P                  | P                 | P                 | P               | P               |
| Restaurants/Take Out                            |                 | P               | P               | P                  | P                 | P                 |                 | P               |

| Land Use                                          | C-LB            | C-1               | C-2             | C-3             | CBD               | WF              | CR | CW              |
|---------------------------------------------------|-----------------|-------------------|-----------------|-----------------|-------------------|-----------------|----|-----------------|
| Restaurants with Entertainment/Dancing Facilities |                 | P <sup>7</sup>    | P               | P               | P                 | P               | P  | P               |
| Vehicle-Based Food Service                        |                 | p <sup>30</sup>   | p <sup>30</sup> | p <sup>30</sup> | p <sup>30</sup>   | p <sup>30</sup> |    |                 |
| Wineries – Tasting Room                           |                 | P <sup>7</sup>    | P               | P               | P                 | P               | P  | P               |
| <b>Industrial/Manufacturing Uses</b>              |                 |                   |                 |                 |                   |                 |    |                 |
| Laundry and Cleaning Plants                       |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Light Manufacturing Uses                          |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Warehousing and Distribution Facilities           |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Wholesale Facilities and Operations               |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Wineries – Production                             |                 |                   |                 | P               |                   |                 |    | P               |
| <b>Office Uses</b>                                |                 |                   |                 |                 |                   |                 |    |                 |
| Financial Institutions                            | P               | P/S <sup>22</sup> | P               | P               | P/S <sup>22</sup> | P               |    |                 |
| Medical, Dental and Other Clinics                 | P               | P                 | P               | P               | P                 | P               |    |                 |
| Newspaper Offices and Printing Works              |                 |                   | P               | P               | P                 |                 |    |                 |
| Office – Consulting Services                      | P               | P                 | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – Corporate                                | P               |                   | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – General                                  | P               | P                 | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – Research and Development                 | P               |                   | P               | P               | P                 |                 |    | p <sup>28</sup> |
| Radio and Television Studios                      |                 |                   | P               | P               | P                 |                 |    |                 |
| Schools, Commercial                               | P               |                   | P               | P               | P                 | P               |    |                 |
| Schools, Trade                                    |                 |                   | P               | P               | P                 |                 |    | p <sup>28</sup> |
| Travel Agencies                                   | P               | P                 | P               | P               | P                 | P               |    |                 |
| <b>Public/Quasi-Public Uses</b>                   |                 |                   |                 |                 |                   |                 |    |                 |
| Churches                                          | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> | P <sup>10</sup> | P                 | P <sup>10</sup> |    |                 |
| Clubs or Fraternal Societies                      | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> |    |                 |
| Cultural Institutions                             | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> |                 | P <sup>10</sup>   | P <sup>10</sup> |    | P <sup>10</sup> |
| General Park O&M Activities                       | P               | P                 | P               | P               | P                 | P               | P  | P               |
| Hospitals                                         | P               |                   | P               | P               | P                 |                 |    |                 |
| Passive Open Space Use                            | P               | P                 | P               | P               | P                 | P               | P  | P               |

| Land Use                                                                                                        | C-LB            | C-1             | C-2             | C-3             | CBD             | WF              | CR              | CW              |
|-----------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Power Transmission and Irrigation Wasteway Easements and Utility Uses                                           | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Agency Buildings                                                                                         | P               | P               | P               | P               | P               | P               | P               |                 |
| Public Agency Facilities                                                                                        | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Campgrounds                                                                                              |                 |                 |                 | S               |                 |                 | S               |                 |
| Public Parks                                                                                                    | P               | P               | P               | P               | P               | P               | P               | P               |
| Schools                                                                                                         | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> |                 |                 |
| Schools, Alternative                                                                                            | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> |                 |                 |                 |
| Special Events Including Concerts, Tournaments and Competitions, Fairs, Festivals and Similar Public Gatherings | P               | P               | P               | P               | P               | P               | P               | P               |
| Trail Head Facilities                                                                                           | P               | P               | P               | P               | P               | P               | P               | P               |
| Trails for Equestrian, Pedestrian, or Nonmotorized Vehicle Use                                                  | P               | P               | P               | P               | P               | P               | P               | P               |
| <b>Recreational Uses</b>                                                                                        |                 |                 |                 |                 |                 |                 |                 |                 |
| Art Galleries                                                                                                   |                 |                 | P               | P               | P               | P               | P               | P               |
| Arcades                                                                                                         |                 | P               | P               | P               | P               | P               | P               |                 |
| Boat Mooring Facilities                                                                                         |                 |                 |                 |                 |                 | P               | P               |                 |
| Cinema, Indoor                                                                                                  |                 |                 | P               | P               | P               | P               | P               |                 |
| Cinema, Drive-In                                                                                                |                 |                 | P               | P               |                 |                 |                 |                 |
| Commercial Recreation, Indoor                                                                                   |                 | S <sup>7</sup>  | P               | P               | P               | P               | P               |                 |
| Commercial Recreation, Outdoor                                                                                  |                 |                 | P               | P               |                 | P               | P               |                 |
| House Banked Card Rooms                                                                                         |                 |                 |                 | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> |                 |
| Recreational Vehicle Campgrounds                                                                                |                 |                 |                 | S <sup>15</sup> |                 |                 | S <sup>15</sup> |                 |
| Recreational Vehicle Parks                                                                                      |                 |                 |                 | S <sup>16</sup> |                 |                 | S <sup>16</sup> |                 |
| Stable, Public                                                                                                  |                 |                 |                 | S <sup>17</sup> |                 |                 |                 |                 |
| Theater                                                                                                         |                 | P <sup>7</sup>  | P               | P               | P               | P               | P               | P               |
| <b>Residential Uses</b>                                                                                         |                 |                 |                 |                 |                 |                 |                 |                 |
| Accessory Dwelling Unit                                                                                         |                 | A               | A               | A               | A               | A               |                 | A               |
| Apartment, Condominium (3 or more units)                                                                        | P               |                 | P <sup>18</sup> |                 | P               | P               |                 |                 |
| Assisted Living Facility                                                                                        | P               |                 | P               |                 | P <sup>18</sup> | P               |                 |                 |

| Land Use                                            | C-LB            | C-1               | C-2             | C-3             | CBD             | WF              | CR | CW              |
|-----------------------------------------------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------------|----|-----------------|
| Bed and Breakfast                                   | P               | P                 | P               | P               | P               | P               | P  | P               |
| Day Care Center                                     | p <sup>19</sup> | p <sup>19</sup>   | p <sup>19</sup> | p <sup>19</sup> | p <sup>19</sup> | p <sup>19</sup> |    |                 |
| Dormitories, Fraternities, and Sororities           | P               |                   |                 |                 | P               | P               |    |                 |
| Dwelling, One-Family Attached                       |                 |                   |                 |                 |                 | p <sup>25</sup> |    |                 |
| Dwelling, Two-Family Detached                       |                 |                   |                 |                 |                 | P               |    |                 |
| Dwelling Units for a Resident Watchman or Custodian |                 |                   |                 | A               |                 |                 |    | p <sup>28</sup> |
| Emergency Housing                                   | P               |                   | P               | P               | P               | P               | P  | P               |
| Emergency Shelters                                  | P               |                   | P               | P               | P               | P               | P  | P               |
| Family Day Care Home                                | p <sup>19</sup> |                   |                 |                 |                 | p <sup>19</sup> |    |                 |
| Houseboats                                          |                 |                   |                 |                 |                 | P               | P  |                 |
| Hotels or Motels                                    | P               |                   | P               | P               | P               | P               | P  | P               |
| Nursing or Rest Home                                | P               |                   | P               |                 | p <sup>18</sup> | P               |    |                 |
| Permanent Supportive Housing                        | P               |                   | P               | P               | P               | P               | P  | P               |
| Recreational Club                                   | A               |                   |                 |                 | A               | A               |    |                 |
| Senior Housing                                      | P               |                   |                 |                 | p <sup>18</sup> | P               |    |                 |
| Temporary Residence                                 | p <sup>20</sup> | p <sup>20</sup>   | p <sup>20</sup> | p <sup>20</sup> | p <sup>20</sup> | p <sup>20</sup> |    | P               |
| Transitional Housing                                | P               |                   | P               | P               | P               | P               | P  | P               |
| <b>Retail Uses</b>                                  |                 |                   |                 |                 |                 |                 |    |                 |
| Adult Use Establishments                            |                 |                   |                 | p <sup>21</sup> |                 |                 |    |                 |
| Apparel and Accessory Stores                        |                 | P                 | P               | P               | P               | P               |    | P               |
| Auto Parts Supply Store                             |                 | P                 | P               | P               | P               |                 |    |                 |
| Books, Stationery and Art Supply Stores             | A               | P                 | P               | P               | P               | P               |    | P               |
| Building, Hardware, Garden Supply Stores            |                 | P                 | P               | P               | P               |                 |    |                 |
| Department Store                                    |                 |                   | P               | P               | P               |                 |    |                 |
| Drug Store/Pharmacy                                 | A               | P/S <sup>22</sup> | P               | P               | P               | P               |    |                 |
| Electronic Equipment Stores                         |                 | P                 | P               | P               | P               | P               |    |                 |
| Food Stores                                         |                 | P                 | P               | P               | P               | P               |    |                 |
| Florist                                             |                 | P                 | P               | P               | P               | P               |    | P               |

| Land Use                                         | C-LB | C-1             | C-2             | C-3               | CBD             | WF | CR | CW              |
|--------------------------------------------------|------|-----------------|-----------------|-------------------|-----------------|----|----|-----------------|
| Furniture, Home Furnishings and Appliance Stores |      | P               | P               | P                 | P               |    |    |                 |
| Landscaping Material Sales                       |      |                 | A               | P                 |                 |    |    |                 |
| Lumberyards                                      |      |                 |                 | P                 |                 |    |    |                 |
| Nursery, Plant                                   |      |                 |                 | P                 |                 |    |    | P               |
| Office Supply Store                              | A    | P               | P               | P                 | P               | P  |    |                 |
| Outdoor Sales                                    |      |                 |                 | P                 |                 |    |    |                 |
| Parking Lot or Structure                         | P    | P               | P               | P                 | A               | P  |    | P               |
| Pawn Shop                                        |      |                 |                 | P                 |                 |    |    |                 |
| Pet Shop and Pet Supply Stores                   |      | P               | P               | P                 | P               |    |    |                 |
| Retail Hay, Grain and Feed Stores                |      |                 |                 | P                 |                 |    |    |                 |
| Secondhand Store                                 |      |                 | P               | P                 | P               | P  |    |                 |
| Specialty Retail Stores                          |      | P               | P               | P                 | P               | P  |    | P               |
| <b>Miscellaneous Uses</b>                        |      |                 |                 |                   |                 |    |    |                 |
| Bus Station                                      |      |                 |                 | P                 | P               |    |    |                 |
| Bus Terminal                                     |      |                 |                 | P                 | P               |    |    |                 |
| Bus Transfer Station                             | P    |                 | P               | P                 | P               |    | P  |                 |
| Cemetery                                         | P    |                 | P               | P                 |                 |    |    |                 |
| Community Festivals and Street Fairs             | P    | P               | P               | P                 | P               | P  | P  | P               |
| Convention Center                                | P    |                 | P               | P                 | P               | P  | P  |                 |
| Macro-Antennas                                   | P    | P               | P               | P                 | P               | P  | P  | P               |
| Monopole                                         |      |                 | S <sup>23</sup> | P/S <sup>23</sup> | S <sup>23</sup> |    |    |                 |
| On-Site Hazardous Waste Treatment and Storage    | A    | A               | A               | A                 | A               | A  | A  | A               |
| Outdoor Storage                                  |      | A <sup>24</sup> | A <sup>24</sup> | P <sup>24</sup>   |                 |    |    |                 |
| Storage in an Enclosed Building                  | A    | A               | A               | A                 | A               | A  | A  | A <sup>28</sup> |

1. RMC 23.42.280
2. RMC 23.42.270
3. RMC 23.42.320
4. RMC 23.42.330
5. RMC 23.42.040
6. RMC 23.42.170
7. RMC 23.42.053
8. RMC 23.42.047

9. RMC 23.42.055
10. RMC 23.42.050
11. RMC 23.42.200
12. RMC 23.42.250
13. RMC 23.42.260
14. RMC 23.42.100
15. RMC 23.42.230
16. RMC 23.42.220
17. RMC 23.42.190
18. Use permitted on upper stories of multistory buildings, if main floor is used for commercial or office uses.
19. RMC 23.42.080
20. RMC 23.42.110
21. RMC 23.42.030
22. Use permitted, requires special use permit with drive-through window.
23. Chapter 23.62 RMC
24. RMC 23.42.180
25. RMC 23.18.025
26. See definition, RMC 23.06.780.
27. RMC 23.42.185
28. Activities permitted only when directly related to and/or conducted in support of winery operations.
29. Within the central business district (CBD), existing commercial laundry/dry cleaning uses, established and operating at the time the CBD district was established, are allowed as a permitted use. All use of the land and/or buildings necessary and incidental to that of the commercial laundry/dry cleaning use, and existing at the effective date of the CBD district, may be continued. Commercial laundry/dry cleaning uses not established and operating at the time the CBD district was established are prohibited.
30. RMC 23.42.325
31. [Mini-Warehouse uses are prohibited in the Horn Rapids Employment Center.](#)

Section 2. Subsection 23.22.040 of the Richland Municipal Code, entitled Site requirements and development standards for commercial use districts, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 15-21, is hereby amended to read as follows:

**23.22.040 Site requirements and development standards for commercial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

| Standard                                                     | C-LB    | C-1                  | C-2                 | C-3                 | CBD                               | WF       | CR     | CW      |
|--------------------------------------------------------------|---------|----------------------|---------------------|---------------------|-----------------------------------|----------|--------|---------|
| Minimum Lot Area                                             | None    | None                 | None                | None                | None                              | None     | None   | None    |
| Maximum Density – Multifamily Dwellings (units: square feet) | 1:1,500 | N/A                  | N/A                 | N/A                 | None                              | 1:1,000  | N/A    | N/A     |
| Minimum Lot Width – One-Family Attached Dwellings            | N/A     | N/A                  | N/A                 | N/A                 | N/A                               | 30 feet  | N/A    | N/A     |
| Minimum Front Yard Setback <sup>14</sup>                     | 20 feet | 45 feet <sup>1</sup> | 0 feet <sup>2</sup> | 0 feet <sup>2</sup> | CBD, Parkway, Uptown Districts: 0 | Note 4,5 | Note 4 | 20 feet |

| Standard                                                                                                | C-LB                  | C-1                    | C-2        | C-3        | CBD                                                                                | WF                          | CR                          | CW                       |
|---------------------------------------------------------------------------------------------------------|-----------------------|------------------------|------------|------------|------------------------------------------------------------------------------------|-----------------------------|-----------------------------|--------------------------|
|                                                                                                         |                       |                        |            |            | feet min. – 20 feet<br>max. <sup>3,11,13</sup><br>Medical District: 0<br>feet min. |                             |                             |                          |
| Minimum Side Yard Setback                                                                               | 0 feet <sup>6</sup>   | 0<br>feet <sup>7</sup> | None       | None       | 0 feet <sup>6,8</sup>                                                              | 0 feet <sup>5,9</sup>       | 0 feet                      | 0<br>feet <sup>6,8</sup> |
| Minimum Rear Yard Setback                                                                               | 0 feet <sup>6,8</sup> | 0<br>feet <sup>7</sup> | None       | None       | 0 feet <sup>6,8</sup>                                                              | 0<br>feet <sup>5,8,10</sup> | 0 feet                      | 0<br>feet <sup>6,8</sup> |
| Maximum Building Height <sup>14</sup>                                                                   | 55 feet               | 30<br>feet             | 80<br>feet | 80<br>feet | CBD: 110 feet<br>Medical: 140 feet<br>Parkway: 50 feet<br>Uptown: 50 feet          | 35/55<br>feet <sup>12</sup> | 35/55<br>feet <sup>12</sup> | 35<br>feet               |
| Minimum Dwelling Unit<br>Size (in square feet,<br>excluding porches, decks,<br>balconies and basements) | 500<br>feet           | N/A                    | N/A        | N/A        | N/A                                                                                | 500 feet                    | N/A                         | N/A                      |

- Each lot shall have a front yard 45 feet deep or equal to the front yards of existing buildings in the same C-1 district and within the same block.
- No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.
- Unless a greater setback is required by Chapter 12.11 RMC, Intersection Sight Distance.
- Front and Side Street. No building shall be closer than 40 feet to the centerline of a public right-of-way. The setback area shall incorporate pedestrian amenities such as increased sidewalk width, street furniture, landscaped area, public art features, or similar features.
- In the case of attached one-family dwelling units, setback requirements shall be as established for attached dwelling units in the medium-density residential small lot (R-2S) zoning district. Refer to RMC 23.18.040.
- In any commercial limited business (C-LB), central business (CBD) or in any commercial winery (CW) zoning district that directly abuts a single-family zoning district, the following buffer, setback and building height regulations shall apply to all structures:
  - Within the commercial limited business (C-LB), the central business district (CBD) and the commercial winery (CW) districts, buildings shall maintain at least a 35-foot setback from any property that is zoned for single-family residential use. Single-family residential zones include R-1-12 – single-family residential 12,000, R-1-10 – single-family residential 10,000, R-2 – medium-density residential, R-2S – medium-density residential small lot, or any residential planned unit development that is comprised of single-family detached dwellings.
  - Buildings that are within 50 feet of any property that is zoned for single-family residential use in commercial limited business (C-LB) and the commercial winery (CW) districts and buildings that are within 50 feet of any property that is zoned for and currently developed with a single-family residential use in the central business district (CBD) (as defined in footnote (6)(a)) shall not exceed 30 feet in height.

Beyond the area 50 feet from any property that is zoned for single-family residential use, building height may be increased at the rate of one foot in building height for each additional one foot of setback from property that is zoned for single-family residential use to the maximum building height allowed in the C-LB, CW and CBD zoning districts, respectively.

c. A six-foot-high fence that provides a visual screen shall be constructed adjacent to any property line that adjoins property that is zoned for single-family residential use, or currently zoned for and developed with a single-family residential use in the CBD district. Additionally, a 10-foot landscape strip shall be provided adjacent to the fence. This landscape strip may be used to satisfy the landscaping requirements established for the landscaping of parking facilities as identified in RMC 23.54.140.

d. In the C-LB and CW districts, a 20-foot setback shall be provided for any side yard that adjoins a street.

7. Side yard and rear yard setbacks are not required except for lots adjoining a residential development, residential district, or a street. Lots adjoining either a residential development or residential district shall maintain a minimum 15-foot setback. Lots adjoining a street shall maintain a minimum 20-foot setback. Required side or rear yards shall be landscaped or covered with a hard surface, or a combination of both. No accessory buildings or structures shall be located in such yards unless otherwise permitted by this title.

8. No minimum required, except parking shall be set back a minimum of five feet to accommodate required landscape screening as required under RMC 23.54.140.

9. Side Yard. No minimum, except parking shall be set back a minimum of five feet, and buildings used exclusively for residences shall maintain at least one foot of side yard for each three feet or portion thereof of building height. Side yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

10. No minimum, except parking shall be set back a minimum of five feet. Rear yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

11. Commercial developments such as community shopping centers or retail centers over 40,000 square feet in size and typically focused around a major tenant, such as a supermarket grocery, department store or discount store, and supported with smaller “ancillary” retail shops and services located in multiple building configurations, are permitted front and street side maximum setback flexibility for the largest building. Maximum setback standards on any other new buildings may be adjusted by the planning commission as part of the alternative design review as set forth in the performance standards and special requirements of RMC 23.22.020(E)(9).

