



Agenda
Planning Commission Meeting
Wednesday, September 24, 2025
Richland City Hall ~ Council Chambers
625 Swift Boulevard

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 August 27, 2025, Planning Commission Meeting and September 10, 2025, 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.

New Business - Public Hearing:

2. 2026 Community Development Block Grant Application Presentation
 - Toni Lehman, CDBG / HOME Administrator
3. Proposed Amendment to RMC 23.54 Off-Street Parking and Landscaping
 - Mike Stevens, Planning Manager

Communications:

Adjournment



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/24/2025

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject

Meeting Minutes for August 27, 2025, Planning Commission Meeting and September 10, 2025, Planning Commission Workshop

Strategic Priority

Strategic Priority I - High Performance Government

Recommended Motion

Approve the minutes for the August 27, 2025, Planning Commission Meeting and September 10, 2025, Planning Commission Workshop meetings as presented.

Summary

Meeting Minutes for the August 27, 2025, Planning Commission Meeting and September 10, 2025, Planning Commission Workshop are attached for review and consideration.

Attachments

1. 2025.08.27 Planning Commission Meeting Minutes - DRAFT
2. 2025.09.10 Planning Commission Workshop Minutes



MINUTES
Planning Commission Regular Meeting
Wednesday, August 27, 2025
Richland City Hall – Council Chambers
625 Swift Boulevard

Planning Commission Regular Meeting - 6:00 p.m.

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

Welcome and Roll Call:

Attendance: Chair Richardson	Present
Vice-Chair Nicholson	Absent
Member Anderson	Present
Member Hernandez	Present
Member Lambert	Present
Member Leonard	Present
Member Samuel	Present

Also present were Development Services Director Rizzitiello, Planning Manager Stevens, Senior Planner Ballard, Planner Nelson and Administrative Assistant II Kirkpatrick.

Planning Manager Stevens introduced the new Development Services Director Rizzitiello.

Approval of Agenda:

COMMISSIONER HERNANDEZ MOVED AND COMMISSIONER SAMUEL SECONDED THE MOTION TO APPROVE AGENDA AS PUBLISHED. THE MOTION PASSED 6-0.

Approval of Minutes:

1. Approval of May 28, 2025, Planning Commission Meeting Minutes and June 11, 2025 Planning Commission Workshop

COMMISSIONER SAMUEL MOTIONED AND COMMISSIONER LEONARD SECONDED THE MOTION TO APPROVE THE MINUTES OF MAY 28, 2025, PLANNING COMMISSION MEETING AND JUNE 11, 2025 PLANNING COMMISSION WORKSHOP. THE MOTION PASSED 6-0.

New Business – Public Hearing:

2. Public Hearing to Accept Comments on the 2026 Community Development Block Grant (CDBG) and HOME Investment Partnership Program Funds

CDBG and HOME Administrator Toni Lehman did a brief presentation to go over the history and process of the program and what the Commission members can expect moving forward. I have attached the presentation with the minutes.

Commissioner Samuel requested staff provide analysis and recommendations.

Commissioner Lambert asked to be told if the allocation is “all or nothing” for applicants, as that would help determine the end allocation.

Commissioner Hernandez inquired whether past allocations would be included in the packet. Mrs. Lehman confirmed the last four years of funding amounts will be provided.

Public hearing opened at 6:17 p.m. With no members of the community present, the public hearing was closed at 6:17 p.m.

No action taken; comments will inform development of the 2026 Annual Action Plan.

Public Comments:

Chair Richardson opened public comment at 6:19 pm. With no public comments, he closed the comment period at 6:19 pm.

Presentation:

3. Climate Element Discussion with Cascadia

Cascadia Consulting Group presented draft Climate Element goals and policies, including greenhouse gas emissions reduction and resilience strategies. The presentation will be attached to the minutes of this meeting.

AHBL representative Nichole Stickney provided a brief introduction.

The Commission held discussion and provided feedback on policy priorities and implementation considerations.

No formal action was taken.