12. All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of 35 feet, unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.

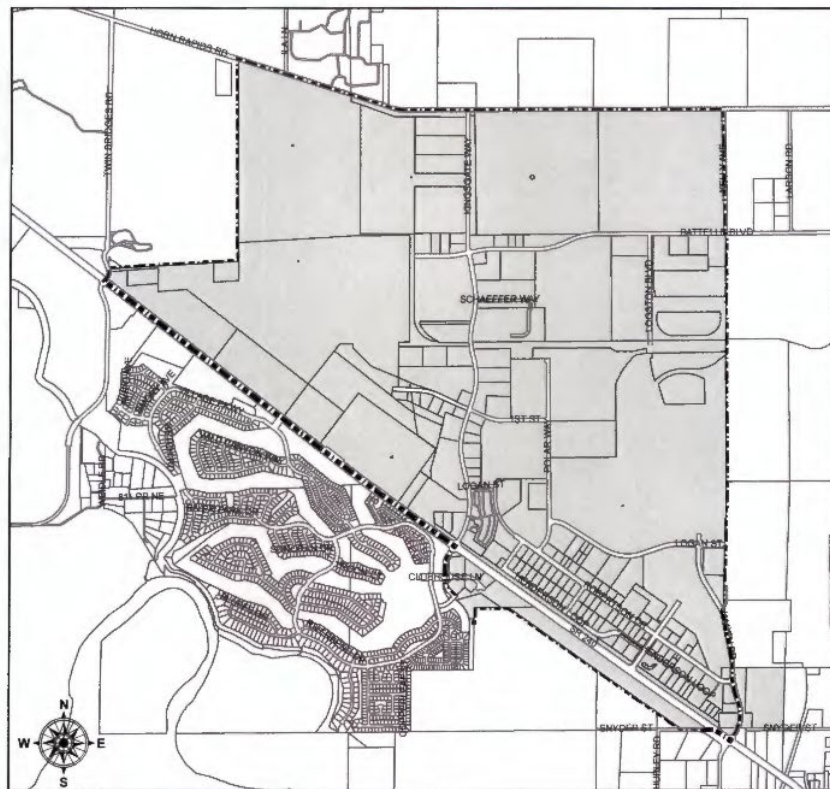
13. Physical additions to existing nonconforming structures are not subject to the maximum front yard setback requirements.

14. The medical, uptown and parkway districts of the CBD zoning district are established as shown by Plates 23.22.040(1), (2) and (3).

[15. The Horn Rapids Employment Center is established as shown by Plate 23.22.040\(4\).](#)

## **PLATE NO. 4 - 23.22.040**

### **PLATE 4**



### **HORN RAPIDS EMPLOYMENT CENTER**

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Section 3. Subsection 23.26.030 of the Richland Municipal Code, entitled Industrial use districts permitted land uses, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 2022-19, is hereby amended to read as follows:

**23.26.030 Industrial use districts permitted land uses.**

In the following chart, land use classifications are listed on the vertical axis. Zoning districts are listed on the horizontal axis.

A. If the symbol “P” appears in the box at the intersection of the column and row, the use is permitted, subject to the general requirements and performance standards required in that zoning district.

B. If the symbol “S” appears in the box at the intersection of the column and row, the use is permitted subject to the special use permit provisions contained in Chapter 23.46 RMC.

C. If the symbol “A” appears in the box at the intersection of the column and the row, the use is permitted as an accessory use, subject to the general requirements and performance standards required in the zoning district.

D. If a number appears in the box at the intersection of the column and the row, the use is subject to the general conditions and special provisions indicated in the corresponding note.

E. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that zoning district.

| Land Use                                           | I-M            | M-2            |
|----------------------------------------------------|----------------|----------------|
| <b>Automotive, Marine and Heavy Equipment Uses</b> |                |                |
| Automotive Repair – Major                          | P              | P              |
| Automotive Repair – Minor                          | P              |                |
| Automotive Repair – Specialty Shop                 | P              |                |
| Automobile Service Station                         | P              |                |
| Automobile Wrecking                                |                | S <sup>1</sup> |
| Boat Building                                      | P              | P              |
| Bottling Plants                                    | P              | P              |
| Car Wash – Automatic or Self-Service               | P <sup>2</sup> | A              |
| Equipment Rentals                                  | P              |                |
| Farm Equipment and Supplies Sales                  | P              | S              |
| Gas/Fuel Station                                   | P              | S              |
| Heavy Equipment Sales and Repair                   | P              | P              |
| Marine Repair                                      | P              | P              |
| Towing, Vehicle Impound Lots                       | P <sup>3</sup> |                |
| Truck Rentals                                      | P              |                |

| <b>Land Use</b>                                   | <b>I-M</b>         | <b>M-2</b>     |
|---------------------------------------------------|--------------------|----------------|
| Truck Stop – Diesel Fuel Sales                    | P                  | P              |
| Truck Terminal                                    | P                  | P              |
| Vehicle Sales                                     | P                  |                |
| Warehousing, Wholesale Use                        | P                  | P              |
| <b>Business and Personal Services</b>             |                    |                |
| Animal Shelter                                    | S <sup>4</sup>     |                |
| Contractors' Offices and Shops                    | P                  |                |
| General Service Businesses                        | P                  | P              |
| Health/Fitness Facility                           | P                  | A              |
| Health/Fitness Center                             | P                  |                |
| Laundry/Dry Cleaning, Commercial                  | P                  |                |
| Laundry/Dry Cleaning, Retail                      | P                  |                |
| Mini-Warehouse                                    | P <sup>5, 15</sup> |                |
| Mailing Service                                   | P                  |                |
| Personal Loan Business                            | P                  |                |
| Personal Services Businesses                      | P                  |                |
| Photo Processing, Copying and Printing Services   | P                  |                |
| Telemarketing Services                            | P                  |                |
| <b>Food Service</b>                               |                    |                |
| Cafeterias                                        | A                  | A              |
| Delicatessen                                      | A                  | A              |
| Drinking Establishments                           | P                  | P              |
| Restaurants/Sit Down                              | P                  |                |
| Restaurants/Drive-Through                         | P <sup>6</sup>     | A <sup>6</sup> |
| Restaurants/Lounge                                | P                  |                |
| Restaurants/Take Out                              | P                  |                |
| Restaurants with Entertainment/Dancing Facilities | P                  |                |
| Wineries                                          | P                  |                |
| <b>Industrial/Manufacturing Uses</b>              |                    |                |
| Airport, Industrial                               | P                  |                |

| <b>Land Use</b>                                                                                                 | <b>I-M</b>     | <b>M-2</b>     |
|-----------------------------------------------------------------------------------------------------------------|----------------|----------------|
| Excavating, Processing, Removal of Topsoil, Sand, Gravel, Rock or Similar Natural Deposits                      | S <sup>7</sup> | S <sup>7</sup> |
| Junkyard                                                                                                        |                | S              |
| Laundry and Cleaning Plants                                                                                     | P              | P              |
| General Manufacturing Uses                                                                                      | P              | P              |
| Heavy Manufacturing Uses                                                                                        |                | P              |
| Light Manufacturing Uses                                                                                        | P              | P              |
| Research, Development and Testing Facilities                                                                    | P              | P              |
| Warehousing, Storage and Distribution                                                                           | P              | P              |
| Wholesale Facilities and Operations                                                                             | P              | P              |
| <b>Office Uses</b>                                                                                              |                |                |
| Financial Institutions                                                                                          | P              |                |
| Medical, Dental and Other Clinics                                                                               | P              |                |
| Office – Consulting Services                                                                                    | P              |                |
| Office – Corporate                                                                                              | P              |                |
| Office – General                                                                                                | P              |                |
| Office – Research and Development                                                                               | P              | P              |
| <b>Public/Quasi-Public Uses</b>                                                                                 |                |                |
| General Park Operations and Maintenance Activities                                                              | P              | P              |
| Passive Open Space Use                                                                                          | P              | P              |
| Power Transmission and Irrigation Wasteway Easements and Utility Uses                                           | P <sup>8</sup> | P <sup>8</sup> |
| Public Agency Buildings                                                                                         | P <sup>8</sup> | P <sup>8</sup> |
| Public Agency Facilities                                                                                        | P <sup>8</sup> | P <sup>8</sup> |
| Public Parks                                                                                                    | P              |                |
| Special Events Including Concerts, Tournaments and Competitions, Fairs, Festivals and Similar Public Gatherings | P              | P              |
| Trail Head Facilities                                                                                           | P              | P              |
| Trails for Equestrian, Pedestrian, or Nonmotorized Vehicle Use                                                  | P              | P              |
| <b>Recreational Uses</b>                                                                                        |                |                |
| Commercial Recreation, Outdoor                                                                                  | S <sup>9</sup> |                |
| <b>Residential Uses</b>                                                                                         |                |                |

| <b>Land Use</b>                                     | <b>I-M</b>      | <b>M-2</b>      |
|-----------------------------------------------------|-----------------|-----------------|
| Accessory Dwelling Unit                             | A               |                 |
| Day Care Center                                     | S <sup>10</sup> |                 |
| Dwelling Units for a Resident Watchman or Custodian | A               | A               |
| Emergency Housing                                   | S               | S               |
| Emergency Shelters                                  | S               | S               |
| Hotels or Motels                                    | S               | S               |
| Permanent Supportive Housing                        | S               | S               |
| Temporary Residence                                 | P <sup>11</sup> | P <sup>11</sup> |
| Transitional Housing                                | S               | S               |
| <b>Retail Uses</b>                                  |                 |                 |
| Adult Use Establishments                            | P <sup>12</sup> |                 |
| Airport, Commercial                                 | P               |                 |
| Parking Lot or Structure                            | P               | P               |
| <b>Miscellaneous Uses</b>                           |                 |                 |
| Bus Station                                         | P               |                 |
| Bus Terminal                                        | P               |                 |
| Bus Transfer Station                                | P               | P               |
| Community Festivals and Street Fairs                | P               | P               |
| Farming of Land                                     | P               | P               |
| Macro-Antennas                                      | P               | P               |
| Monopole                                            | P <sup>13</sup> | P <sup>13</sup> |
| On-Site Hazardous Waste Treatment and Storage       | P               | P               |
| Outdoor Storage                                     | P <sup>14</sup> | P <sup>14</sup> |
| Storage in an Enclosed Building                     | P               | P               |

1. RMC 23.42.290
2. RMC 23.42.270
3. RMC 23.42.320
4. RMC 23.42.040
5. RMC 23.42.170
6. RMC 23.42.047
7. RMC 23.42.070
8. RMC 23.42.200
9. RMC 23.42.175
10. RMC 23.42.080

11. RMC 23.42.110
12. RMC 23.42.030
13. Chapter 23.62 RMC
14. RMC 23.42.180
15. [Mini-Warehouse uses are prohibited in the Horn Rapids Employment Center.](#)

Section 4. Subsection 23.26.040 of the Richland Municipal Code, entitled Site requirements for industrial use districts, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 32-11, is hereby amended to read as follows:

**23.26.040 Site requirements for industrial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

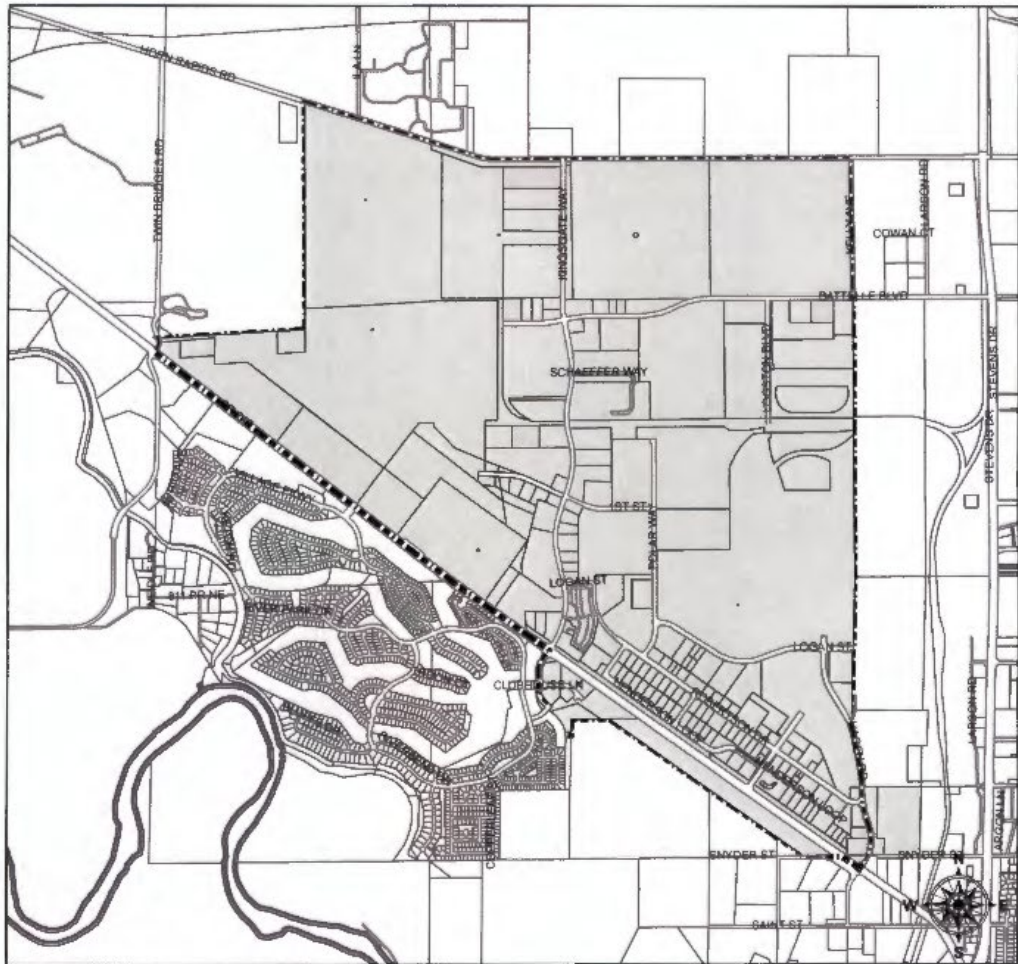
| Standard                                | I-M                  | M-2                 |
|-----------------------------------------|----------------------|---------------------|
| Minimum Lot Area                        | None                 | None                |
| Minimum Front Yard Setback              | 0 feet <sup>1</sup>  | 0 feet <sup>1</sup> |
| Minimum Side Yard Setback               | None                 | None                |
| Minimum Rear Yard Setback               | None                 | None                |
| Maximum Building Height – Main Building | 55 feet <sup>2</sup> | None                |

1. No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.
2. Except as otherwise provided in this section, the maximum building height in the I-M district shall be 55 feet:
  - a. Any building or structure located within 300 feet of any residential use district shall be limited to 24 feet in height.
  - b. Any building further than 300 feet but less than 600 feet from districts described in note (2)(a) of this section shall not exceed 55 feet in height.
  - c. Except as provided in notes (2)(a) and (b) of this section, buildings may exceed the maximum height in accordance with the provisions of RMC 23.38.090.

[3. The Horn Rapids Employment Center is established as shown by Plate 23.26.040\(1\).](#)

**PLATE NO. 1 - 23.26.040**

**PLATE 1**



**HORN RAPIDS EMPLOYMENT CENTER**

Section 5. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 6. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 7. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener's errors/clerical errors, section numbering, references, or similar mistakes of form.

**PASSED** by the City Council of the City of Richland, Washington, at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date Published: \_\_\_\_\_



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

10/02/2024

Mr. Mike Stevens  
Planning Manager  
City of Richland  
505 Swift Boulevard  
Post Office Box 190  
Richland, WA 99352

Sent Via Electronic Mail

Re: City of Richland--2024-S-7556--Request for Expedited Review / Notice of Intent to Adopt Amendment

Dear Mr. Stevens:

Thank you for sending the Washington State Department of Commerce (Commerce) the Request for Expedited Review / Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

**Proposed City of Richland Economic Development Division request to amend the Richland Municipal Code [RMC] within Chapters RMC 23.22 and 23.26 to prohibit Mini-Warehouses within a limited geographic area of the city.**

We received your submittal on 10/02/2024 and processed it with the Submittal ID 2024-S-7556. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 12/01/2024.

You requested expedited review under [RCW 36.70A.106\(3\)\(b\)](#). We have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce.

If you have any questions, please contact Growth Management Services at [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov), or call Deanah Watson, (509) 290-4754.

Sincerely,

Review Team  
Growth Management Services



**From:** [Stevens, Mike](#)  
**To:** [Hendricks, Kyle](#)  
**Subject:** FW: City of Richland - Expedited Review Request Granted for Submittal ID: 2024-S-7556  
**Date:** Wednesday, October 16, 2024 1:28:44 PM  
**Attachments:** [image001.png](#)

---

Please place in the Commerce file for the code amendment.



**Mike Stevens**  
Planning Manager  
625 Swift Blvd., MS-35 | Richland, WA 99352  
(509) 942-7596

---

**From:** COM GMU Review Team <[reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov)>  
**Sent:** Wednesday, October 16, 2024 7:11 AM  
**To:** Stevens, Mike <[mstevens@CI.RICHLAND.WA.US](mailto:mstevens@CI.RICHLAND.WA.US)>  
**Subject:** City of Richland - Expedited Review Request Granted for Submittal ID: 2024-S-7556

**[EXTERNAL EMAIL]** Exercise caution before clicking links or opening attachments.

Dear Mr. Stevens,

Your request for an Expedited Review has been granted for: Proposed City of Richland Economic Development Division request to amend the Richland Municipal Code [RMC] within Chapters RMC 23.22 and 23.26 to prohibit Mini-Warehouses within a limited geographic area of the city.

As of receipt of this email, you have met the Growth Management notice to state agency requirements in RCW 36.70A.106 for this submittal. Please keep this email as confirmation.