Communication:

Planning Manager Stevens:

- September 29, 2025 a Public Hearing will be held for the Climate Change Element.
- Public comments will be accepted individually through the public process.
- FEMA update to the Flood Insurance Maps: Draft maps are available; public meetings will be held September 9 in Benton City and September 10 at a second location.
- September 10 Workshop: An item related to these updates will be on the agenda.
- Next Tuesday: The city will welcome a new Senior Planner.

Adjournment:

Chair Richardson adjourned the meeting at 7:32 P.M.

PREPARED BY:

Carly Kirkpatrick, Administrative Assistant

APPROVED BY:

Jet Richardson, Chair



2026 Community Development Block Grant (CDBG) Public Hearing



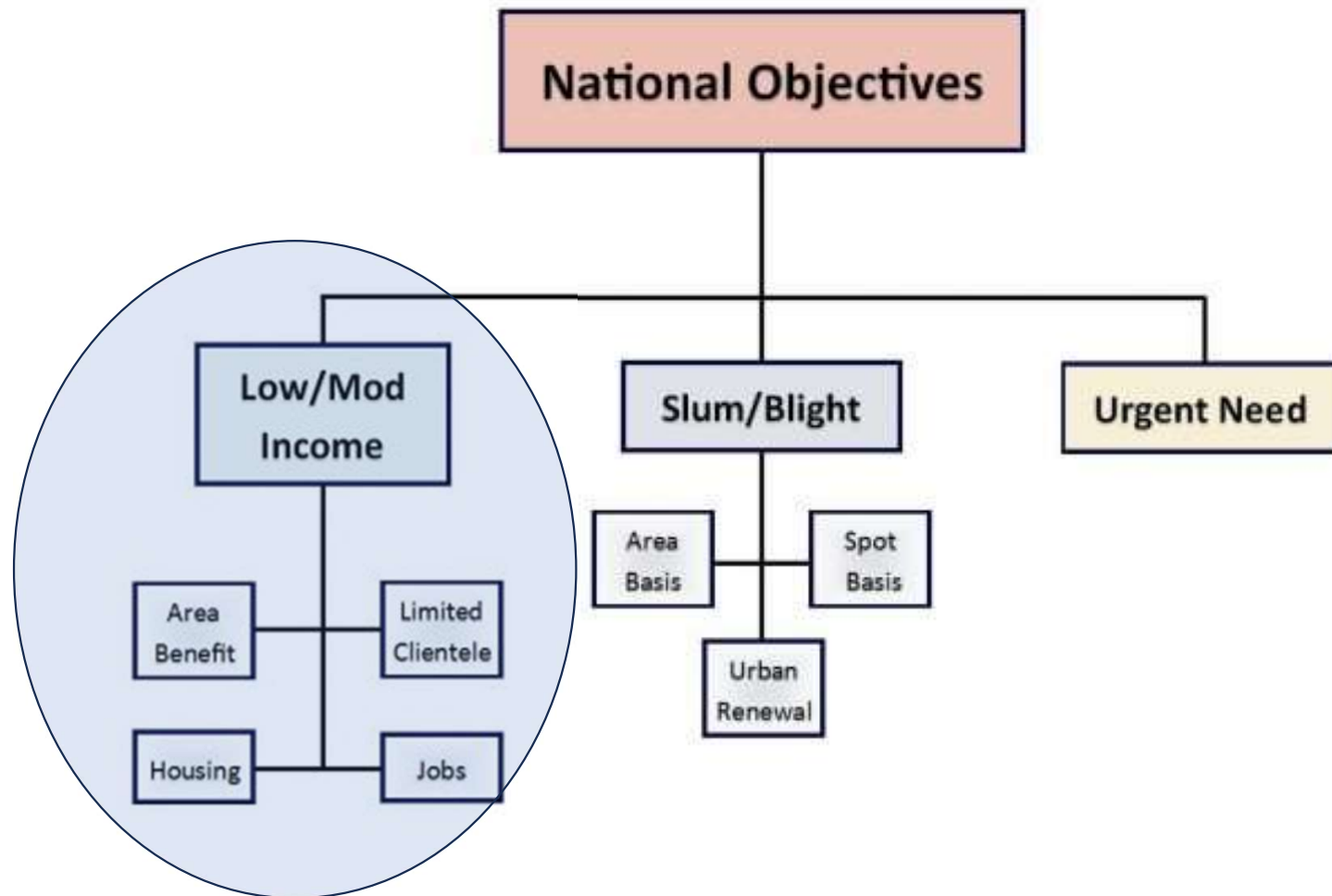
What is the Community Development Block Grant (CDBG)?