If you have any questions, please contact Deanah Watson at (509) 290-4754 or by email at [deanah.watson@commerce.wa.gov](mailto:deanah.watson@commerce.wa.gov).

~~~ ONLINE TRACKING SYSTEM AVAILABLE ~~~~

Log into our new PlanView system at <https://secureaccess.wa.gov/com/planview> where you can keep up with this submittal status, reprint communications and update your contact information.

Don't have a user account? Reply to this email to request one and attach a completed PlanView User Request Form.

Have questions about using PlanView? Use the PlanView User Manual for assistance

at <https://www.commerce.wa.gov/serving-communities/growth-management/washington-department-of-commerce-growth-management-submitting-materials/>.

Sincerely,

Review Team  
Growth Management Services

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*Disclaimer: Emails and attachments sent to or from the City of Richland are public records subject to release under the Washington Public Records Act, Chapter 42.56 RCW. Sender and Recipient have no expectation of privacy in emails transmitted to or from the City of Richland.*



## Exhibit 5

# CITY OF RICHLAND COMBINED NOTICE OF APPLICATION, NOTICE OF PUBLIC HEARING AND REQUEST FOR COMMENT (CA2024-102 & EA2024-116)

The City of Richland is proposing to adopt an ordinance amending sections 23.22 and 23.26 of the Richland Municipal Code to prohibit Mini-Warehouses within a limited geographic area of the city to be referred to as the Horn Rapids Employment Center.

Pursuant to Richland Municipal Code [RMC] Section 19.20 the Richland Planning Commission will conduct a public hearing and review of the proposed code amendment on Wednesday, October 23, 2024 at 6:00 p.m. in the Richland City Hall Council Chambers, 625 Swift Blvd. All interested parties are invited to attend and present testimony at the public hearing.

**Environmental Review:** The proposal is subject to environmental review. The City of Richland is lead agency for the proposal under the State Environmental Policy Act (SEPA) and has reviewed the proposed project for probable adverse environmental impacts. A Determination of Non-Significance (DNS) was issued by the City on October 2, 2024. Comments regarding the SEPA Checklist and DNS are due by 5:00 PM, Thursday, October 17, 2024.

Any person desiring to express his/her views regarding the proposed text amendment or to be notified of any decisions pertaining to this application should notify Mike Stevens, Planning Manager, 625 Swift Blvd., MS-35, Richland, WA 99352. Comments may also be emailed to [planning@ci.richland.wa.us](mailto:planning@ci.richland.wa.us). Written comments should be received no later than 5:00 p.m. on Thursday, October 17, 2024 to be incorporated into the staff report. Comments received after that date will be entered into the record at the hearing.

Copies of the Staff Report and recommendation will be available on the City of Richland website [www.ci.richland.wa.us](http://www.ci.richland.wa.us) beginning Friday, October 18, 2024.

AFFIDAVIT OF PUBLICATION

| Account # | Order Number | Identification                          | Order PO                | Amount   | Cols | Depth |
|-----------|--------------|-----------------------------------------|-------------------------|----------|------|-------|
| 36823     | 599270       | Print Legal Ad-IPL01977320 - IPL0197732 | PC PHN CA 2024-102 &EA2 | \$186.42 | 1    | 60 L  |

Attention: Jennifer Anderson  
CITY OF RICHLAND/LEGALS  
625 SWIFT BLVD. MS-05  
RICHLAND, WA 99352

janderson@ci.richland.wa.us

CITY OF RICHLAND  
NOTICE OF APPLICATION,  
PUBLIC HEARING AND  
OPTIONAL DNS  
(CA2024-102 & EA2024-116)

Notice: Zoning text amendment to prohibit mini-warehouses in the Horn Rapids Employment Center.

Project Site: The Horn Rapids Employment Center includes: Horn Rapids Industrial Park, Horn Rapids Business Center, Horn Rapids Commercial Plaza, Horn Rapids Retail Plaza, and the City-owned property fronting along the south side of Highway SR-240.

Public Hearing: Pursuant to Richland Municipal Code (RMC) Section 19.20, the Richland Planning Commission will conduct a public hearing and review of the proposed code amendment on **Wednesday, October 23, 2024 at or after 6:00 p.m.** in the Richland City Hall Council Chambers, 625 Swift Blvd. All interested parties are invited to attend and present testimony at the public hearing.

Environmental Review: The proposal is subject to environmental review. The City of Richland is lead agency for the proposal under the State Environmental Policy Act (SEPA) and has reviewed the proposed project for probable adverse environmental impacts. A Determination of Non-Significance (DNS) was issued by the City on October 2, 2024. Comments regarding the SEPA Checklist and DNS are due by 5:00 p.m. on Thursday, October 17, 2024.

Public Comment: Any person desiring to express his/her views regarding the proposed text amendment or to be notified of any decisions pertaining to this application should notify Mike Stevens, Planning Manager, 625 Swift Blvd., MS-35, Richland, WA 99352. Comments may also be emailed to planning@ci.richland.wa.us. Written comments should be received no later than 5:00 p.m. on Thursday, October 17, 2024, to be incorporated into the staff report. Comments received after that date will be entered into the record at the hearing.

Date Published: Sunday, October 6, 2024  
IPL0197732  
Oct 6 2024

COUNTY OF BENTON)

SS

STATE OF WASHINGTON)

Mary Castro, being duly sworn, deposes and says, I am the Legals Clerk of The Tri-City Herald, a daily newspaper. That said newspaper is a local newspaper and has been approved as a legal newspaper by order of the superior court in the county in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published continually as a daily newspaper in Benton County, Washington. That the attached is a true copy as it was printed in the regular and entire issue of the Tri-City Herald and not in a supplement thereof, ran 1 time (s) commencing on 10/06/2024, and ending on 10/06/2024 and that said newspaper was regularly distributed to its subscribers during all of this period.

1 insertion(s) published on:

10/06/24

Mary Castro

(Signature of Legals Clerk)

Sworn to and subscribed before me this 7th day of October in the year of 2024

Margaret K. Wilson

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
Legal document please do not destroy!



## PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/23/2024

Agenda Category: New Business - Public Hearing

Prepared By: Mike Stevens, Planning Manager

---

**Subject:**

Proposed Amendment to RMC Title 23.22 - Overlay District (Columbia Point North)

---

**Request:**

Strategic Priority 3 - Focused Development

---

**Recommended Motion:**

Staff recommends that the Planning Commission recommend approval of T4-2024-00002 to the City Council for adoption.

---

**Summary:**

The Economic Development Division of the City of Richland is proposing to amend the Richland Municipal Code by amending RMC 23.22.040, which is accompanied by a new map plate to establish the affected area of these amendments. Text changes propose to increase the allowed height in the Waterfront zone from 35' to 55', and to allow 100' in the Columbia Point North District as identified by the previously mentioned map plate.

A couple of weeks ago, staff presented information to the Planning Commission relative to this proposal. The City has been working with a potential developer of this site, and it has been expressed that an increase in height standards would be beneficial.

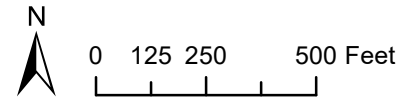
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**Attachments:**

1. CoPo North Vicinity Map
2. PLN-T4-2024-00002 Full Staff Report

# Vicinity Map

Item: Columbia Point N. Overlay District



**CITY OF RICHLAND DEVELOPMENT SERVICES DIVISION  
STAFF REPORT TO THE PLANNING COMMISSION**

TO: PLANNING COMMISSION  
FILE NO.: PLN-T4-2024-00002

PREPARED BY: MIKE STEVENS  
MEETING DATE: OCTOBER 23, 2024

**GENERAL INFORMATION:**

APPLICANT: CITY OF RICHLAND  
REQUEST: TEXT AMENDMENT TO RMC TITLE 23 ESTABLISHING THE COLUMBIA POINT NORTH DISTRICT AS WELL AS TEXT CHANGES TO THE SITE REQUIREMENTS TABLE WITHIN RICHLAND MUNICIPAL CODE 23.22.040.  
LOCATION: COLUMBIA POINT NORTH DISTRICT

**REASON FOR REQUEST**

The Economic Development of the City of Richland is proposing to amend the Richland Municipal Code [RMC] by amending RMC 23.22.040, which is accompanied by a new map plate to establish the affected area of these amendments. Text changes propose to increase the allowed height in the Waterfront zone from 35' to 55', and to allow 100' in the Columbia Point North District as identified by the previously mentioned map plate.

**TEXT CHANGE**

For the purposes of review, Staff have included the following amended text of RMC 23.22.030, 23.22.040, 23.26.030, 23.26.040, with demonstrated change inserted in **bold** and removed with ~~strikethrough~~:

**23.22.040 Site requirements and development standards for commercial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

| Standard                                                    | C-LB    | C-1  | C-2  | C-3  | CBD  | WF      | CR   | CW   |
|-------------------------------------------------------------|---------|------|------|------|------|---------|------|------|
| Minimum Lot Area                                            | None    | None | None | None | None | None    | None | None |
| Maximum Density – Multifamily Dwellings (units:square feet) | 1:1,500 | N/A  | N/A  | N/A  | None | 1:1,000 | N/A  | N/A  |
| Minimum Lot Width – One-Family Attached Dwellings           | N/A     | N/A  | N/A  | N/A  | N/A  | 30 feet | N/A  | N/A  |

| Standard                                                                                       | C-LB                  | C-1                  | C-2                 | C-3                 | CBD                                                                                                            | WF                                                                                     | CR                       | CW                    |
|------------------------------------------------------------------------------------------------|-----------------------|----------------------|---------------------|---------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------|-----------------------|
| Minimum Front Yard Setback <sup>14</sup>                                                       | 20 feet               | 45 feet <sup>1</sup> | 0 feet <sup>2</sup> | 0 feet <sup>2</sup> | CBD, Parkway, Uptown Districts: 0 feet min. – 20 feet max. <sup>3,11,13</sup><br>Medical District: 0 feet min. | Note 4,5                                                                               | Note 4                   | 20 feet               |
| Minimum Side Yard Setback                                                                      | 0 feet <sup>6</sup>   | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                          | 0 feet <sup>5,9</sup>                                                                  | 0 feet                   | 0 feet <sup>6,8</sup> |
| Minimum Rear Yard Setback                                                                      | 0 feet <sup>6,8</sup> | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                          | 0 feet <sup>5,8,10</sup>                                                               | 0 feet                   | 0 feet <sup>6,8</sup> |
| Maximum Building Height <sup>14, 16</sup>                                                      | 55 feet               | 30 feet              | 80 feet             | 80 feet             | CBD: 110 feet<br>Medical: 140 feet<br>Parkway: 50 feet<br>Uptown: 50 feet                                      | <a href="#">Columbia Point North: 100 Feet</a><br><del>35</del> /55 feet <sup>12</sup> | 35/55 feet <sup>12</sup> | 35 feet               |
| Minimum Dwelling Unit Size (in square feet, excluding porches, decks, balconies and basements) | 500 feet              | N/A                  | N/A                 | N/A                 | N/A                                                                                                            | 500 feet                                                                               | N/A                      | N/A                   |

- Each lot shall have a front yard 45 feet deep or equal to the front yards of existing buildings in the same C-1 district and within the same block.
- No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.
- Unless a greater setback is required by Chapter 12.11 RMC, Intersection Sight Distance.
- Front and Side Street. No building shall be closer than 40 feet to the centerline of a public right-of-way. The setback area shall incorporate pedestrian amenities such as increased sidewalk width, street furniture, landscaped area, public art features, or similar features.
- In the case of attached one-family dwelling units, setback requirements shall be as established for attached dwelling units in the medium-density residential small lot (R-2S) zoning district. Refer to RMC 23.18.040.

6. In any commercial limited business (C-LB), central business (CBD) or in any commercial winery (CW) zoning district that directly abuts a single-family zoning district, the following buffer, setback and building height regulations shall apply to all structures:

a. Within the commercial limited business (C-LB), the central business district (CBD) and the commercial winery (CW) districts, buildings shall maintain at least a 35-foot setback from any property that is zoned for single-family residential use. Single-family residential zones include R-1-12 – single-family residential 12,000, R-1-10 – single-family residential 10,000, R-2 – medium-density residential, R-2S – medium-density residential small lot, or any residential planned unit development that is comprised of single-family detached dwellings.

b. Buildings that are within 50 feet of any property that is zoned for single-family residential use in commercial limited business (C-LB) and the commercial winery (CW) districts and buildings that are within 50 feet of any property that is zoned for and currently developed with a single-family residential use in the central business district (CBD) (as defined in footnote (6)(a)) shall not exceed 30 feet in height. Beyond the area 50 feet from any property that is zoned for single-family residential use, building height may be increased at the rate of one foot in building height for each additional one foot of setback from property that is zoned for single-family residential use to the maximum building height allowed in the C-LB, CW and CBD zoning districts, respectively.

c. A six-foot-high fence that provides a visual screen shall be constructed adjacent to any property line that adjoins property that is zoned for single-family residential use, or currently zoned for and developed with a single-family residential use in the CBD district. Additionally, a 10-foot landscape strip shall be provided adjacent to the fence. This landscape strip may be used to satisfy the landscaping requirements established for the landscaping of parking facilities as identified in RMC 23.54.140.

d. In the C-LB and CW districts, a 20-foot setback shall be provided for any side yard that adjoins a street.

7. Side yard and rear yard setbacks are not required except for lots adjoining a residential development, residential district, or a street. Lots adjoining either a residential development or residential district shall maintain a minimum 15-foot setback. Lots adjoining a street shall maintain a minimum 20-foot setback. Required side or rear yards shall be landscaped or covered with a hard surface, or a combination of both. No accessory buildings or structures shall be located in such yards unless otherwise permitted by this title.

8. No minimum required, except parking shall be set back a minimum of five feet to accommodate required landscape screening as required under RMC 23.54.140.

9. Side Yard. No minimum, except parking shall be set back a minimum of five feet, and buildings used exclusively for residences shall maintain at least one foot of side yard for each three feet or portion thereof of building height. Side yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

10. No minimum, except parking shall be set back a minimum of five feet. Rear yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

11. Commercial developments such as community shopping centers or retail centers over 40,000 square feet in size and typically focused around a major tenant, such as a supermarket grocery, department store or discount store, and supported with smaller “ancillary” retail shops and services located in multiple building configurations, are permitted front and street side maximum setback flexibility for the largest building. Maximum setback standards on any other new buildings may be adjusted by the planning commission as part of the alternative design review as set forth in the performance standards and special requirements of RMC 23.22.020(E)(9).

12. All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of ~~35~~ **55** feet, unless located within the Columbia Point North District as established by subcript No. 16 (below) and depicted on Plate No. 5.~~unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.~~

13. Physical additions to existing nonconforming structures are not subject to the maximum front yard setback requirements.

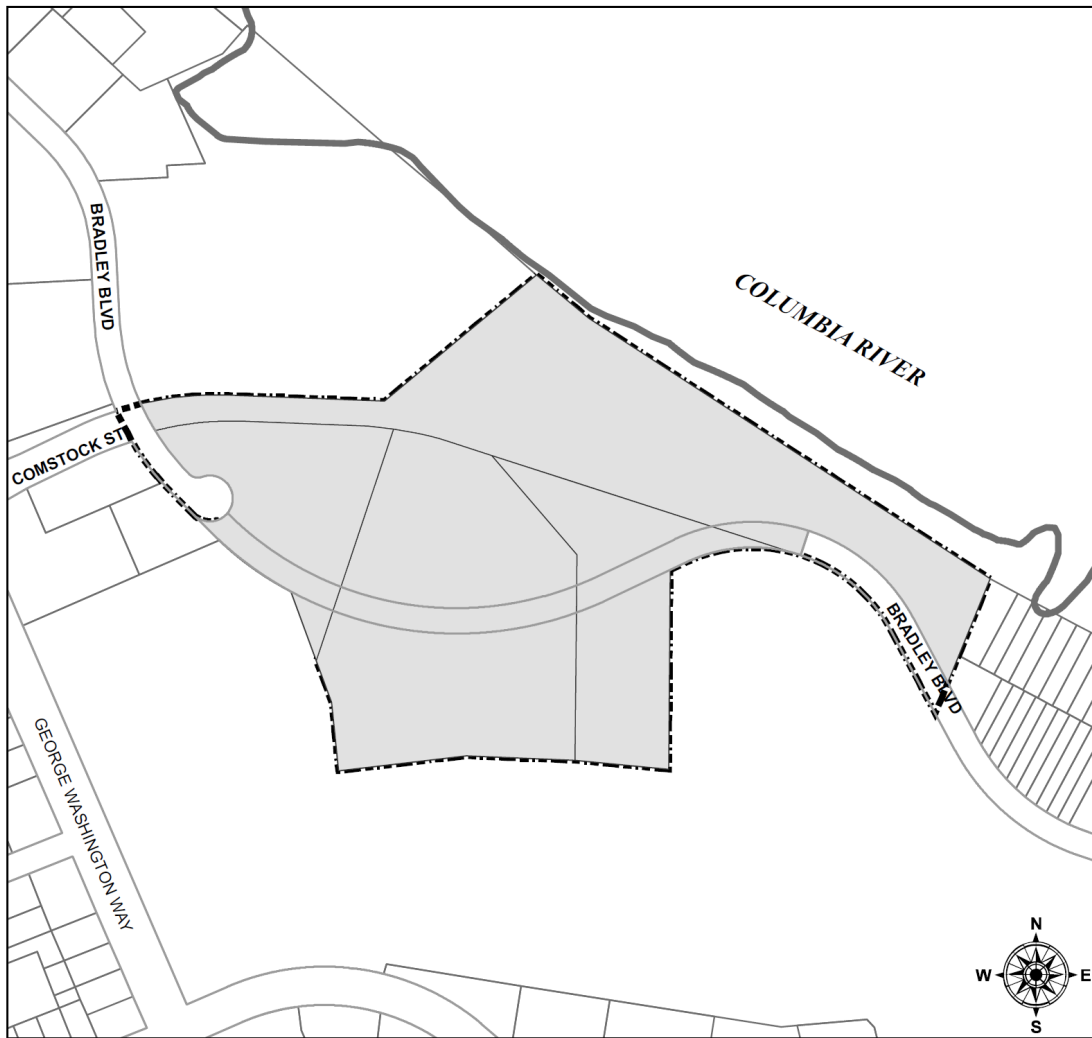
14. The medical, uptown and parkway districts of the CBD zoning district are established as shown by Plates 23.22.040(1), (2) and (3).

15. The Horn Rapids Employment Center is established as shown by Plate 23.22.040(4).

**16. The Columbia Point North District of the Waterfront zoning district is established as shown by plate 23.22.040 (5).**

# PLATE NO.5 - 23.22.040

## PLATE 5



## WF - COLUMBIA POINT NORTH

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## ANALYSIS

In order to help facilitate development identified by the Richland City Council as appropriate and necessary to help achieve their desired plans for the subject property, the City is proposing to establish the Columbia Point North Overlay District and increase the maximum building height within this area from 55 feet to 100 feet.

The Columbia Point North Overlay District consists of 4 parcels that are currently owned by the City and are available for sale. The city council has determined that the subject properties would be best suited for a mixture of commercial and residential development. In order to facilitate this mixed-use development, city staff are proposed to increase the building height limit within this specific area from 55 feet to 100 feet. Previous attempts to increase the height limit were unsuccessful in that they would have allowed a building height increase within all areas of the city zoned Waterfront. City staff would like to increase the maximum building height within this area of the city to help facilitate the property's sale to developers who have notified the city that an increase to the maximum building height would be necessary in order to achieve the city council's vision for the area.

In addition to increasing the building height within this specific area (Columbia Point North Overlay District), the proposed code amendment would also increase the permissible building height within other portions of the Waterfront Zoning District from 35 feet to 55 feet. While this building height increase is already permissible via the current regulations, it is only allowed via special approval from the Planning Commission. The proposed code amendment would remove the special approval requirement from the Planning Commission's purview.

## PUBLIC NOTICE/ COMMENTS

Staff provided notice of the proposed amendment to local and state agencies via SEPA review and via Notice of Application on October 2, 2024. The SEPA DNS and Notice of Application/Public Hearing were also posted on the city's official website on October 2, 2024. Notice of the SEPA DNS, Application and Public Hearing was also published in the Tri-Cities Herald on October 6, 2024. See *Exhibit 5*. Staff provided notice to the Washington State Dept. of Commerce and other state agencies as required by RCW 36.70A on October 2, 2024. See *Exhibit 4*.

As of the date this Staff Report, there had been no received public comment on this matter. Of Staff and Agency sources, comments were received from the City's Public Works Department, State Fish and Wildlife Department and Kennewick Irrigation District. Comments received are included as *Exhibit 6*.

## SEPA

The proposal is subject to environmental review. The City of Richland issued a Determination of Non-Significance (DNS) for the proposal on October 2, 2024, no appeals of the City's DNS were received. See *Exhibit 3*.

## FINDINGS OF FACT

1. The City of Richland is proposing to amend Title 23 establishing the Columbia Point

North District as well as text changes to the Site Requirements Table within Richland Municipal Code 23.22.040.

2. The purpose of the Code amendment is to increase the maximum building height within the Waterfront Zoning District and to create an Overlay District to be known as the Columbia Point North District.
3. Notice of the proposed amendment was provided to local and state agencies. Notice was also published in the Tri-Cities Herald, posted at the official posting places and on the city's official website. Notice was provided to the Washington State Dept. of Commerce and other state agencies as required by RCW 36.70A.
4. The Washington State Department of Commerce received the 60-day Notice of Intent to Adopt Amendment and granted expedited review. *See Exhibit 4.*
5. The City issued a SEPA Threshold Determination of Non-Significance on October 2, 2024. No appeals of the DNS were received.

#### CONCLUSIONS OF LAW

1. The Planning Commission has jurisdiction to hold an open record public hearing and issue a recommendation on the proposed ordinance amendment to the City Council.
2. The proposed code amendment is consistent with the goals and policies of the City's Comprehensive Plan.

#### RECOMMENDATION

Staff recommends the Planning Commission concur with the findings and conclusions set forth in Staff Report (PLN-T4-2024-00002) and recommend to the City Council adoption of the proposed amendments to Title 23 as provided in the draft ordinance attached to this report.

#### ALTERNATIVES

1. Recommend approval of the amendments as proposed.
2. Recommend approval of the amendments, as modified by the Planning Commission.
3. Recommend denial of the amendments.

#### RECOMMENDED MOTION – PLANNING COMMISSION

"I move that the Planning Commission recommend approval of the proposed amendments to RMC Title 23 as identified in the draft ordinance. This recommendation is based upon the listed Findings of Fact and Conclusions of Law."

#### EXHIBITS

1. Application Materials
2. Draft Ordinance
3. SEPA DNS & SEPA Checklist
4. Department of Commerce Expedited Review
5. Public Notice
6. Public & Agency Comments



**City of Richland**  
625 Swift Blvd  
Richland WA 99352  
(509) 942-7794

Exhibit 1

Plan Snapshot Report

|                     |                                          |                  |                   |                     |               |
|---------------------|------------------------------------------|------------------|-------------------|---------------------|---------------|
| <b>Plan Type:</b>   | Type 4                                   | <b>Plan #:</b>   | PLN-T4-2024-00002 | <b>App Date:</b>    | 09/07/2024    |
| <b>Work Class:</b>  | T4 - Municipal Code Text Amendment       | <b>District:</b> | City of Richland  | <b>Exp Date:</b>    | NOT AVAILABLE |
| <b>Status:</b>      | In Review                                |                  |                   | <b>Completed:</b>   | NOT COMPLETED |
| <b>Description:</b> | Add overlay district to Waterfront zone. |                  |                   | <b>Approval</b>     |               |
|                     |                                          |                  |                   | <b>Expire Date:</b> |               |

|                |                    |      |              |
|----------------|--------------------|------|--------------|
| <b>Parcel:</b> | <b>Address:</b>    | Main | <b>Zone:</b> |
|                | Richland, WA 99352 |      |              |

Applicant  
Joe J Schiessl  
625 Swift Blvd  
Richland, WA 99352  
Business: (509) 942-7778  
Mobile: (509) 578-9330

| Plan Custom Fields            |                                                                                             |                   |                                                                                                                                                                              |
|-------------------------------|---------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PreAppQuestionBox             | Yes                                                                                         | PreAppMeetingDate | Jul 1 2024 12:00AM                                                                                                                                                           |
| AmendmentSummary              | Increase building height in Columbia Point North overlay of the Waterfront zoning district. | AmendmentReason   | Increased building height in Columbia Point North overlay of the Waterfront zoning district to implement Richland Strategic Leadership Plan and Comprehensive Land Use Plan. |
| CodeSection                   | 23.22.040                                                                                   | CompPlanQuestion  | Yes                                                                                                                                                                          |
| AmendmentSubstantial Relation | Yes, the amendment will implement the Comprehensive Land Use Plan.                          |                   |                                                                                                                                                                              |

### 23.22.040 Site requirements and development standards for commercial use districts.

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

| Standard                                                       | C-LB                  | C-1                  | C-2                 | C-3                 | CBD                                                                                                                | WF                                                                           | CR                       | CW                    |
|----------------------------------------------------------------|-----------------------|----------------------|---------------------|---------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------|-----------------------|
| Minimum Lot Area                                               | None                  | None                 | None                | None                | None                                                                                                               | None                                                                         | None                     | None                  |
| Maximum Density – Multifamily Dwellings (units:square feet)    | 1:1,500               | N/A                  | N/A                 | N/A                 | None                                                                                                               | 1:1,000                                                                      | N/A                      | N/A                   |
| Minimum Lot Width – One-Family Attached Dwellings              | N/A                   | N/A                  | N/A                 | N/A                 | N/A                                                                                                                | 30 feet                                                                      | N/A                      | N/A                   |
| Minimum Front Yard Setback <sup>14</sup>                       | 20 feet               | 45 feet <sup>1</sup> | 0 feet <sup>2</sup> | 0 feet <sup>2</sup> | CBD, Parkway, Uptown Districts: 0 feet min. – 20 feet max. <sup>3,11,13</sup><br><br>Medical District: 0 feet min. | Note 4,5                                                                     | Note 4                   | 20 feet               |
| Minimum Side Yard Setback                                      | 0 feet <sup>6</sup>   | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                              | 0 feet <sup>5,9</sup>                                                        | 0 feet                   | 0 feet <sup>6,8</sup> |
| Minimum Rear Yard Setback                                      | 0 feet <sup>6,8</sup> | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                              | 0 feet <sup>5,8,10</sup>                                                     | 0 feet                   | 0 feet <sup>6,8</sup> |
| Maximum Building Height <sup>14,15</sup>                       | 55 feet               | 30 feet              | 80 feet             | 80 feet             | CBD: 110 feet<br>Medical: 140 feet<br>Parkway: 50 feet<br>Uptown: 50 feet                                          | Columbia<br>Point North:<br>100 feet<br><del>35</del> /55 feet <sup>12</sup> | 35/55 feet <sup>12</sup> | 35 feet               |
| Minimum Dwelling Unit Size (in square feet, excluding porches, | 500 feet              | N/A                  | N/A                 | N/A                 | N/A                                                                                                                | 500 feet                                                                     | N/A                      | N/A                   |

| Standard                        | C-LB | C-1 | C-2 | C-3 | CBD | WF | CR | CW |
|---------------------------------|------|-----|-----|-----|-----|----|----|----|
| decks, balconies and basements) |      |     |     |     |     |    |    |    |

1. Each lot shall have a front yard 45 feet deep or equal to the front yards of existing buildings in the same C-1 district and within the same block.
2. No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.
3. Unless a greater setback is required by Chapter [12.11](#) RMC, Intersection Sight Distance.
4. Front and Side Street. No building shall be closer than 40 feet to the centerline of a public right-of-way. The setback area shall incorporate pedestrian amenities such as increased sidewalk width, street furniture, landscaped area, public art features, or similar features.
5. In the case of attached one-family dwelling units, setback requirements shall be as established for attached dwelling units in the medium-density residential small lot (R-2S) zoning district. Refer to RMC [23.18.040](#).
6. In any commercial limited business (C-LB), central business (CBD) or in any commercial winery (CW) zoning district that directly abuts a single-family zoning district, the following buffer, setback and building height regulations shall apply to all structures:
  - a. Within the commercial limited business (C-LB), the central business district (CBD) and the commercial winery (CW) districts, buildings shall maintain at least a 35-foot setback from any property that is zoned for single-family residential use. Single-family residential zones include R-1-12 – single-family residential 12,000, R-1-10 – single-family residential 10,000, R-2 – medium-density residential, R-2S – medium-density residential small lot, or any residential planned unit development that is comprised of single-family detached dwellings.
  - b. Buildings that are within 50 feet of any property that is zoned for single-family residential use in commercial limited business (C-LB) and the commercial winery (CW) districts and buildings that are within 50 feet of any property that is zoned for and currently developed with a single-family residential use in the central business district (CBD) (as defined in footnote (6)(a)) shall not exceed 30 feet in height. Beyond the area 50 feet from any property that is zoned for single-family residential use, building height may be increased at the rate of one foot in building height for each additional one foot of setback from property that is zoned for single-family residential use to the maximum building height allowed in the C-LB, CW and CBD zoning districts, respectively.
  - c. A six-foot-high fence that provides a visual screen shall be constructed adjacent to any property line that adjoins property that is zoned for single-family residential use, or currently zoned for and developed with a single-family residential use in the CBD district. Additionally, a 10-foot landscape strip shall be provided adjacent to the fence. This landscape strip may be used to satisfy the landscaping requirements established for the landscaping of parking facilities as identified in RMC [23.54.140](#).

d. In the C-LB and CW districts, a 20-foot setback shall be provided for any side yard that adjoins a street.

7. Side yard and rear yard setbacks are not required except for lots adjoining a residential development, residential district, or a street. Lots adjoining either a residential development or residential district shall maintain a minimum 15-foot setback. Lots adjoining a street shall maintain a minimum 20-foot setback. Required side or rear yards shall be landscaped or covered with a hard surface, or a combination of both. No accessory buildings or structures shall be located in such yards unless otherwise permitted by this title.

8. No minimum required, except parking shall be set back a minimum of five feet to accommodate required landscape screening as required under RMC [23.54.140](#).

9. Side Yard. No minimum, except parking shall be set back a minimum of five feet, and buildings used exclusively for residences shall maintain at least one foot of side yard for each three feet or portion thereof of building height. Side yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

10. No minimum, except parking shall be set back a minimum of five feet. Rear yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

11. Commercial developments such as community shopping centers or retail centers over 40,000 square feet in size and typically focused around a major tenant, such as a supermarket grocery, department store or discount store, and supported with smaller “ancillary” retail shops and services located in multiple building configurations, are permitted front and street side maximum setback flexibility for the largest building. Maximum setback standards on any other new buildings may be adjusted by the planning commission as part of the alternative design review as set forth in the performance standards and special requirements of RMC [23.22.020\(E\)\(9\)](#).

12. All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title [26](#)). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of ~~35~~ [55](#) feet, ~~unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.~~

13. Physical additions to existing nonconforming structures are not subject to the maximum front yard setback requirements.

14. The medical, uptown and parkway, districts of the CBD zoning district are established as shown by Plates [23.22.040\(1\)](#), [\(2\)](#) and [\(3\)](#).

15. [The Columbia point north district of the waterfront zoning district is established as shown by plate \[23.22.040\\(4\\)\]\(#\).](#)

PLATE NO. 1 - 23.22.040

PLATE 1



CBD - MEDICAL DISTRICT

PLATE NO. 2 - 23.22.040

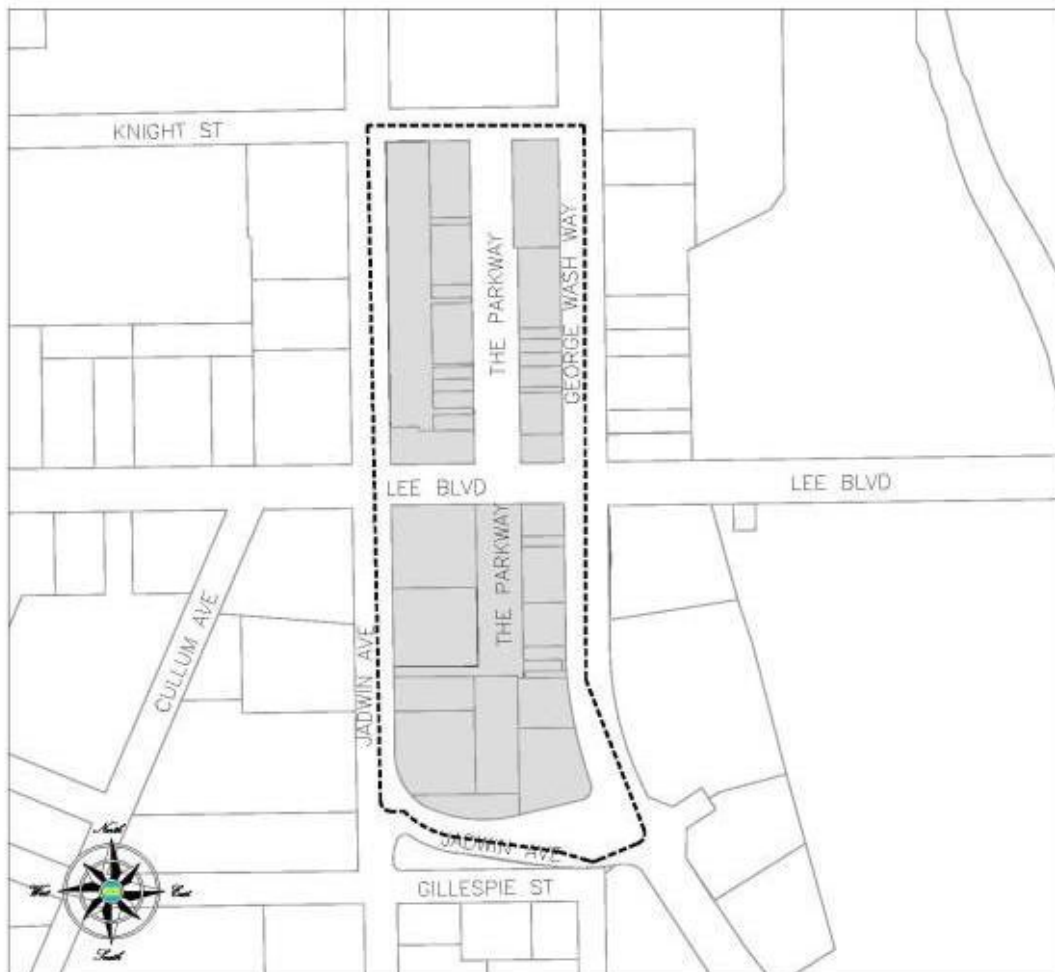
PLATE 2



CBD - UPTOWN DISTRICT

PLATE NO. 3 - 23.22.040

## PLATE 3

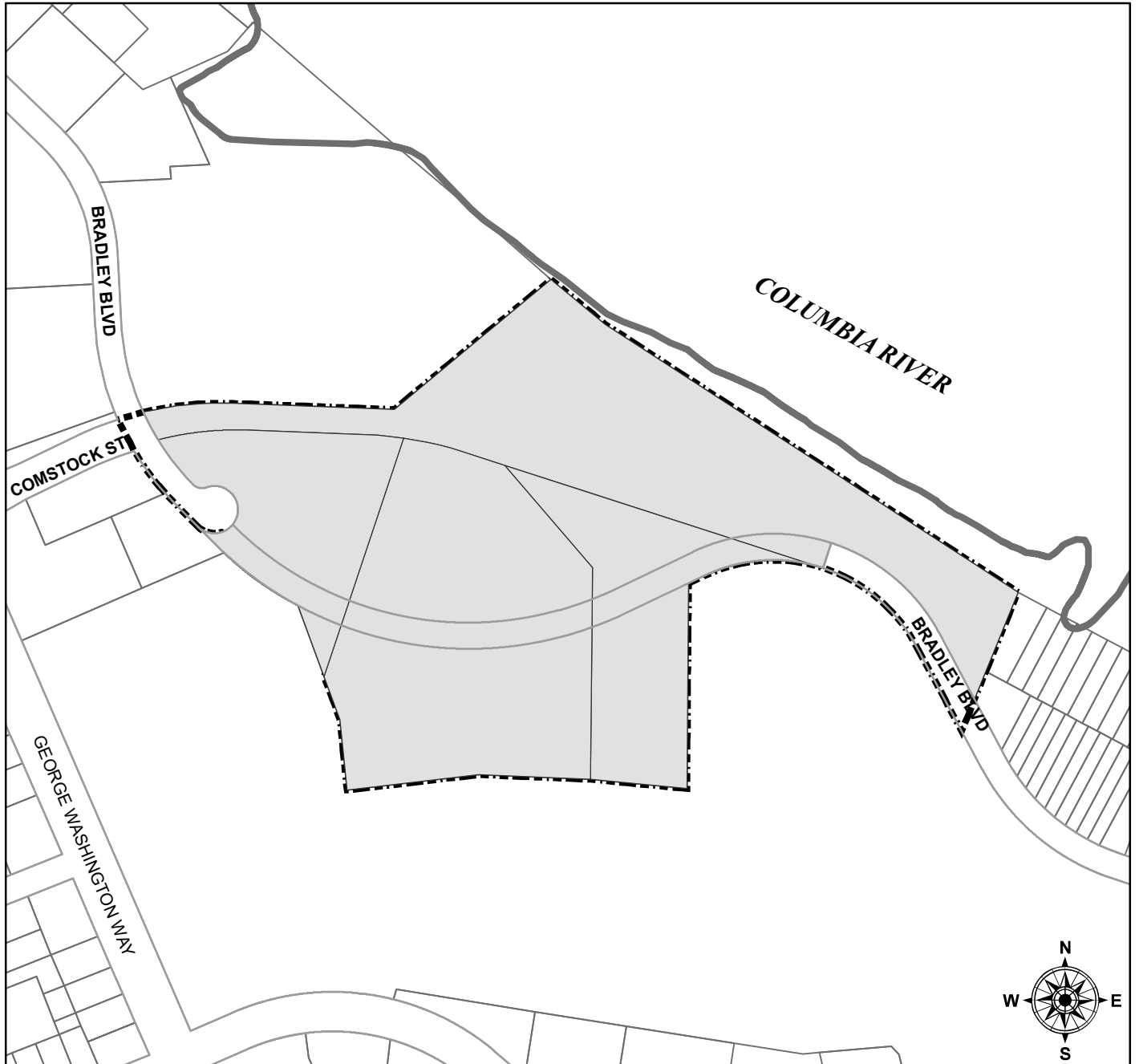


CBD - THE PARKWAY DISTRICT

INSERT PLATE 4 HERE

[Ord. 28-05 § 1.02; Ord. 04-09; Ord. 07-10 § 1.03; amended during 2011 recodification; Ord. 32-11 § 6; Ord. 13-21 § 1; Ord. 15-21 § 2, 2021].

**PLATE 5**



# Exhibit 2

## ORDINANCE NO. 2024-XX

### **AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON, AMENDING CHAPTER 23.22 OF THE RICHLAND MUNICIPAL CODE TO INCREASE THE BUILDING HEIGHT LIMIT WITHIN THE COLUMBIA POINT NORTH DISTRICT OF THE WATERFRONT ZONING DISTRICT.**

**WHEREAS**, the City has need, from time to time, to amend the Richland Municipal Code (RMC) to bring it into alignment with best practices; and

**WHEREAS**, the City has identified the Columbia Point North District to be an area for significant employment and residential opportunities; and

**WHEREAS**, the City has determined that the existing building height limit does not meet the goal of providing significant employment and residential opportunities.

**NOW, THEREFORE, BE IT ORDAINED** by the City of Richland as follows:

Section 1. Subsection 23.22.030 of the Richland Municipal Code, entitled Commercial use districts permitted land uses, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 2022-19, is hereby amended to read as follows:

#### **23.22.030 Commercial use districts permitted land uses**

In the following chart, land use classifications are listed on the vertical axis. Zoning districts are listed on the horizontal axis.

A. If the symbol “P” appears in the box at the intersection of the column and row, the use is permitted, subject to the general requirements and performance standards required in that zoning district.

B. If the symbol “S” appears in the box at the intersection of the column and row, the use is permitted subject to the special use permit provisions contained in Chapter 23.46 RMC.

C. If the symbol “A” appears in the box at the intersection of the column and the row, the use is permitted as an accessory use, subject to the general requirements and performance standards required in the zoning district.

D. If a number appears in the box at the intersection of the column and the row, the use is subject to the general conditions and special provisions indicated in the corresponding note.

E. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that zoning district.

| Land Use                                      | C-LB | C-1            | C-2            | C-3            | CBD            | WF | CR | CW              |
|-----------------------------------------------|------|----------------|----------------|----------------|----------------|----|----|-----------------|
| <b>Agricultural Uses</b>                      |      |                |                |                |                |    |    |                 |
| Raising Crops, Trees, Vineyards               |      |                |                |                |                |    |    | P               |
| <b>Automotive, Marine and Heavy Equipment</b> |      |                |                |                |                |    |    |                 |
| Automotive Repair – Major                     |      |                |                | P              |                |    |    |                 |
| Automotive Repair – Minor                     |      | P              | P              | P              | S              |    |    |                 |
| Automotive Repair – Specialty Shop            |      | S              | P              | P              | S              |    |    |                 |
| Automobile Service Station                    |      | P <sup>1</sup> | P <sup>1</sup> | P <sup>1</sup> | S <sup>1</sup> |    |    |                 |
| Auto Part Sales                               |      | P              | P              | P              | S              |    |    |                 |
| Boat Building                                 |      |                |                | P              |                |    |    |                 |
| Bottling Plants                               |      |                |                | P              |                |    |    | p <sup>28</sup> |
| Car Wash – Automatic or Self-Service          |      | P <sup>2</sup> | P <sup>2</sup> | P <sup>2</sup> | S <sup>2</sup> |    |    |                 |
| Equipment Rentals                             |      |                | P              | P              |                |    |    |                 |
| Farm Equipment and Supplies Sales             |      |                |                | P              |                |    |    |                 |
| Fuel Station/Mini Mart                        | S    | P              | P              | P              | P              |    |    |                 |
| Heavy Equipment Sales and Repair              |      |                |                | P              |                |    |    |                 |
| Manufactured Home Sales Lot                   |      |                |                | P              |                |    |    |                 |
| Marinas                                       |      |                |                |                |                | P  | P  |                 |
| Marine Equipment Rentals                      |      |                |                | P              |                | P  | P  |                 |
| Marine Gas Sales                              |      |                |                |                |                | A  | A  |                 |
| Marine Repair                                 |      |                |                | P              |                | P  | P  |                 |
| Towing, Vehicle Impound Lots                  |      |                |                | S <sup>3</sup> |                |    |    |                 |
| Truck Rentals                                 |      |                | P              | P              |                |    |    |                 |
| Truck Stop – Diesel Fuel Sales                |      |                | S              | P              |                |    |    |                 |
| Truck Terminal                                |      |                |                | P              |                |    |    |                 |
| Vehicle Leasing/Renting                       |      |                | P <sup>4</sup> | P              | S <sup>4</sup> |    |    |                 |
| Vehicle Sales                                 |      |                | P <sup>4</sup> | P              | S <sup>4</sup> |    |    |                 |
| Warehousing, Wholesale Use                    |      |                |                | P              |                |    |    |                 |
| <b>Business and Personal Services</b>         |      |                |                |                |                |    |    |                 |
| Animal Shelter                                |      |                |                | S <sup>5</sup> |                |    |    |                 |
| Automatic Teller Machines                     | P    | P              | P              | P              | P              | P  |    | P               |

| Land Use                                        | C-LB            | C-1             | C-2             | C-3                | CBD               | WF                | CR              | CW              |
|-------------------------------------------------|-----------------|-----------------|-----------------|--------------------|-------------------|-------------------|-----------------|-----------------|
| Commercial Kennel                               |                 |                 |                 | P <sup>5</sup>     |                   |                   |                 |                 |
| Contractors' Offices                            |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Funeral Establishments                          |                 |                 | P               | P                  |                   |                   |                 |                 |
| General Service Businesses                      | A               | P               | P               | P                  | P                 | P                 |                 |                 |
| Health/Fitness Facility                         | A               | P               | P               | P                  | P                 | A                 | P               |                 |
| Health/Fitness Center                           |                 |                 | P               | P                  | P                 |                   | P               |                 |
| Health Spa                                      |                 | P               | P               | P                  | P                 | P                 |                 | P               |
| Hospital/Clinic – Large Animal                  |                 |                 |                 | S <sup>5</sup>     |                   |                   |                 |                 |
| Hospital/Clinic – Small Animal                  |                 |                 | S <sup>5</sup>  | P <sup>5</sup>     | P                 |                   |                 |                 |
| Laundry/Dry Cleaning, Com.                      |                 |                 |                 | P                  | P <sup>29</sup>   |                   |                 |                 |
| Laundry/Dry Cleaning, Neighborhood              |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Laundry/Dry Cleaning, Retail                    | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Laundry – Self-Service                          |                 | P               | P               | P                  | P                 |                   |                 |                 |
| Mini-Warehouse                                  |                 |                 |                 | P <sup>6, 31</sup> |                   |                   |                 |                 |
| Mailing Service                                 | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Personal Loan Business                          | P               | P               | P               | P                  | P                 |                   |                 |                 |
| Personal Services Businesses                    | A               | P               | P               | P                  | P                 | P                 |                 |                 |
| Photo Processing, Copying and Printing Services | P               | P               | P               | P                  | P                 | P                 |                 |                 |
| Telemarketing Services                          | P               |                 | P               | P                  | P                 |                   |                 |                 |
| Video Rental Store                              |                 | P               | P               | P                  | P                 | P                 |                 | P               |
| <b>Food Service</b>                             |                 |                 |                 |                    |                   |                   |                 |                 |
| Cafeterias                                      | A               |                 | A               | A                  | A                 | A                 | A               |                 |
| Delicatessen                                    | P               | P               | P               | P                  | P                 | P                 | P               | P               |
| Drinking Establishments                         |                 | P <sup>7</sup>  | P               | P                  | P                 | P                 | P               | P               |
| Micro-Brewery                                   |                 |                 | P               | P                  | P                 | P                 | P               | P               |
| Portable Food Vendors <sup>26</sup>             | A <sup>27</sup> | A <sup>27</sup> | A <sup>27</sup> | A <sup>27</sup>    | A <sup>27</sup>   | A <sup>27</sup>   | A <sup>27</sup> | A <sup>28</sup> |
| Restaurants/Drive-Through                       |                 | S <sup>8</sup>  | P <sup>8</sup>  | P <sup>8</sup>     | S <sup>8, 9</sup> | S <sup>8, 9</sup> |                 |                 |
| Restaurants/Lounge                              |                 | P <sup>7</sup>  | P               | P                  | P                 | P                 | P               | P               |
| Restaurants/Sit Down                            | A               | P               | P               | P                  | P                 | P                 | P               | P               |
| Restaurants/Take Out                            |                 | P               | P               | P                  | P                 | P                 |                 | P               |

| Land Use                                          | C-LB            | C-1               | C-2             | C-3             | CBD               | WF              | CR | CW              |
|---------------------------------------------------|-----------------|-------------------|-----------------|-----------------|-------------------|-----------------|----|-----------------|
| Restaurants with Entertainment/Dancing Facilities |                 | P <sup>7</sup>    | P               | P               | P                 | P               | P  | P               |
| Vehicle-Based Food Service                        |                 | p <sup>30</sup>   | p <sup>30</sup> | p <sup>30</sup> | p <sup>30</sup>   | p <sup>30</sup> |    |                 |
| Wineries – Tasting Room                           |                 | P <sup>7</sup>    | P               | P               | P                 | P               | P  | P               |
| <b>Industrial/Manufacturing Uses</b>              |                 |                   |                 |                 |                   |                 |    |                 |
| Laundry and Cleaning Plants                       |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Light Manufacturing Uses                          |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Warehousing and Distribution Facilities           |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Wholesale Facilities and Operations               |                 |                   |                 | P               |                   |                 |    | p <sup>28</sup> |
| Wineries – Production                             |                 |                   |                 | P               |                   |                 |    | P               |
| <b>Office Uses</b>                                |                 |                   |                 |                 |                   |                 |    |                 |
| Financial Institutions                            | P               | P/S <sup>22</sup> | P               | P               | P/S <sup>22</sup> | P               |    |                 |
| Medical, Dental and Other Clinics                 | P               | P                 | P               | P               | P                 | P               |    |                 |
| Newspaper Offices and Printing Works              |                 |                   | P               | P               | P                 |                 |    |                 |
| Office – Consulting Services                      | P               | P                 | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – Corporate                                | P               |                   | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – General                                  | P               | P                 | P               | P               | P                 | P               |    | p <sup>28</sup> |
| Office – Research and Development                 | P               |                   | P               | P               | P                 |                 |    | p <sup>28</sup> |
| Radio and Television Studios                      |                 |                   | P               | P               | P                 |                 |    |                 |
| Schools, Commercial                               | P               |                   | P               | P               | P                 | P               |    |                 |
| Schools, Trade                                    |                 |                   | P               | P               | P                 |                 |    | p <sup>28</sup> |
| Travel Agencies                                   | P               | P                 | P               | P               | P                 | P               |    |                 |
| <b>Public/Quasi-Public Uses</b>                   |                 |                   |                 |                 |                   |                 |    |                 |
| Churches                                          | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> | P <sup>10</sup> | P                 | P <sup>10</sup> |    |                 |
| Clubs or Fraternal Societies                      | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> |    |                 |
| Cultural Institutions                             | P <sup>10</sup> | P <sup>10</sup>   | P <sup>10</sup> |                 | P <sup>10</sup>   | P <sup>10</sup> |    | P <sup>10</sup> |
| General Park O&M Activities                       | P               | P                 | P               | P               | P                 | P               | P  | P               |
| Hospitals                                         | P               |                   | P               | P               | P                 |                 |    |                 |
| Passive Open Space Use                            | P               | P                 | P               | P               | P                 | P               | P  | P               |

| Land Use                                                                                                        | C-LB            | C-1             | C-2             | C-3             | CBD             | WF              | CR              | CW              |
|-----------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Power Transmission and Irrigation Wasteway Easements and Utility Uses                                           | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Agency Buildings                                                                                         | P               | P               | P               | P               | P               | P               | P               |                 |
| Public Agency Facilities                                                                                        | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> | P <sup>11</sup> |
| Public Campgrounds                                                                                              |                 |                 |                 | S               |                 |                 | S               |                 |
| Public Parks                                                                                                    | P               | P               | P               | P               | P               | P               | P               | P               |
| Schools                                                                                                         | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> | P <sup>12</sup> |                 |                 |
| Schools, Alternative                                                                                            | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> | P <sup>13</sup> |                 |                 |                 |
| Special Events Including Concerts, Tournaments and Competitions, Fairs, Festivals and Similar Public Gatherings | P               | P               | P               | P               | P               | P               | P               | P               |
| Trail Head Facilities                                                                                           | P               | P               | P               | P               | P               | P               | P               | P               |
| Trails for Equestrian, Pedestrian, or Nonmotorized Vehicle Use                                                  | P               | P               | P               | P               | P               | P               | P               | P               |
| <b>Recreational Uses</b>                                                                                        |                 |                 |                 |                 |                 |                 |                 |                 |
| Art Galleries                                                                                                   |                 |                 | P               | P               | P               | P               | P               | P               |
| Arcades                                                                                                         |                 | P               | P               | P               | P               | P               | P               |                 |
| Boat Mooring Facilities                                                                                         |                 |                 |                 |                 |                 | P               | P               |                 |
| Cinema, Indoor                                                                                                  |                 |                 | P               | P               | P               | P               | P               |                 |
| Cinema, Drive-In                                                                                                |                 |                 | P               | P               |                 |                 |                 |                 |
| Commercial Recreation, Indoor                                                                                   |                 | S <sup>7</sup>  | P               | P               | P               | P               | P               |                 |
| Commercial Recreation, Outdoor                                                                                  |                 |                 | P               | P               |                 | P               | P               |                 |
| House Banked Card Rooms                                                                                         |                 |                 |                 | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> | P <sup>14</sup> |                 |
| Recreational Vehicle Campgrounds                                                                                |                 |                 |                 | S <sup>15</sup> |                 |                 | S <sup>15</sup> |                 |
| Recreational Vehicle Parks                                                                                      |                 |                 |                 | S <sup>16</sup> |                 |                 | S <sup>16</sup> |                 |
| Stable, Public                                                                                                  |                 |                 |                 | S <sup>17</sup> |                 |                 |                 |                 |
| Theater                                                                                                         |                 | P <sup>7</sup>  | P               | P               | P               | P               | P               | P               |