CDBG is a federally funded program administered by the U.S. Department of Housing and Urban Development (HUD) that provides flexible funding to cities for community development projects benefiting low- to moderate-income persons and communities. Funds are used for housing rehabilitation, public improvements, public services, economic development, and more, with activities tailored to local needs.



Initial Process:

- Tonight - community has been invited to provide input on housing and community needs for low- low-moderate income Richland residents. The input assists with the development of the 2026 Annual Action Plan.
- Non-Profits and Public Facilities apply for the 2026 CDBG funding. Projects 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).





TRI-CITIES 2025, RENT AND PURCHASE PRICE LIMITS



SOURCE: HUD

MSA: KENNEWICK, PASCO, RICHLAND, WA

Income Limits Effective **May 1, 2025 (CDBG)**

Income Limits Effective **June 1, 2025 (HOME)**

2025 INCOME LIMITS

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
EXTREMELY LOW-INCOME	(30% AMI)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
VERY LOW-INCOME	(50% AMI)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
PROJECT SPECIFIC	(60% AMI)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
LOW-INCOME	(80% AMI)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

▲ Calculate AMI for a more than 9-person household by adding 8% for each member over 4-person AMI (e.g., 9 person is 140% of 4-person AMI).



Full Process:

- August 15th - Applications from agencies were due
- August 27th - Public Hearing to seek input from the community
- September 24th - Planning Commission will hear from applicants on their funding proposal and make funding recommendations to the City Council
- November 18th - City Council will hold another public hearing on the proposed activities and vote for approval of the 2026 Action Plan



PUBLIC SERVICE APPLICANTS

- Applications for Public Service totaled **\$93,950.00**.
- **\$43,720.00** in funding is available (only 15% of the grant can go toward Public Service).
- Each of the **7** applicants will have 5 minutes to present with questions and answers to follow.
- The board will rate the applicants (1 being the lowest priority and 7 being the highest priority) and determine funding for each applicant.

Presentation Schedule:

6:10	Elijah Family Homes Transition to Success Program	\$10,000
6:20	Senior Life Resources Meals on Wheels Program	\$20,000
6:30	ARC of Tri-Cities Therapeutic Recreation Scholarships	\$10,450
6:40	Columbia Basin Industries Recreational Scholarships	\$8,000
6:50	Domestic Violence Services of Benton and Franklin Counties Shelter Case Manager	\$20,000
7:00	Boys and Girls Club Richland Teen Center Supplies	\$13,500
7:10	Support, Advocacy & Resource Center Trauma Focused Crisis Program	\$12,000



PUBLIC FACILITY APPLICANTS

- Public Facilities is to improve physical space.
- Applications for public facilities totaled \$299,200.00.
- \$189,450.00 in funding is available.
- Each of the **2** applicants will have 5 minutes to present with questions and answers to follow.
- The board will rate the applicants (1 being the lowest priority and 2 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 2026.

Presentation Schedule:

7:20	City of Richland, Public Works Removal of Material & Architectural Barriers	\$199,200
7:30	City of Richland, Development Services Owner-Occupied Rehabilitation	\$100,000



Preparation for September 24th:

- Planning Commission will have the following in their packet:
 - The Allocation Policy and Strategic Plan
 - Presentation schedule
 - Funding request overview
 - Application form each agency
 - Priority Ranking form



Questions:

- Questions about the process?
- Would you like staff recommendations regarding funding amounts or funding to be strictly based on scoring percentage?