| <b>Residential Uses</b>                                                                                         |                 |                 |                 |                 |                 |                 |                 |                 |
| Accessory Dwelling Unit                                                                                         |                 | A               | A               | A               | A               | A               |                 | A               |
| Apartment, Condominium (3 or more units)                                                                        | P               |                 | P <sup>18</sup> |                 | P               | P               |                 |                 |
| Assisted Living Facility                                                                                        | P               |                 | P               |                 | P <sup>18</sup> | P               |                 |                 |

| Land Use                                            | C-LB            | C-1               | C-2             | C-3             | CBD             | WF              | CR | CW              |
|-----------------------------------------------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------------|----|-----------------|
| Bed and Breakfast                                   | P               | P                 | P               | P               | P               | P               | P  | P               |
| Day Care Center                                     | p <sup>19</sup> | p <sup>19</sup>   | p <sup>19</sup> | p <sup>19</sup> | p <sup>19</sup> | p <sup>19</sup> |    |                 |
| Dormitories, Fraternities, and Sororities           | P               |                   |                 |                 | P               | P               |    |                 |
| Dwelling, One-Family Attached                       |                 |                   |                 |                 |                 | p <sup>25</sup> |    |                 |
| Dwelling, Two-Family Detached                       |                 |                   |                 |                 |                 | P               |    |                 |
| Dwelling Units for a Resident Watchman or Custodian |                 |                   |                 | A               |                 |                 |    | p <sup>28</sup> |
| Emergency Housing                                   | P               |                   | P               | P               | P               | P               | P  | P               |
| Emergency Shelters                                  | P               |                   | P               | P               | P               | P               | P  | P               |
| Family Day Care Home                                | p <sup>19</sup> |                   |                 |                 |                 | p <sup>19</sup> |    |                 |
| Houseboats                                          |                 |                   |                 |                 |                 | P               | P  |                 |
| Hotels or Motels                                    | P               |                   | P               | P               | P               | P               | P  | P               |
| Nursing or Rest Home                                | P               |                   | P               |                 | p <sup>18</sup> | P               |    |                 |
| Permanent Supportive Housing                        | P               |                   | P               | P               | P               | P               | P  | P               |
| Recreational Club                                   | A               |                   |                 |                 | A               | A               |    |                 |
| Senior Housing                                      | P               |                   |                 |                 | p <sup>18</sup> | P               |    |                 |
| Temporary Residence                                 | p <sup>20</sup> | p <sup>20</sup>   | p <sup>20</sup> | p <sup>20</sup> | p <sup>20</sup> | p <sup>20</sup> |    | P               |
| Transitional Housing                                | P               |                   | P               | P               | P               | P               | P  | P               |
| <b>Retail Uses</b>                                  |                 |                   |                 |                 |                 |                 |    |                 |
| Adult Use Establishments                            |                 |                   |                 | p <sup>21</sup> |                 |                 |    |                 |
| Apparel and Accessory Stores                        |                 | P                 | P               | P               | P               | P               |    | P               |
| Auto Parts Supply Store                             |                 | P                 | P               | P               | P               |                 |    |                 |
| Books, Stationery and Art Supply Stores             | A               | P                 | P               | P               | P               | P               |    | P               |
| Building, Hardware, Garden Supply Stores            |                 | P                 | P               | P               | P               |                 |    |                 |
| Department Store                                    |                 |                   | P               | P               | P               |                 |    |                 |
| Drug Store/Pharmacy                                 | A               | P/S <sup>22</sup> | P               | P               | P               | P               |    |                 |
| Electronic Equipment Stores                         |                 | P                 | P               | P               | P               | P               |    |                 |
| Food Stores                                         |                 | P                 | P               | P               | P               | P               |    |                 |
| Florist                                             |                 | P                 | P               | P               | P               | P               |    | P               |

| Land Use                                         | C-LB | C-1             | C-2             | C-3               | CBD             | WF | CR | CW              |
|--------------------------------------------------|------|-----------------|-----------------|-------------------|-----------------|----|----|-----------------|
| Furniture, Home Furnishings and Appliance Stores |      | P               | P               | P                 | P               |    |    |                 |
| Landscaping Material Sales                       |      |                 | A               | P                 |                 |    |    |                 |
| Lumberyards                                      |      |                 |                 | P                 |                 |    |    |                 |
| Nursery, Plant                                   |      |                 |                 | P                 |                 |    |    | P               |
| Office Supply Store                              | A    | P               | P               | P                 | P               | P  |    |                 |
| Outdoor Sales                                    |      |                 |                 | P                 |                 |    |    |                 |
| Parking Lot or Structure                         | P    | P               | P               | P                 | A               | P  |    | P               |
| Pawn Shop                                        |      |                 |                 | P                 |                 |    |    |                 |
| Pet Shop and Pet Supply Stores                   |      | P               | P               | P                 | P               |    |    |                 |
| Retail Hay, Grain and Feed Stores                |      |                 |                 | P                 |                 |    |    |                 |
| Secondhand Store                                 |      |                 | P               | P                 | P               | P  |    |                 |
| Specialty Retail Stores                          |      | P               | P               | P                 | P               | P  |    | P               |
| <b>Miscellaneous Uses</b>                        |      |                 |                 |                   |                 |    |    |                 |
| Bus Station                                      |      |                 |                 | P                 | P               |    |    |                 |
| Bus Terminal                                     |      |                 |                 | P                 | P               |    |    |                 |
| Bus Transfer Station                             | P    |                 | P               | P                 | P               |    | P  |                 |
| Cemetery                                         | P    |                 | P               | P                 |                 |    |    |                 |
| Community Festivals and Street Fairs             | P    | P               | P               | P                 | P               | P  | P  | P               |
| Convention Center                                | P    |                 | P               | P                 | P               | P  | P  |                 |
| Macro-Antennas                                   | P    | P               | P               | P                 | P               | P  | P  | P               |
| Monopole                                         |      |                 | S <sup>23</sup> | P/S <sup>23</sup> | S <sup>23</sup> |    |    |                 |
| On-Site Hazardous Waste Treatment and Storage    | A    | A               | A               | A                 | A               | A  | A  | A               |
| Outdoor Storage                                  |      | A <sup>24</sup> | A <sup>24</sup> | P <sup>24</sup>   |                 |    |    |                 |
| Storage in an Enclosed Building                  | A    | A               | A               | A                 | A               | A  | A  | A <sup>28</sup> |

1. RMC 23.42.280
2. RMC 23.42.270
3. RMC 23.42.320
4. RMC 23.42.330
5. RMC 23.42.040
6. RMC 23.42.170
7. RMC 23.42.053
8. RMC 23.42.047

9. RMC 23.42.055
10. RMC 23.42.050
11. RMC 23.42.200
12. RMC 23.42.250
13. RMC 23.42.260
14. RMC 23.42.100
15. RMC 23.42.230
16. RMC 23.42.220
17. RMC 23.42.190
18. Use permitted on upper stories of multistory buildings, if main floor is used for commercial or office uses.
19. RMC 23.42.080
20. RMC 23.42.110
21. RMC 23.42.030
22. Use permitted, requires special use permit with drive-through window.
23. Chapter 23.62 RMC
24. RMC 23.42.180
25. RMC 23.18.025
26. See definition, RMC 23.06.780.
27. RMC 23.42.185
28. Activities permitted only when directly related to and/or conducted in support of winery operations.
29. Within the central business district (CBD), existing commercial laundry/dry cleaning uses, established and operating at the time the CBD district was established, are allowed as a permitted use. All use of the land and/or buildings necessary and incidental to that of the commercial laundry/dry cleaning use, and existing at the effective date of the CBD district, may be continued. Commercial laundry/dry cleaning uses not established and operating at the time the CBD district was established are prohibited.
30. RMC 23.42.325
31. Mini-Warehouse uses are prohibited in the Horn Rapids Employment Center.

Section 2. Subsection 23.22.040 of the Richland Municipal Code, entitled Site requirements and development standards for commercial use districts, as first enacted by Ordinance No. 28-05, and last amended by Ordinance No. 15-21, is hereby amended to read as follows:

**23.22.040 Site requirements and development standards for commercial use districts.**

In the following chart, development standards are listed on the vertical axis. Zoning districts are listed on the horizontal axis. The number appearing in the box at the intersection of the column and row represents the dimensional standard that applies to that zoning district.

| <b>Standard</b>                                             | <b>C-LB</b> | <b>C-1</b> | <b>C-2</b> | <b>C-3</b> | <b>CBD</b> | <b>WF</b> | <b>CR</b> | <b>CW</b> |
|-------------------------------------------------------------|-------------|------------|------------|------------|------------|-----------|-----------|-----------|
| Minimum Lot Area                                            | None        | None       | None       | None       | None       | None      | None      | None      |
| Maximum Density – Multifamily Dwellings (units:square feet) | 1:1,500     | N/A        | N/A        | N/A        | None       | 1:1,000   | N/A       | N/A       |
| Minimum Lot Width – One-Family Attached Dwellings           | N/A         | N/A        | N/A        | N/A        | N/A        | 30 feet   | N/A       | N/A       |

| Standard                                                                                       | C-LB                  | C-1                  | C-2                 | C-3                 | CBD                                                                                                            | WF                                                                                     | CR                       | CW                    |
|------------------------------------------------------------------------------------------------|-----------------------|----------------------|---------------------|---------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------|-----------------------|
| Minimum Front Yard Setback <sup>14</sup>                                                       | 20 feet               | 45 feet <sup>1</sup> | 0 feet <sup>2</sup> | 0 feet <sup>2</sup> | CBD, Parkway, Uptown Districts: 0 feet min. – 20 feet max. <sup>3,11,13</sup><br>Medical District: 0 feet min. | Note 4,5                                                                               | Note 4                   | 20 feet               |
| Minimum Side Yard Setback                                                                      | 0 feet <sup>6</sup>   | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                          | 0 feet <sup>5,9</sup>                                                                  | 0 feet                   | 0 feet <sup>6,8</sup> |
| Minimum Rear Yard Setback                                                                      | 0 feet <sup>6,8</sup> | 0 feet <sup>7</sup>  | None                | None                | 0 feet <sup>6,8</sup>                                                                                          | 0 feet <sup>5,8,10</sup>                                                               | 0 feet                   | 0 feet <sup>6,8</sup> |
| Maximum Building Height <sup>14,15</sup>                                                       | 55 feet               | 30 feet              | 80 feet             | 80 feet             | CBD: 110 feet<br>Medical: 140 feet<br>Parkway: 50 feet<br>Uptown: 50 feet                                      | <del>35/</del> 55 feet <sup>12</sup><br><a href="#">Columbia Point North: 100 feet</a> | 35/55 feet <sup>12</sup> | 35 feet               |
| Minimum Dwelling Unit Size (in square feet, excluding porches, decks, balconies and basements) | 500 feet              | N/A                  | N/A                 | N/A                 | N/A                                                                                                            | 500 feet                                                                               | N/A                      | N/A                   |

- Each lot shall have a front yard 45 feet deep or equal to the front yards of existing buildings in the same C-1 district and within the same block.
- No setback required if street right-of-way is at least 80 feet in width. Otherwise, a minimum setback of 40 feet from street centerline is required.
- Unless a greater setback is required by Chapter 12.11 RMC, Intersection Sight Distance.
- Front and Side Street. No building shall be closer than 40 feet to the centerline of a public right-of-way. The setback area shall incorporate pedestrian amenities such as increased sidewalk width, street furniture, landscaped area, public art features, or similar features.
- In the case of attached one-family dwelling units, setback requirements shall be as established for attached dwelling units in the medium-density residential small lot (R-2S) zoning district. Refer to RMC 23.18.040.
- In any commercial limited business (C-LB), central business (CBD) or in any commercial winery (CW) zoning district that directly abuts a single-family zoning district, the following buffer, setback and building height regulations shall apply to all structures:
  - Within the commercial limited business (C-LB), the central business district (CBD) and the commercial winery (CW) districts, buildings shall maintain at least a 35-foot setback from any property that is zoned for single-family residential use. Single-family residential zones include R-1-12 – single-family residential 12,000, R-1-10 – single-family residential 10,000, R-2 – medium-density residential, R-2S – medium-density residential small lot, or any residential planned unit development that is comprised of single-family detached dwellings.

b. Buildings that are within 50 feet of any property that is zoned for single-family residential use in commercial limited business (C-LB) and the commercial winery (CW) districts and buildings that are within 50 feet of any property that is zoned for and currently developed with a single-family residential use in the central business district (CBD) (as defined in footnote (6)(a)) shall not exceed 30 feet in height. Beyond the area 50 feet from any property that is zoned for single-family residential use, building height may be increased at the rate of one foot in building height for each additional one foot of setback from property that is zoned for single-family residential use to the maximum building height allowed in the C-LB, CW and CBD zoning districts, respectively.

c. A six-foot-high fence that provides a visual screen shall be constructed adjacent to any property line that adjoins property that is zoned for single-family residential use, or currently zoned for and developed with a single-family residential use in the CBD district. Additionally, a 10-foot landscape strip shall be provided adjacent to the fence. This landscape strip may be used to satisfy the landscaping requirements established for the landscaping of parking facilities as identified in RMC 23.54.140.

d. In the C-LB and CW districts, a 20-foot setback shall be provided for any side yard that adjoins a street.

7. Side yard and rear yard setbacks are not required except for lots adjoining a residential development, residential district, or a street. Lots adjoining either a residential development or residential district shall maintain a minimum 15-foot setback. Lots adjoining a street shall maintain a minimum 20-foot setback. Required side or rear yards shall be landscaped or covered with a hard surface, or a combination of both. No accessory buildings or structures shall be located in such yards unless otherwise permitted by this title.

8. No minimum required, except parking shall be set back a minimum of five feet to accommodate required landscape screening as required under RMC 23.54.140.

9. Side Yard. No minimum, except parking shall be set back a minimum of five feet, and buildings used exclusively for residences shall maintain at least one foot of side yard for each three feet or portion thereof of building height. Side yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

10. No minimum, except parking shall be set back a minimum of five feet. Rear yards adjoining a residential district shall maintain setbacks equivalent to the adjacent residential district.

11. Commercial developments such as community shopping centers or retail centers over 40,000 square feet in size and typically focused around a major tenant, such as a supermarket grocery, department store or discount store, and supported with smaller “ancillary” retail shops and services located in multiple building configurations, are permitted front and street side maximum setback flexibility for the largest building. Maximum setback standards on any other new buildings may be adjusted by the planning commission as part of the alternative design review as set forth in the performance standards and special requirements of RMC 23.22.020(E)(9).

12. All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of ~~35~~ 55 feet unless located within the Columbia Point North District as established by subscript No. 16 (below) and depicted on Plate No. 5., ~~unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.~~

13. Physical additions to existing nonconforming structures are not subject to the maximum front yard setback requirements.

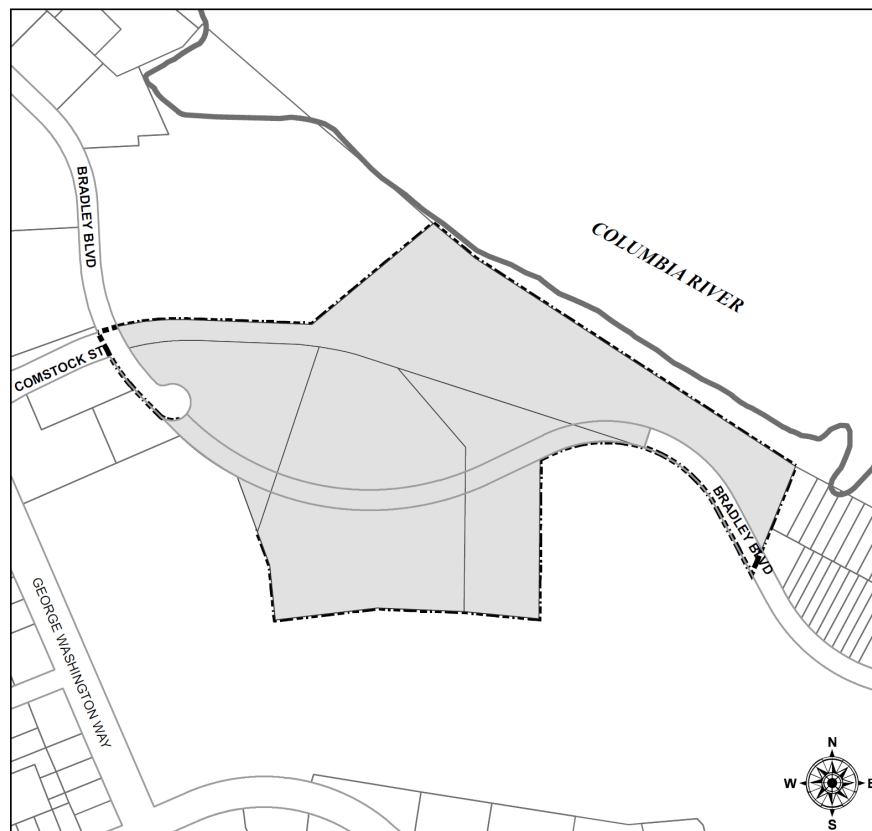
14. The medical, uptown and parkway districts of the CBD zoning district are established as shown by Plates 23.22.040(1), (2) and (3).

15. The Horn Rapids Employment Center is established as shown by Plate 23.22.040(4).

16. [The Columbia Point North district of the Waterfront zoning district is established as shown by Plate 23.22.040 \(5\).](#)

## PLATE NO.5 - 23.22.040

### PLATE 5



### WF - COLUMBIA POINT NORTH

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Section 3. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 4. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 5. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener's errors/clerical errors, section numbering, references, or similar mistakes of form.

**PASSED** by the City Council of the City of Richland, Washington, at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date Published: \_\_\_\_\_

# Exhibit 3



**CITY OF RICHLAND**  
**Determination of Non-Significance**  
**File No. PLN-T1-2024-0086**

**Description of Proposal:** Zoning text amendment to establish a new overlay zone within the Waterfront Zoning District (Columbia Point North) and to increase the maximum building height to 100 feet within this area.

**Proponent:** City of Richland  
Joe Schiessl, Deputy City Manager  
625 Swift Blvd.  
Richland, WA 99352

**Location of Proposal:** The properties are located in the northwest corner of the Plat of Columbia Point upon Assessor's Parcel Numbers 114981013234001, 114981013224002, 114981013234003 and 114981013234004.

**Lead Agency:** City of Richland

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

( ) There is no comment for the DNS.

( X ) This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for fourteen days from the date of issuance.

( ) This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

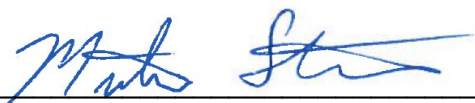
**Responsible Official:** Mike Stevens

**Position/Title:** Planning Manager

**Address:** 625 Swift Blvd., MS #35, Richland, WA 99352

**Date:** October 3, 2024

**Comments Due:** October 17, 2024

**Signature** 

# SEPA<sup>1</sup> Environmental Checklist

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## Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

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<sup>1</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>

## A. Background

[Find help answering background questions<sup>2</sup>](https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background)

1. **Name of proposed project, if applicable:** *Columbia Point North Waterfront Zoning Overlay*
2. **Name of applicant:** *City of Richland*
3. **Address and phone number of applicant and contact person:** *Joe Schiessl, Deputy City Manager, 625 Swift Blvd, Richland, WA 99352, 509-942-7778.*
4. **Date checklist prepared:** *9-7-24*
5. **Agency requesting checklist:** *City of Richland*
6. **Proposed timing of schedule (including phasing, if applicable):** *Upon passage of implementing local ordinance.*
7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.** *No.*
8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.** *None.*
9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.** *None.*
10. **List any government approvals or permits that will be needed for your proposal, if known.** *City of Richland Ordinance. Washington State Department of Commerce GMA review.*
11. **Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)** *The Columbia Point North Zoning overlay will modify a portion of an existing zoning district by permitting additional building height beyond what is already*

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<sup>2</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background>

*provided in the underlying Waterfront Zoning District. Current zoning allows for a maximum height of 55 feet. This proposal will allow for a maximum height of 100 feet. The City of Richland currently owns the subject geography and will sell or lease the property for development, and will retain the waterfront area for long term development and maintenance of open space and public park.*

- 12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. Benton County Parcel Identification Numbers 1149810132234004, 114981013234003, 114981013234002, 114981013234001, and 114981013234004. The properties are located in the northwest corner of the Plat of Columbia Point, Richland WA.**

## **B.Environmental Elements**

### **1. Earth**

[Find help answering earth questions<sup>3</sup>](#)

- a. General description of the site:**

**Circle or highlight one:** **Flat**, rolling, hilly, steep slopes, mountainous, other: *Flat, undeveloped and adjacent to the Columbia River and Columbia Point Golf Course. Approximately twenty percent of the site is encumbered by a closed municipal landfill.*

- b. What is the steepest slope on the site (approximate percent slope)?** *Two percent.*

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.** *Columbia River deposits of sand and rock. Some soils on the site have been replaced with municipal waste (landfill).*

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<sup>3</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-earth>

- d. **Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.** *The Columbia River shoreline is subject to erosion. The remainder of the site is stable.*
- e. **Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.** *The proposal is a non-project action and future uses are unknown. Anticipated use of the site is urban infill with a mix of multi-story, multi-family housing, commercial uses, and park and open space along the Columbia River frontage.*
- f. **Could erosion occur because of clearing, construction, or use? If so, generally describe.** *Erosion is unlikely to occur due to flat condition of the land. Some shoreline stabilization work may occur as part of a shoreline restoration that may accompany a future project.*
- g. **About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?** *The proposal is a non-project action and future uses are unknown. Anticipated impervious coverage could be approximately 75 percent.*
- h. **Proposed measures to reduce or control erosion, or other impacts to the earth, if any.** *Local, state and federal regulations will address any anticipated erosion or other impacts to the earth as projects are proposed implementing this non-project action.*

## 2. Air

[Find help answering air questions](#)<sup>4</sup>

- a. **What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.** *The proposal is a non-project action and future uses are unknown. Anticipated development of the area will involve combustion engines that will create emissions to the air. Occupation of the site following development may include use of carbon emitting cooking stoves and heating furnaces for dwelling units and commercial spaces. Maintenance of all spaces including park and open space may be performed using carbon emitting vehicles.*

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<sup>4</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-Air>

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. *None known.*

c. Proposed measures to reduce or control emissions or other impacts to air, if any: *The State of Washington regulates the acquisition of public vehicles and is currently mandating a transition to a carbon-free fleet. This will impact public vehicles maintaining future park and open space. Other private construction and personal use vehicles may undergo a similar transition. Other future unknown state regulation of carbon may affect future development approaches.*

### 3. Water

[Find help answering water questions<sup>5</sup>](#)

a. Surface:

[Find help answering surface water questions<sup>6</sup>](#)

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. *The Columbia River is adjacent to the site.*
2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. *The proposal is a non-project action and future uses are unknown. Anticipated development within 200 feet of the Columbia River includes public park and open space amenities.*
3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. *None.*
4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known. *No.*

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<sup>5</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water>

<sup>6</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Surface-water>

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. *A portion of the site (shoreline) lies within Benton County FIRM Zone A10, another in Zone B, and another in Zone C.*

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. *No.*

**b. Ground:**

[Find help answering ground water questions](#)<sup>7</sup>

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known. *No.*

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. *None.*

**c. Water Runoff (including stormwater):**

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. *Stormwater will be captured on site per City of Richland standards.*

2. Could waste materials enter ground or surface waters? If so, generally describe. *No.*

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. *No.*

**d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:** *The proposal is a non-project action and future uses*

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<sup>7</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Groundwater>

*are unknown. Anticipated development will be required to meet all local, state and federal laws and standards.*

## 4. Plants

[Find help answering plants questions](#)

**a. Check the types of vegetation found on the site:**

- ☐ deciduous tree: alder, maple, aspen, other
- ☐ evergreen tree: fir, cedar, pine, other
- ☒ shrubs
- ☒ grass
- ☐ pasture
- ☐ crop or grain
- ☐ orchards, vineyards, or other permanent crops.
- ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☐ water plants: water lily, eelgrass, milfoil, other
- ☒ other types of vegetation: *non-native Russian olive trees and unmanaged, mixed non-native weeds and fragmented shrubsteppe.*

**b. What kind and amount of vegetation will be removed or altered?** *The proposal is a non-project action and future uses are unknown. Anticipated development will remove all vegetation, except what will be managed under Richland's Critical Areas Ordinance.*

**c. List threatened and endangered species known to be on or near the site.** *None known.*

**d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.** *The proposal is a non-project action and future uses are unknown. The City of Richland Critical Areas Ordinance will regulate native plantings.*

**e. List all noxious weeds and invasive species known to be on or near the site.**  
*Phragmites australis, Acroptilon repens, Centaurea stoebe, Kochia scoparia, Tribulus terrestris, Centaurea solstitialis, Saccharum ravennae, Bromus tectorum, and Elaeagnus angustifolia.*

## 5. Animals

[Find help answering animal questions](#)<sup>8</sup>

- a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.

Examples include:

- Birds: hawk, heron, eagle, songbirds, other:
- Mammals: deer, bear, elk, beaver, other:
- Fish: bass, salmon, trout, herring, shellfish, other:

- b. List any threatened and endangered species known to be on or near the site.

*Ferruginous Hawk.*

- c. Is the site part of a migration route? If so, explain. *Yes, the site is located within the Pacific Flyway.*

- d. Proposed measures to preserve or enhance wildlife, if any. *The Columbia River shoreline will be improved by removing non-native, noxious vegetation (including significant *Elaeagnus angustifolia*) and replaced with native vegetation.*

- e. List any invasive animal species known to be on or near the site. *None known.*

## 6. Energy and natural resources

[Find help answering energy and natural resource questions](#)<sup>9</sup>

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. *The proposal is a non-project action and future uses are unknown. Likely sources of energy for residential cooking, heating, cooling, and commercial heating and cooling include natural gas and electricity.*
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. *The proposal is a non-project action and future uses are unknown. However, the proposal will accommodate increased building heights which*

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<sup>8</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-5-Animals>

<sup>9</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-6-Energy-natural-resou>

*may cast longer shadows. Specific buildings proposals will be reviewed by the City of Richland at the time of submittal.*

- c. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.** *The proposal is a non-project action and future uses are unknown. Specific buildings proposals will be reviewed by the City of Richland at the time of submittal.*

## 7. Environmental health

[Health Find help with answering environmental health questions](#)<sup>10</sup>

- a. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.**
1. **Describe any known or possible contamination at the site from present or past uses.** *The site contains a closed municipal landfill. All or portions of the landfill may be removed and remediated. Some portions of the closed landfill may remain in place and capped with appropriate measures including vegetation and used as public open space.*
  2. **Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.** *All municipal utilities are located within the Columbia Point Drive right of way in the project area. Additionally, a sewer outfall bisects the site.*
  3. **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.** *None anticipated.*
  4. **Describe special emergency services that might be required.** *None anticipated.*
  5. **Proposed measures to reduce or control environmental health hazards, if any.** *No environmental health hazards are anticipated. Federal, state and local law will dictate.*

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<sup>10</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-7-Environmental-health>

## **b. Noise**

- 1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?** *None known.*
- 2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?** *Construction noise will be regulated by the City of Richland's noise ordinance and will be temporary. There are not abnormal long-term noise impacts anticipated by the proposal.*
- 3. Proposed measures to reduce or control noise impacts, if any:** *Adherence to the City of Richland noise ordinance.*

## **8. Land and shoreline use**

[Find help answering land and shoreline use questions](#)<sup>11</sup>

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.** *The site is currently undeveloped, with the exception of a former municipal landfill on a portion of the site. Adjacent properties include a municipal golf course, a two-story hotel, and two story townhouses. The proposal is a non-project action and future uses are unknown. Specific building proposals will be reviewed by the City of Richland at the time of submittal.*
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?** *No.*
  - 1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?** *No.*
- c. Describe any structures on the site.** *There are no structures on the site.*

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<sup>11</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-8-Land-shoreline-use>

- d. Will any structures be demolished? If so, what? *n/a*
- e. What is the current zoning classification of the site? *Waterfront*
- f. What is the current comprehensive plan designation of the site? *Waterfront*
- g. If applicable, what is the current shoreline master program designation of the site?  
*Waterfront*
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. *Yes. The City of Richland Critical Areas Map identifies the former municipal landfill as a Geologic Hazard Area.*
- i. Approximately how many people would reside or work in the completed project? *The proposal is a non-project action and specific project proposals will be forthcoming. Future project proposals may include approximately 200 hotel rooms, 300 dwelling units, square feet of commercial space, and public park and open space.*
- j. Approximately how many people would the completed project displace? *None.*
- k. Proposed measures to avoid or reduce displacement impacts, if any. *n/a*
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any. *Specific project proposals implementing this non-project action will be forthcoming and subject to regulation against the City's zoning code and municipal code to ensure compatibility with existing and projected land uses and plans.*
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: *n/a*

## 9. Housing

[Find help answering housing questions](#)<sup>12</sup>

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<sup>12</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-9-Housing>

- a. **Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.** *The proposal is a non-project action. Future project proposals will likely include housing. It is unknown if the housing will be targeted for high, middle, or low-income consumers.*
- b. **Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.** *None.*
- c. **Proposed measures to reduce or control housing impacts, if any:** *There will not be a housing impact.*

## 10. Aesthetics

[Find help answering aesthetics questions](#)<sup>13</sup>

- a. **What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?** *The non-project action will allow a maximum building height of 100 feet.*
- b. **What views in the immediate vicinity would be altered or obstructed?** *The north view from the northmost townhouse units located adjacent and south will be impacted. The south view from hotel units facing south will be impacted. The west view from the public recreational riverfront trail will be impacted for trail users. The east view from the public golf course and Columbia Point Drive will be impacted.*
- c. **Proposed measures to reduce or control aesthetic impacts, if any:** *Future, specific site and building proposals following this non-project action will be subject to adherence to the City of Richland Zoning Code and the Columbia Point Design Guidelines, administered by the Columbia Point Master Association.*

## 11. Light and glare

[Find help answering light and glare questions](#)<sup>14</sup>

- a. **What type of light or glare will the proposal produce? What time of day would it mainly occur?** *Specific site and building proposals will likely include urban levels of lighting for buildings, walkways and parking areas.*

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<sup>13</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-10-Aesthetics>

<sup>14</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-11-Light-glare>

- b. **Could light or glare from the finished project be a safety hazard or interfere with views?** *Site lighting for future specific site and building proposals will be subject to adherence to the City of Richland Zoning Code and the Columbia Point Design Guidelines. The guidelines include specific lighting performance standards to address glare and light trespass.*
- c. **What existing off-site sources of light or glare may affect your proposal?** *None.*
- d. **Proposed measures to reduce or control light and glare impacts, if any:** *Performance standards in the Columbia Point Design Guidelines and the Richland Municipal Code will address light and glare impacts.*

## 12. Recreation

[Find help answering recreation questions](#)

- a. **What designated and informal recreational opportunities are in the immediate vicinity?** *The site includes the “Riverfront Trail”, an urban public recreational, multipurpose pathway and Columbia River frontage.*
- b. **Would the proposed project displace any existing recreational uses? If so, describe.** *Future, specific projects implementing this non-project action will be expected to preserve the Riverfront Trail in addition to creating a new public waterfront park and open space amenity. Public recreational amenities will improve by implementing this non-project action.*
- c. **Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:** *Recreational amenities will improve and expand by implementing this non-project action. The City of Richland owns the site location and will retain ownership of the waterfront and will operate and maintain enhanced recreational amenities.*

## 13. Historic and cultural preservation

[Find help answering historic and cultural preservation questions](#)<sup>15</sup>

- a. **Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.** *No.*

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<sup>15</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-13-Historic-cultural-p>

- b. **Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.** *Yes. Cultural resource surveys have been performed in the Columbia Point area. There are no known, identified specific sites within the proposed geography of this non-project action, but given the knowledge of specific sites in the general area, appropriate qualified surveys will be completed with any specific site or building proposal that implements this non-project action.*
- c. **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.** *Qualified cultural resource surveys will be commissioned for future specific projects. The City of Richland maintains a government-to-government (G2G) relationship with the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) including expectations for early consultation in excess of what is additional required and will be performed under SHPO expectations.*
- d. **Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.** *It is premature to determine such measures at this point in a non-project action. SHPO and CTUIR G2G requirements will govern these outcomes when specific site or building proposals advance forward.*

## 14. Transportation

[Find help with answering transportation questions](#)<sup>16</sup>

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.** *Bradley Boulevard, a two-lane city street, and Comstock, a three-lane city street each serve the subject site.*
- b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?** *Yes, the site is served by Ben Franklin Transit, although a transit stop is not*

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<sup>16</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-14-Transportation>

*presently within the non-project action specific geography. BFT evaluates routes on an annual or as-needed basis.*

- c. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).** *Future, specific project proposals will likely require improvements to the intersection of Bradley Boulevard and Comstock street likely resulting in a roundabout condition.*
- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.** *No.*
- e. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?** *The proposal is a non-project action and specific vehicle trips for future development proposals implementing this action are presently unknown. When known, the data will be included in specific SEPA project proposals and used by the City of Richland to determine impact to the City's street network. The likely outcome will be a roundabout condition at the intersection of Bradley Boulevard and Comstock Street.*
- f. **Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.** *No.*
- g. **Proposed measures to reduce or control transportation impacts, if any:** *Future, specific proposals will mitigate their impacts as determined by the City of Richland at the time of project submittal.*

## 15. Public services

[Find help answering public service questions<sup>17</sup>](https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-15-public-services)

- a. **Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.** *Yes. These impacts will be evaluated by the City of Richland and the time of specific site or building proposal. Anticipated impacts will be consistent with the*

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<sup>17</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-15-public-services>

*City of Richland Comprehensive Land Use Plan and are included in City of Richland capital planning and operational budget projections.*

- b. **Proposed measures to reduce or control direct impacts on public services, if any.** *This non-project action is within expectation of the City of Richland Comprehensive Plan and any impacts to services will be mitigated, if any, during permit issuance for specific projects or through implementation of long-range utility, transportation, and public service capital plans.*

## 16. Utilities

[Find help answering utilities questions<sup>18</sup>](#)

- a. **Circle utilities currently available at the site:** **electricity, natural gas, water, refuse service, telephone, sanitary sewer,** septic system, other: *stormwater & fiber.*
- b. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.** *All utilities identified in 16a are needed and presently available at the subject site.*

## C. Signature

[Find help about who should sign<sup>19</sup>](#)

**The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.**

9/7/2024

**X** Joseph Schiessl

Signed by: Schiessl, Joe

**Type name of signee:** Joseph Schiessl

**Position and agency/organization:** Deputy City Manager, City of Richland

**Date submitted:** 9-7-2024

<sup>18</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-16-utilities>

<sup>19</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-C-Signature>

## D. Supplemental sheet for nonproject actions

[Find help for the nonproject actions worksheet<sup>20</sup>](#)

**Do not** use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

- 1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?** *The proposal will not increase discharges, emissions, or releases described in the question. The proposal could result in increased production of noise as maximum building height will increase from 55 to 100 feet and result in greater density.*
  - **Proposed measures to avoid or reduce such increases are:** *The project will be subject to adherence to the City of Richland noise ordinance.*
- 2. How would the proposal be likely to affect plants, animals, fish, or marine life?** *There is no known listed plants on the subject site. Ferruginous Hawk territory includes the subject site and will be considered by future specific project proposals.*
  - **Proposed measures to protect or conserve plants, animals, fish, or marine life are:** *The Columbia River shoreline will be enhanced by the City of Richland parallel with specific project proposals by removing non-native vegetation and replacing with native vegetation, while also improving shoreline access and recreation opportunities. The shoreline is owned by the U.S. Army Corps of Engineers (Corps) and will be subject to federal regulation in addition to internal Corps land management expectations.*
- 3. How would the proposal be likely to deplete energy or natural resources?** *The City of Richland as utility provider including electricity, in addition to private utilities including Cascade Natural Gas, manage adequate energy supplies to serve this subject site.*
  - **Proposed measures to protect or conserve energy and natural resources are:** *State energy code will govern future, specific building proposals.*

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<sup>20</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-d-non-project-actions>

**4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?** *Columbia River shoreline (waterfront designation) will be managed consistent with the State Shoreline Management Act.*

- **Proposed measures to protect such resources or to avoid or reduce impacts are:** *The Columbia River shoreline will be improved by the City of Richland by removing non-native vegetation and installing native vegetation concurrent with development projects that implement this non-project action.*

**5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?** *Public access to the shoreline will improve by implementing this non-project action because the City of Richland will improve the shoreline, including adding public recreational access concurrent with anticipated future development projects.*

- **Proposed measures to avoid or reduce shoreline and land use impacts are:** *The City of Richland will avoid and reduce shoreline and land use impacts by retaining ownership of the shoreline environment and implementing a shoreline restoration and park and open space project.*

**6. How would the proposal be likely to increase demands on transportation or public services and utilities?** *Impacts to transportation, public services and utilities are anticipated to be within expectation of associated long-range plans. If not, future projects will be expected to mitigate impacts identified during the project submittal and review process.*

- **Proposed measures to reduce or respond to such demand(s) are:** *The City of Richland implements a capital improvement plan and operational budget implementing a variety of long-range plans consistent with the expectations of the Growth Management Act.*

**7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.** *The project is consistent with local, state, federal laws, and the requirements for the protection of the environment.*



## Department of Commerce

### Notice of Intent to Adopt Amendment / Notice of Adoption Cover Sheet

Pursuant to RCW 36.70A.106, the following jurisdiction provides the following required state agency notice.

|                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Jurisdiction Name:</b>                                                                                                                                                                                                                                                                                                                                                                 | City of Richland – Development Services Dept.                                                                                                                                                                                                                                                                                                                                         |
| <b>2. Select Submittal Type:</b><br>Select the Type of Submittal listed.<br>(Select One Only)                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> <b>60-Day Notice</b> of Intent to Adopt Amendment.<br><input checked="" type="checkbox"/> <b>Request of Expedited Review</b> / Notice of Intent to Adopt Amendment.<br><input type="checkbox"/> <b>Supplemental Submittal</b> for existing Notice of Intent to Adopt Amendment.<br><input type="checkbox"/> <b>Notice of Final Adoption</b> of Amendment.    |
| <b>3. Amendment Type:</b><br>Select Type of Amendment listed.<br>(Select One Only)                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> <b>Comprehensive Plan</b> Amendment.<br><input checked="" type="checkbox"/> <b>Development Regulation</b> Amendment.<br><input type="checkbox"/> <b>Critical Areas Ordinance</b> Amendment.<br><input type="checkbox"/> <b>Combined Comprehensive and Development Regulation</b> Amendments.<br><input type="checkbox"/> <b>Countywide Planning Policy</b> . |
| <b>4. Description</b><br>Enter a brief description of the amendment.<br><br>Begin your description with “Proposed” or “Adopted”, based on the type of Amendment you are submitting.<br><br>Examples: <i>“Proposed comprehensive plan amendment for the GMA periodic update.”</i> or <i>“Adopted Ordinance 123, adoption amendment to the sign code.”</i><br><b>(Maximum 400 characters).</b> | Proposed City of Richland request to amend the Richland Municipal Code [RMC] within Chapters RMC 23.22 to establish a new overlay district (Columbia Point North) and to increase the building height limit from 55 feet to 100 feet within this area.                                                                                                                                |



## Department of Commerce

|                                                                                                                                                       |                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5. Is this action part of your 8-year periodic update required under RCW 36.70A.130 of the Growth Management Act (GMA)?</b>                        | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                    |
| <b>6. Proposed Dates:</b><br>Enter the anticipated public hearing date(s) for your Planning Commission/Planning Board or for your Council/Commission. | Planning Commission: October 23, 2024<br>City Council: November 19, 2024 (First Reading)<br>Proposed / Date of Adoption: December 3, 2024 |
| <b>7. Contact Information:</b>                                                                                                                        |                                                                                                                                           |
| A. Prefix/Salutation:<br>(Examples: "Mr.", "Ms.", or "The Honorable" (elected official))                                                              | Mr.                                                                                                                                       |
| B. Name:                                                                                                                                              | Mike Stevens                                                                                                                              |
| C. Title:                                                                                                                                             | Planning Manager                                                                                                                          |
| D. Email:                                                                                                                                             | mstevens@ci.richland.wa.us                                                                                                                |
| E. Work Phone:                                                                                                                                        | (509) 942-7596                                                                                                                            |
| F. Cell/Mobile Phone: (optional)                                                                                                                      |                                                                                                                                           |
| <b>Consultant Information:</b>                                                                                                                        |                                                                                                                                           |
| G. Is this person a consultant?                                                                                                                       | <input type="checkbox"/> Yes                                                                                                              |
| H. Consulting Firm name?                                                                                                                              |                                                                                                                                           |
| <b>8. Would you like Commerce to contact you for Technical Assistance regarding this submitted amendment?</b>                                         | <input type="checkbox"/> Yes                                                                                                              |

**REQUIRED:** Attach or include a copy of the proposed amendment text or document(s). We do not accept a website hyperlink requiring us to retrieve external documents. Jurisdictions must submit the actual document(s) to Commerce. If you experience difficulty, please email the [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov)

Questions? Call the review team at (509) 725-3066.



# Department of Commerce



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

10/03/2024

Mr. Mike Stevens  
Planning Manager  
City of Richland  
505 Swift Boulevard  
Post Office Box 190  
Richland, WA 99352

Sent Via Electronic Mail

Re: City of Richland--2024-S-7566--Request for Expedited Review / Notice of Intent to Adopt Amendment

Dear Mr. Stevens:

Thank you for sending the Washington State Department of Commerce (Commerce) the Request for Expedited Review / Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

**Proposed City of Richland request to amend the Richland Municipal Code [RMC] within Chapters RMC 23.22 to establish a new overlay district (Columbia Point North) and to increase the building height limit from 55 feet to 100 feet within this area.**

We received your submittal on 10/03/2024 and processed it with the Submittal ID 2024-S-7566. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 12/02/2024.

You requested expedited review under [RCW 36.70A.106\(3\)\(b\)](#). We have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce.

If you have any questions, please contact Growth Management Services at [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov), or call Deanah Watson, (509) 290-4754.

Sincerely,

Review Team  
Growth Management Services



## Stevens, Mike

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**From:** COM GMU Review Team <reviewteam@commerce.wa.gov>  
**Sent:** Thursday, October 17, 2024 7:54 AM  
**To:** Stevens, Mike  
**Subject:** City of Richland - Expedited Review Request Granted for Submittal ID: 2024-S-7566

**[EXTERNAL EMAIL]** Exercise caution before clicking links or opening attachments.

Dear Mr. Stevens,

Your request for an Expedited Review has been granted for: Proposed City of Richland request to amend the Richland Municipal Code [RMC] within Chapters RMC 23.22 to establish a new overlay district (Columbia Point North) and to increase the building height limit from 55 feet to 100 feet within this area.

As of receipt of this email, you have met the Growth Management notice to state agency requirements in RCW 36.70A.106 for this submittal. Please keep this email as confirmation.

If you have any questions, please contact Deanah Watson at (509) 290-4754 or by email at [deanah.watson@commerce.wa.gov](mailto:deanah.watson@commerce.wa.gov).