2025 Application Process Review

- The process for 2025 occurred on October 23, 2024.
- Below is the link to the hearing: [Oct 23, 2024 Planning Commission - Richland, WA](#)



**MINUTES
PLANNING COMMISSION WORKSHOP
WEDNESDAY, SEPTEMBER 10, 2025
Richland City Hall – Council Chambers
625 Swift Boulevard**

Planning Commission Regular Workshop - 6:00 p.m.

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

Welcome and Roll Call:

Attendance: Chair Richardson	Absent
Vice-Chair Nicholson	Present
Member Anderson	Present
Member Hernandez	Present
Member Lambert	Absent
Member Leonard	Present
Member Samuel	Present

Also present were Planning Manager Stevens, Development Services Director Rizzitiello and Administrative Assistant II Kirkpatrick.

Agenda Item:

1. RMC 23:65 Off-Street Parking and Landscaping Discussion

Planning Manager Stevens provided an update on the ongoing discussion regarding Off-Street Parking regulations, which were previously reviewed at the June Planning Workshop. He also summarized the outcome of the August Richland City Council Workshop, noting that a majority of Councilmembers expressed support for removing parking requirements citywide.

Mr. Stevens reviewed the proposed edits to the code, particularly those related to motorcycle parking, bicycle stalls, and landscaping then responded to questions from Commission members.

Commission questions and discussion included:

- Clarification regarding handicapped parking requirements.
- Whether housing affordability is a factor behind the proposed changes.
- Instances of complaints related to parking, with Mr. Stevens noting that most occur when there is a change of use in an existing building and the available parking no longer meets demand.
- Whether the consultant reviewed landscaping requirements during the public

- engagement process.
- Whether the consultant evaluated federal prohibitions.
- Consideration of private versus public parking availability, including on-street parking.
- Questions about parking requirements in surrounding cities.

Adjournment:

Vice-Chair Nicholson adjourned the meeting at 7:18 P.M.

PREPARED BY:

Carly Kirkpatrick, Administrative Assistant

APPROVED BY:

Jet Richardson, Chair



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/24/2025

Agenda Category: New Business - Public Hearing

Prepared By: Toni Lehman, CDBG / HOME Administrator

Subject

2026 Community Development Block Grant Application Presentation

Strategic Priority

Strategic Priority 4 - Quality of Life

Recommended Motion

Recommend City Council approve the 2026 project funding in the amounts and to the recipients as defined by the Commission's priority ranking.

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 2026, we will have approximately \$43,720.00 available for Public Services and \$189,450.00 available for Public Facilities/Rehabilitation. Additional funding may become available for public services; therefore, a contingency plan for the additional funds will need to be determined. A funding deficit may also occur. Therefore, contingency planning for a deficit will also need to be determined.

The applications for Public Service total **\$93,950.00**; however, only \$43,720.00 in funding is available. The Public Facilities/Rehabilitation applications total **\$299,200.00** and \$189,450.00 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. A funding deficit may also occur; Therefore, contingency planning for a deficit will also 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 2026 cycle were solicited from July 07, 2025, through August 15, 2025. 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 September 24, 2025, 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.

Attachments

1. PowerPoint Presentation
2. 2026 Allocation Policy and Strategic Plan
3. Application Packet
4. Presentation Schedule
5. Funding Request Overview
6. Staff Recommendation Worksheet
7. Priority Ranking Worksheet



2026 Community Development Block Grant (CDBG)

Application Review
September 24, 2025

Application process:

- Solicitation for applications occurred from July 7th – August 15th
- 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 **\$93,950.00**.
- **\$43,720.00** in funding is available (only 15% of the grant can go toward Public Service).
- Each of the **7** 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 7 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 actually received in 2026.

Presentation Schedule:

6:10	Elijah Family Homes Transition to Success Program	\$10,000
6:20	Senior Life Resources Meals on Wheels Program	\$20,000
6:30	ARC of Tri-Cities Therapeutic Recreation Scholarships	\$10,450
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Deliberation:

Option to wait until end of all presentations or deliberate on Public Service prior to presentations for Public Facilities funding.

[Deliberation Worksheet 2026](#)



PUBLIC FACILITY APPLICANTS

- Public Facilities is to improve physical space.
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Deliberation:

[Deliberation Worksheet 2026](#)



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 on November 18, 2025

Allocation Policy

Community Development Block Grant

Community Development Block Grant

The Planning Commission has the responsibility of reviewing Proposals for Community Development Block Grant (CDBG) funding and making a recommendation to City Council. Using the general direction provided by Council and considering the needs identified in the 2025-2029 Consolidated Plan, the Planning Commission prepared this procedure for allocation of future CDBG funds.

- I. Proposals will be reviewed for eligibility:
 - A. National Criteria:
 1. Project must be an eligible activity under CDBG regulations.
 2. Project must address a national objective.
 - B. Local Criteria:
 1. Proposal must be complete and clearly state the proposal.
 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 creation or preservation of affordable housing through rehabilitation or acquisition (engineering, architectural design and inspection costs are allowed but limited to 15% of funded project cost).
 2. Infrastructure improvements to address accessibility.
 3. Supportive services to assist in homeless prevention.
 - B. Average Priority:
 1. Bricks and mortar projects resulting in preservation of housing for City of Richland low- moderate income homeowners (engineering, architectural design and inspection costs are allowed but limited to 15% of funded project cost).
 2. Supportive service projects that address community needs, aside from homeless prevention.
 - C. Low Priority:
 1. Acquisition, construction, or improvements to a public facility.
 2. Neighborhood preservation and revitalization.
 3. Economic development projects result in creation of jobs.
 4. Projects which consist primarily of salary and benefit expenses.
 - D. No Priority:
 1. Projects with CDBG as the sole source of funding.
 3. Projects other than those described above.
- III. The Planning Commission will allocate funds and make a recommendation to 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 proposal and interview (in the best interest of the City).
 - C. Amount of available funds.

Strategic Plan

Community Development Block Grant

The five-year (2025-2029) 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 and 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.

Strategy 2. Sustain or improve the quality of existing affordable housing stock.

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 the 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.

Goal III: Reduce Homelessness and Support Priority Public Services

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

HUD requires recipients of federal funding to assess the outcomes of the program in question, in order 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.

Objectives

- Objective 1. Suitable Living Environment – This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environments.
- Objective 2. Decent Housing – This objective 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.

Outcomes

- 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.

Indicators

• 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 and Energy Star, and 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.	• Jobs created for previously unemployed, number that now have access to employer sponsored health care, types of jobs created, training provided, etc.
• 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.	• Number of households with short-term rental assistance, number of special needs households, number of homeless households, etc.
• Assistance of down payment/closing costs to homebuyers to purchase a home, number of first-time homebuyers, number who receive housing counseling	• Households that received emergency financial assistance to prevent homelessness, or received emergency legal assistance to prevent homelessness

Elijah Family Homes

Transition to Success Program

Request \$10,000

Funding Received by Richland CDBG:

2025	\$7,476
2024	\$10,980
2023	\$30,000
2022	\$18,500

CONTACT INFORMATION

1. Agency:

Elijah Family Homes

2. Contact person:

Lisa Godwin

3. Address:

921 S. Auburn St.
Kennewick 99336

4. Email:

lgodwin@elijahfamilyhomes.org

5. Phone:

(509) 943-6610

6. SAM.GOV Unique Entity ID:

ijstqts1rj1

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 Transition to Success Case Management project is critical to the success of our clients. TTS provides intensive case management services as well as housing services for up to 3 years for low-income families, and are clean and sober for up to a year upon arrival into the program. The family must include at least one child under 18 living in the home 51% of the time. The clients in this program are either in other transitional housing or are living in unsafe environments for children and for their recovery. Clients are required to pay rent not to exceed 30% of their combined household income. The funding from CDBG will assist with our case management needs due to significant growth in the program. With an increase in clients we need to protect the integrity of our program by hiring more staff members who assist clients in the areas of future housing, employment, education, health care, mental health care, sobriety, parenting classes, budgeting, and expunging criminal records.