~~~ ONLINE TRACKING SYSTEM AVAILABLE ~~~~

Log into our new PlanView system at <https://secureaccess.wa.gov/com/planview> where you can keep up with this submittal status, reprint communications and update your contact information.

Don't have a user account? Reply to this email to request one and attach a completed PlanView User Request Form.

Have questions about using PlanView? Use the PlanView User Manual for assistance at <https://www.commerce.wa.gov/serving-communities/growth-management/washington-department-of-commerce-growth-management-submitting-materials/>.

Sincerely,

Review Team  
Growth Management Services



## Exhibit 5

# CITY OF RICHLAND COMBINED NOTICE OF APPLICATION, NOTICE OF PUBLIC HEARING AND REQUEST FOR COMMENT (PLN-T4-2024-00002 & PLN-T1-2024-00086)

The City of Richland is proposing to adopt an ordinance amending section 23.22 of the Richland Municipal Code to establish a new overlay district (Columbia Point North) and to increase the building height limit from 55 feet to 100 feet within this area.

Pursuant to Richland Municipal Code [RMC] Section 19.20 the Richland Planning Commission will conduct a public hearing and review of the proposed code amendment on Wednesday, October 23, 2024 at 6:00 p.m. in the Richland City Hall Council Chambers, 625 Swift Blvd. All interested parties are invited to attend and present testimony at the public hearing.