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

The TTS program currently has 20 individuals in the program, 5 on the waiting list, and 5 working to get on the waiting list. This is the most clients we have seen come through the program at one time. Saying this, we are removing barriers for these families to be self-sufficient in the community. This means instead of living on resources in the community, they are now able to not only thrive in the community, they are also able to give back. They are directly contributing to the community as they are paying taxes, purchasing homes, as well as other items to support the local economy. This will mean more resources for those in the community who are coming behind these clients. Also, the impact on the children is important to note as well. We measure success as weekly, monthly and yearly goals are reached in case management. Also, we track clients as they progress through our 3 stages and conduct quarterly audits.

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

According to the 2025-2029 Tri-Cities Consolidated Plan, median rents increased by 15% in Richland from 2022 to 2024. It also states that the severe housing cost burden in Tri-Cities for 0-30% AMI is affecting 915 families or individuals. The TTS clients served fit into this category due to a number of different indicators. 25% of the homeless population experiences Substance Use Disorder, with 38% of the homeless population showing as Hispanic/Latino. The TTS program has been focused on ways we can reach families in our community in each one of these areas. With the key theme of the report being the lack of affordable housing either for sale or rent, and lack of current resources in the community serving those in addition, we are able to be the solution through the case management and housing we offer.

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

The City of Richland is experiencing a rise in housing costs which becomes a cost burdened to those who's income is 30% AMI (which includes our TTS clients). The TTS program has 8 housing units in the City of Richland. This means 10 of our clients live there, and their children attend school in Richland. Also, these same clients are employed in Richland. The TTS program is invested in the Richland community and encourage clients to use the resources they have in their neighborhoods.

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 are strategic in our marketing through conventional and non-conventional mediums. We have a membership through the Hispanic Chamber of Commerce so that we are able to engage with the Hispanic community. We are also listed in a Hispanic magazine that targets the Hispanic population. We continue to look for opportunities to participate in local community events that target those who are Hispanic, homeless and/or are experiencing Substance Use Disorder. The TTS program received funding from the HOME Consortium to serve those in our community who are homeless and/or at risk of homelessness. This allows us to interact intentionally to build relationship and trust hoping they will recognize their need for our program.

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

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 case manager who will be working with our clients in Richland is considered full-time. Her name is Lindsea Johnson and her title is Transition to Success Case Manager. She brings with her a Bachelor's Degree in Human Services. She also brings a knowledge of Early Childhood Education along with Social Work. She has experience leading adolescents and children in a number of capacities. Lindsea has 10 of her 18 clients living in Richland which means she will be spending 56% of her time on case management with Richland clients.

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:

High Priority: supportive services to assist in homeless prevention

22. Explain how your project satisfies the priority checked.

Our TTS program provides services to clients who come from and are at risk of homelessness based on their previous criminal record and/or substance use. Case management is provided to the client for a period of up to 3 years while being clean and sober. The main goal is to remove barriers preventing self-sufficiency of the client after graduation. This ensures the client does not relapse which can contribute to potential homelessness.

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 (1-2) 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.

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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 people, homes or jobs do you plan to serve?

10 clients, 8 homes

29. CDBG cost per person, job or home served:

1,000 per client

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

30. 30% (extremely low-income):

10

31. 50% (very low-income):

0

32. 60% (project specific):

0

33. 80% (low-income):

0

PREVIOUS CDBG FUNDING

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

35. List city(ies) and amount(s) received in 2025:
City of Richland - 7,476

36. List city(ies) and amount(s) received in 2024:
City of Kennewick - 10,000 City of Richland - 10,980

37. List city(ies) and amount(s) received in 2023:
City of Richland - 30,000

38. List city(ies) and amount(s) received in 2022:
City of Richland - 18,500

39. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.
SKIPPED

40. Is this specific proposed project/activity new to CDBG funding?
No

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

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.
Wellpoint - 15,000

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.
Requesting funds from United Way - 10,000 City of Kennewick - CDBG - 15,000 EFH Events

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 use other resources within Elijah Family Homes such as revenue from fundraising events to help subsidize what we cannot fund through grants.