**Environmental Review:** The proposal is subject to environmental review. The City of Richland is lead agency for the proposal under the State Environmental Policy Act (SEPA) and has reviewed the proposed project for probable adverse environmental impacts. A Determination of Non-Significance (DNS) was issued by the City on October 3, 2024. Comments regarding the SEPA Checklist and DNS are due by 5:00 PM, Thursday, October 17, 2024.

Any person desiring to express his/her views regarding the proposed text amendment or to be notified of any decisions pertaining to this application should notify Mike Stevens, Planning Manager, 625 Swift Blvd., MS-35, Richland, WA 99352. Comments may also be emailed to [planning@ci.richland.wa.us](mailto:planning@ci.richland.wa.us). Written comments should be received no later than 5:00 p.m. on Thursday, October 17, 2024 to be incorporated into the staff report. Comments received after that date will be entered into the record at the hearing.

Copies of the Staff Report and recommendation will be available on the City of Richland website [www.ci.richland.wa.us](http://www.ci.richland.wa.us) beginning Friday, October 18, 2024.

Please publish the following:

|                                                                            |                                       |
|----------------------------------------------------------------------------|---------------------------------------|
| Type of Legal Ad:                                                          | Notice of Application, Public Hearing |
| Date(s) of Publication:                                                    | Sunday, October 13, 2024              |
| Richland's TCH Account:                                                    | AP36823                               |
| <b>For Invoice Text Box on TCH Invoice</b><br>(Richland MUNIS Description) | PLN-T4-2024-00002 & PLN-T1-2024-00086 |
| <b>For PO Box on TCH Invoice</b><br>(Richland Account No. - MUNIS)         | D2586000 4401                         |
| Attention:                                                                 | Jen Anderson (TC)                     |

\*\*\*\*\*

**CITY OF RICHLAND  
NOTICE OF APPLICATION, PUBLIC HEARING AND OPTIONAL DNS  
(PLN-T4-2024-00002 & PLN-T1-2024-00086)**

**Notice** Zoning text amendment to establish a new overlay zone within the Waterfront Zoning District (Columbia Point North) and to increase the maximum building height to 100 feet within this area.

**Project Site:** The properties are located in the northwest corner of the Plat of Columbia Point upon Assessor's Parcel Numbers 114981013234001, 114981013224002, 114981013234003 and 114981013234004

**Public Hearing:** Pursuant to Richland Municipal Code [RMC] Section 19.20 the Richland Planning Commission will conduct a public hearing and review of the proposed code amendment on Wednesday, October 23, 2024 at 6:00 p.m. in the Richland City Hall Council Chambers, 625 Swift Blvd. All interested parties are invited to attend and present testimony at the public hearing.

**Environmental Review:** The proposal is subject to environmental review. The City of Richland is lead agency for the proposal under the State Environmental Policy Act (SEPA) and has reviewed the proposed project for probable adverse environmental impacts. A Determination of Non-Significance (DNS) was issued by the City on October 3, 2024. Comments regarding the SEPA Checklist and DNS are due by 5:00 PM, Thursday, October 17, 2024.

**Public Comment:** Any person desiring to express his/her views regarding the proposed text amendment or to be notified of any decisions pertaining to this application should notify Mike Stevens, Planning Manager, 625 Swift Blvd., MS-35, Richland, WA 99352. Comments may also be emailed to [planning@ci.richland.wa.us](mailto:planning@ci.richland.wa.us). Written comments should be received no later than 5:00 p.m. on Thursday, October 17, 2024 to be incorporated into the staff report. Comments received after that date will be entered into the record at the hearing.

Date Published: Sunday, October 13, 2024

Please publish the following:

Type of Legal Ad: SEPA Determination Notice

Date(s) of Publication: Sunday, October 13, 2024

Richland's TCH Account: AP36823

**For Invoice Text Box on TCH Invoice** PLN-T1-2024-0086  
(Richland MUNIS Description)

**For PO Box on TCH Invoice** D2586000 4401  
(Richland Account No. - MUNIS)

Attention: Jen Anderson (TC)

\*\*\*\*\*

**CITY OF RICHLAND  
NOTICE OF SEPA DETERMINATION**

**Date Notice Issued:** October 3, 2024, per WAC 197-11-340(2)

**File #:** PLN-T1-2024-0086

**Proponent:** City of Richland, Joe Schiessl, Deputy City Manager, 625 Swift Blvd, Richland, WA 99352

**Proposal:** Zoning text amendment to establish a new overlay zone within the Waterfront Zoning District (Columbia Point North) and to increase the maximum building height to 100 feet within this area.

**Location of Proposal(s):** The properties are located in the northwest corner of the Plat of Columbia Point upon Assessor's Parcel Numbers 114981013234001, 114981013224002, 114981013234003 and 114981013234004.

**Determination:** The City has reviewed the project for environmental impacts and has issued a determination of non-significance using the process outlined in WAC 197-11-340(2). This may be the only opportunity to comment on the environmental impacts of the proposal.

**Public Comments Due:** October 17, 2024

**Contact:** Mike Stevens, Planning Manager  
625 Swift Boulevard, MS-35  
Richland, WA 99352  
[mstevens@ci.richland.wa.us](mailto:mstevens@ci.richland.wa.us)

Date Published: Sunday October 13, 2024



State of Washington  
DEPARTMENT OF FISH AND WILDLIFE

South Central Region • Region 3 • 1701 South 24<sup>th</sup> Avenue, Yakima, WA 98902-5720  
Telephone: (509) 575-2740 • Fax: (509) 575-2474

October 10, 2024

Mike Stevens  
Planning Manager  
City of Richland  
625 Swift Blvd., MS-35  
Richland, WA 99352

SUBJECT: WDFW COMMENTS CITY OF RICHLAND PLN-T4-2024-00002

Dear Mr. Stevens,

Thank you for the opportunity to comment on the City of Richland proposal to establish a new overlay district (Columbia Point North). The Washington Department of Fish and Wildlife (WDFW) has reviewed the document and proposed changes. Our comments are regarding the proposal's impact on priority fish and wildlife habitats.

While WDFW recognizes that this proposal is not site specific and is only to create the overlay zone, this area has potential impacts to fish and wildlife species, and we want to ensure that future proposals incorporate habitat impacts both on the site and the surrounding area. The surrounding landscape is heavily developed with adjacent properties having incursions into the shoreline environment. There are likely opportunities to restore some or all the shoreline area on these overlay parcels to riparian habitat. WDFW would recommend as the planning for this overlay zone commences, to involve WDFW for ideas on habitat restoration.

Thank you again for the opportunity to comment and look forward to discussing these topics further with the City of Richland. Please contact me at 509-607-3578 or [Scott.Downes@dfw.wa.gov](mailto:Scott.Downes@dfw.wa.gov) to discuss these concerns.

Sincerely,

A handwritten signature in black ink that reads "Scott Downes".

Scott Downes  
Regional Land Use Lead

Cc:  
Troy Maikis, WDFW

## Stevens, Mike

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**From:** Whittier, John  
**Sent:** Thursday, October 17, 2024 4:41 PM  
**To:** Planning  
**Subject:** RE: PLN-T4-2024-00002 & PLN-T1-2024-00086 Public Notice and SEPA DNS  
**Attachments:** PLN-T4-2024-00002 - Public Works Comments.doc

Good afternoon,

Attached are the Public Works comments for the SEPA DNS associated with PLN-T4-2024-00002.

If you have any questions, please let me know.

Best,  
John



**John T. Whittier, P.E.**  
Civil Engineer 1  
625 Swift Blvd., MS-26 | Richland, WA 99352  
509.942.7649

---

**From:** Planning <planning@ci.richland.wa.us>  
**Sent:** Thursday, October 3, 2024 11:46 AM  
**To:** accastle@bpa.gov <accastle@bpa.gov>; admin@basindisposal.com; Ashley Morton <AshleyMorton@ctuir.org>; Badger Mountain Irrigation District <bmidmanager@badgermountainirrigation.com>; BC Planning - Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Benton County - Segregations <Segregations@co.benton.wa.us>; Benton County Planning <Planning.Department@co.benton.wa.us>; Benton PUD, Broadband <osp@noanet.net>; Benton PUD, Electrical <engservice@bentonpud.org>; Carrie Thompson <carrie.thompson@bnsf.com>; Casey Barney, Yakama Nation <Casey\_Barney@Yakama.com>; city@basindisposal.com; Corrine Camuso, Yakama Nation <Corrine\_Camuso@Yakama.com>; Hamilton, Craig <C.Hamilton@bces.wa.gov>; Crosepa@ecy.wa.gov <Crosepa@ecy.wa.gov>; DAHP SEPA Reviews <sepa@dahp.wa.gov>; DAlessandro, Carlo <cdalessandro@CI.RICHLAND.WA.US>; deanah.watson@commerce.wa.gov; Davis, Deanna <d.davis@bces.wa.gov>; Deborah Rodgers <dxrogers@bpa.gov>; Deskins, John <jdeskins@CI.RICHLAND.WA.US>; Eric Mendenhall <emendenhall@westrichland.org>; Erin Hockaday <erin.hockaday@bfhd.wa.gov>; Former Orchards <FormerOrchards@ecy.wa.gov>; GIS <gis@co.benton.wa.us>; Greg Wendt <greg.wendt@co.benton.wa.us>; Hill, Kelly <khill@CI.RICHLAND.WA.US>; Hogan, Jodi <jhogan@CI.RICHLAND.WA.US>; Homero.Gonzalez@ziply.com; ian\_gray@yakama.com; Jack Howard <jack.howard@bfhd.wa.gov>; Jason McShane <jmcshane@kid.org>; Jessica Lally, Yakama Nation <Jessica\_Lally@Yakama.com>; JLKinch@bpa.gov; Jodeer@bfhd.wa.gov; John Lyle <john.lyle@bentoncleanair.org>; Jordon, Joshua <jojordon@CI.RICHLAND.WA.US>; Junior Campos <junior.campos@charter.com>; Katherine Cichy <katherine.cichy@ziply.com>; Kelly Cooper <kelly.cooper@doh.wa.gov>; Kevin Knodel <kevin.knodel@rsd.edu>; Kevin Sliger <KSliger@bft.org>; KID Development <development@kid.org>; KID Webmaster <webmaster@kid.org>; M. Deklyne <mjdeklyne@bpa.gov>; Map BCES <map@bces.wa.gov>; Mattheus, Pamela <pmattheus@CI.RICHLAND.WA.US>; Michael Tovey <michael.tovey@ziply.com>; Acevedo, Mizael <macevedo@CI.RICHLAND.WA.US>; NMCummings@bpa.gov; Noah Lee <noah.lee@bentoncleanair.org>; Noah Oliver, Yakama Nation <Noah\_Oliver@Yakama.com>; Orr, Bruce <borr@CI.RICHLAND.WA.US>; Paul Gonseth <gonsetp@wsdot.wa.gov>; PublicWorks@co.benton.wa.us; Quentin Wright <QWright@portofbenton.com>; Reathaford, Jason <JReathaford@CI.RICHLAND.WA.US>; Review Team <reviewteam@commerce.wa.gov>; rgoede@noanet.net; Richard Krasner <richard.krasner@rsd.edu>; USPS Richland

Postmaster <99352RichlandWA-Postmaster@usps.gov>; Ryan Anderson <rand461@ECY.WA.GOV>; Sanchez, Juan <jsanchez@CI.RICHLAND.WA.US>; Schiessl, Joe <JSchiessl@CI.RICHLAND.WA.US>; SEPA BFHD <SEPA@bfhd.wa.gov>; SEPA Center <sepacenter@dnr.wa.gov>; SEPA Register <separegister@ecy.wa.gov>; SEPA Unit <sepaunit@ecy.wa.gov>; Seth DeFoe <SDefoe@kid.org>; South Central Region Planning <scplanning@wsdot.wa.gov>; WA Dept of Fish & Wildlife <rittemwr@dfw.wa.gov>; WDFW <R3Planning@dfw.wa.gov>; Westphal, Nichole <nwestphal@ci.richland.wa.us>; Whittier, John <jwhittier@CI.RICHLAND.WA.US>; WSDOT Aviation <AviationLandUse@wsdot.wa.gov>  
**Subject:** PLN-T4-2024-00002 & PLN-T1-2024-00086 Public Notice and SEPA DNS

Hello Everybody,

The City of Richland is proposing to adopt an ordinance creating a new zoning overlay district to be located within the Waterfront Zoning District. The proposed code amendment would also increase the building height within this new area to 100 feet. Please review the attached materials relative to your agency's regulations and submit any comments no later than 5:00 PM, Thursday, October 17. Comments may be submitted via e-mail to [planning@ci.richland.wa.us](mailto:planning@ci.richland.wa.us) or mailed to: Richland Development Services Department, 625 Swift Boulevard, MS #35, Richland, WA 99352.



**Mike Stevens**  
Planning Manager  
625 Swift Blvd., MS-35 | Richland, WA 99352  
(509) 942-7596

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## Stevens, Mike

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**From:** Daniel Tissell <DTissell@kid.org>  
**Sent:** Friday, October 11, 2024 7:07 AM  
**To:** Planning  
**Subject:** RE: PLN-T4-2024-00002 & PLN-T1-2024-00086 Public Notice and SEPA DNS

You don't often get email from dtissell@kid.org. [Learn why this is important](#)

**[EXTERNAL EMAIL]** Exercise caution before clicking links or opening attachments.

KID has no comment regarding this matter.

Thanks,

Daniel Tissell, P.E.  
Engineering Manager  
Kennewick Irrigation District  
2015 S. Ely Street  
Kennewick, WA 99337  
(509) 586-6012 ext. 116



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**From:** Planning <planning@ci.richland.wa.us>  
**Sent:** Thursday, October 3, 2024 11:46 AM  
**To:** accastle@bpa.gov <accastle@bpa.gov>; admin@basindisposal.com; Ashley Morton <AshleyMorton@ctuir.org>; Badger Mountain Irrigation District <bmidmanager@badgermountainirrigation.com>; BC Planning - Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Benton County - Segregations <Segregations@co.benton.wa.us>; Benton County Planning <Planning.Department@co.benton.wa.us>; Benton PUD, Broadband <osp@noanet.net>; Benton PUD, Electrical <engservice@bentonpud.org>; Carrie Thompson <carrie.thompson@bnsf.com>; Casey Barney, Yakama Nation <Casey\_Barney@Yakama.com>; city@basindisposal.com; Corrine Camuso, Yakama Nation <Corrine\_Camuso@Yakama.com>; Hamilton, Craig <C.Hamilton@bces.wa.gov>; Crosepa@ecy.wa.gov <Crosepa@ecy.wa.gov>; DAHP SEPA Reviews <sepa@dahp.wa.gov>; DAlessandro, Carlo <cdalessandro@CI.RICHLAND.WA.US>; deanah.watson@commerce.wa.gov; Davis, Deanna <d.davis@bces.wa.gov>; Deborah Rodgers <dxrogers@bpa.gov>; Deskins, John <jdeskins@CI.RICHLAND.WA.US>; Eric Mendenhall <emendenhall@westrichland.org>; Erin Hockaday <erin.hockaday@bfhd.wa.gov>; Former Orchards <FormerOrchards@ecy.wa.gov>; GIS <gis@co.benton.wa.us>; Greg Wendt <greg.wendt@co.benton.wa.us>; Hill, Kelly <khill@CI.RICHLAND.WA.US>; Hogan, Jodi <jhogan@CI.RICHLAND.WA.US>; Homero.Gonzalez@ziply.com; ian\_gray@yakama.com; Jack Howard <jack.howard@bfhd.wa.gov>; Jason McShane <JMcShane@kid.org>; Jessica Lally, Yakama Nation <Jessica\_Lally@Yakama.com>; JLKinch@bpa.gov; Jodeer@bfhd.wa.gov; John Lyle <john.lyle@bentoncleanair.org>; Jordon, Joshua <jojordon@CI.RICHLAND.WA.US>; Junior Campos <junior.campos@charter.com>; Katherine Cichy <katherine.cichy@ziply.com>; Kelly Cooper <kelly.cooper@doh.wa.gov>; Kevin Knodel <kevin.knodel@rsd.edu>; Kevin Sliger <KSliger@bft.org>; Development <development@kid.org>; Matthew Berglund <MBerglund@kid.org>; M. Deklyne <mjdelyne@bpa.gov>; Map BCES <map@bces.wa.gov>; Mattheus, Pamela <pmattheus@CI.RICHLAND.WA.US>; Michael Tovey <michael.tovey@ziply.com>; Acevedo, Mizael <macevedo@CI.RICHLAND.WA.US>; NMCummings@bpa.gov; Noah Lee <noah.lee@bentoncleanair.org>; Noah Oliver, Yakama Nation <Noah\_Oliver@Yakama.com>; Orr, Bruce

<borr@CI.RICHLAND.WA.US>; Paul Gonseth <gonsetp@wsdot.wa.gov>; PublicWorks@co.benton.wa.us; Quentin Wright <QWright@portofbenton.com>; ReathaFord, Jason <JReathaFord@CI.RICHLAND.WA.US>; Review Team <reviewteam@commerce.wa.gov>; rgoede@noanet.net; Richard Krasner <richard.krasner@rsd.edu>; USPS Richland Postmaster <99352RichlandWA-Postmaster@usps.gov>; Ryan Anderson <rand461@ECY.WA.GOV>; Sanchez, Juan <jsanchez@CI.RICHLAND.WA.US>; Schiessl, Joe <JSchiessl@CI.RICHLAND.WA.US>; SEPA BFHD <SEPA@bfhd.wa.gov>; SEPA Center <sepacenter@dnr.wa.gov>; SEPA Register <separegister@ecy.wa.gov>; SEPA Unit <sepaunit@ecy.wa.gov>; Seth Defoe <SDefoe@kid.org>; South Central Region Planning <scplanning@wsdot.wa.gov>; WA Dept of Fish & Wildlife <rittemwr@dfw.wa.gov>; WDFW <R3Planning@dfw.wa.gov>; Westphal, Nichole <nwestphal@ci.richland.wa.us>; Whittier, John <jwhittier@CI.RICHLAND.WA.US>; WSDOT Aviation <AviationLandUse@wsdot.wa.gov>

**Subject:** PLN-T4-2024-00002 & PLN-T1-2024-00086 Public Notice and SEPA DNS

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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**Mike Stevens**  
Planning Manager  
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STATE OF WASHINGTON  
**DEPARTMENT OF ECOLOGY**

Central Region Office

1250 West Alder St., Union Gap, WA 98903-0009 • 509-575-2490

October 15, 2024

Mike Stevens  
City of Richland  
625 Swift Blvd.  
Richland, WA 99352

**RE: 202404437, PLN-T1-2024-0086**

Mike Stevens:

Thank you for the opportunity to comment on the Determination of Nonsignificance for Columbia Point North Waterfront Zoning Overlay. We have reviewed the documents and have the following comments.

**Shorelands and Environmental Assistance Program**

A portion of the identified area appears to be located in shoreline jurisdiction. Please be aware that the City of Richland Shoreline Master Program and RCW 90.58.320 limit the height of structures to 35' in shoreline jurisdiction. If you have questions, please reach out to Chelsea Wilson at (509) 571-4155 or [Chelsea.Wilson@ecy.wa.gov](mailto:Chelsea.Wilson@ecy.wa.gov).

Sincerely,

Amber Johnson  
SEPA Coordinator, Central Region Office  
509-723-5677 | [crosepacoordinator@ecy.wa.gov](mailto:crosepacoordinator@ecy.wa.gov)