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):
10,000

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).

In the future we would seek funding from other grant sources. We would also seek out funds from fundraising events, private donors and sponsors.

MATERIALS & SUPPLIES

51. Requested CDBG funds (materials/supplies):
SKIPPED

52. Other funding source amount (materials/supplies):
SKIPPED

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

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):
SKIPPED

57. Other funding source amount (other expenses):
SKIPPED

58. 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.**

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

60. Will CDBG assist in leveraging or matching other funds?
No

AGENCY INFORMATION

61. When was your Agency organized/formed?

May 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 has experienced growth in every area over the last few years. We are seeing record numbers not only in our Transition to Success Program, but also our Parent Child Assistance Program where we went from contracting with the University of Washington for 62 clients to 84 clients. Also, we have six rent subsidies and four duplexes and a single family home while getting ready to build 6 cottage homes in Kennewick.

66. List any required accreditation your agency/staff must have to do business.

We do not have any required accreditation. However, we chose to be accredited through the Washington Alliance of Quality Recovery Residences.

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.

We are audited yearly and use the US GAAP. Elijah Family Homes has a Board of Directors that is fiscally responsible for the organization and has term limits set up. Also, the Board of Directors has a Governance Committee overseeing the policies and by-laws. The Executive Director is a non-voting member of the Board and reports directly to them. The Executive Director oversees all operations of EFH. Our by-laws and financial policies dictate record keeping timelines along with all other financial policies. Program evaluation is done on a quarterly basis through a program audit and is completed by the Executive Director and the Program Director. The Employee Handbook contains all employee policies and procedures and is enforced by the Executive Director.

REQUIRED ATTACHMENTS

69. Current SAM Registration (<https://sam.gov/SAM/>)
SAMS.pdf
70. Current By-Laws, as amended
By Laws 5.9.2012.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
Mission and Vision Statement.pdf
74. Current Organization Chart
EFH-Org Chart.pdf
75. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.
SKIPPED
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
Designated Authority Signature.pdf
78. Current year operating budget
2025 Budget.pdf
79. Most recent two-year audits with management letter OR financial statements if an audit is not required.
2022 and 2023 Audit.pdf
80. Tax Return 990 forms for the last two years
Elijah Homes 990 2023.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
SKIPPED

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 a 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 a 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 a 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 a 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.

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c	58,480.			
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	650,989.			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	72,570.			
	g	Noncash contributions included in lines 1a-1f	1g \$				
	h	Total. Add lines 1a-1f		782,039.			
	Program Service Revenue	2 a	TENANT RENT	Business Code 900002	157,759.		
b							
c							
d							
e							
f		All other program service revenue					
g		Total. Add lines 2a-2f		157,759.			
Other Revenue		3	Investment income (including dividends, interest, and other similar amounts)		2,334.		
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6 a	Gross rents	(i) Real (ii) Personal				
	b	Less: rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7 a	Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b	Less: cost or other basis and sales expenses					
	c	Gain or (loss)					
	d	Net gain or (loss)					
	8 a	Gross income from fundraising events (not including \$ 58,480. of contributions reported on line 1c). See Part IV, line 18	8a	27,188.			
	b	Less: direct expenses	8b	42,404.			
	c	Net income or (loss) from fundraising events		-15,216.			-15,216.
	9 a	Gross income from gaming activities. See Part IV, line 19	9a				
b	Less: direct expenses	9b					
c	Net income or (loss) from gaming activities						
10 a	Gross sales of inventory, less returns and allowances	10a					
b	Less: cost of goods sold	10b					
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11 a	MISC INCOME	Business Code 900099	10,111.			10,111.
	b						
	c						
	d	All other revenue					
	e	Total. Add lines 11a-11d		10,111.			
	12	Total revenue. See instructions		937,027.	0.	0.	154,988.

Senior Life Resources

Meals on Wheels

Request \$20,000

Funding Received by Richland CDBG:

2025	\$11,476
2024	\$8,030
2023	\$15,023
2022	\$10,000

Pre-application staff consultation is encouraged to discuss the application, the application process, and other issues. For additional information or to set up an appointment, please contact: Toni Lehman at tlehman@ci.richland.wa.us or 509.942.7580.

Date	Time	Process
Monday, July 07, 2025	8:00 AM	Application Available
Friday, August 15, 2025	5:00 PM	APPLICATION SUBMISSION DEADLINE (Electronic Submission by 5:00 PM)
Wednesday, August 27, 2025	6:00 PM	Planning Commission: (Public Hearing on Housing & Community Development Needs)
Wednesday, September 24, 2025	6:00 PM	Planning Commission: (Applicant presentations, deliberations, and recommendations to Council)
Tuesday, November 18, 2025	6:00 PM	City Council: (Public Hearing and approval of 2026 Annual Action Plan)



Submittals must be received by 5:00 P.M. on Friday, August 15, 2025

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 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, September 24, 2025**, 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 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:

Brian Kinner

3. Address:

1824 Fowler St
Richland 99352

5. Phone:

(509) 735-1911

6. SAM.GOV Unique Entity ID:

U36QRBXMJWA8

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 (MOW) provides Home Delivered Meals and congregate dining to meet the nutritional needs of individuals aged 60+ who lack adequate daily nutrition and/or are food insecure. Many are homebound due to physical or mental conditions, and most are low-income residents of Benton and Franklin Counties who rely on MOW to maintain their health and independence, helping them avoid premature nursing home placement. In addition to home delivery, MOW offers congregate dining at two Richland sites, giving seniors access to nutritious meals along with vital social interaction. Demand for our services has grown by approximately 5% over the past year, driven by the area's increasing senior population and persistent food insecurity. CDBG funds will be used to purchase raw food and home-delivery serving trays for Richland residents, ensuring we can continue meeting this growing need while supporting both homebound and active seniors.

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

This projects helps in fighting against food insecurities in seniors 60+ by providing consistent daily nutrition, wellness checks, and opportunities for socialization for our local senior population. Each year, we measure our success through a client survey. In our 2024 survey, 96% of Home Delivery clients report that the meals help them remain in their own homes. 80% of Home Delivery clients report that receiving meals help them feel more socially connected.

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

The senior population in our community is growing rapidly, and with it, the demand for our services. In 2024, Mid-Columbia Meals on Wheels provided 278,247 meals to seniors across Benton and Franklin Counties—an increase of more than 21,000 meals compared to 2023. This upward trend is expected to continue through 2025 and 2026. Our impact extends beyond nutrition: results from our 2024 client survey show that 96% of participants say receiving meals helps them remain independent in their own homes, 80% report feeling more socially connected, and 96% state they eat healthier and enjoy a greater variety of food.

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

This project is vital to the City of Richland as it is the only program that delivers nutritious meals, at no cost, directly to seniors in their homes. Beyond addressing food insecurity, it also provides essential social interaction and regular wellness checks. Our dedicated volunteers often serve as the only point of human contact for many clients, and their visits have led to countless life-saving interventions each year. Many of the seniors we serve live alone, without nearby family or friends to ensure their well-being. In 2024, we delivered over 60,000 meals to Richland seniors, and by July 2025, we had already served more than 38,000 meals. This steady increase in demand underscores the critical need for and lasting impact of this program in our community.

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 reach all seniors, we use a comprehensive, inclusive approach. We collaborate with senior centers, healthcare providers, local hospitals, adult day services, and social services to identify unmet needs, and partner with organizations serving vulnerable populations. Outreach includes our Meals in Motion newsletter, local media, social media, and community newsletters, plus success stories to raise awareness. We host informational events at senior centers, libraries, and places of worship, supported by a robust marketing team that creates quarterly campaigns. Volunteers assist with meal prep, delivery, and administrative tasks, expanding our capacity and community connection.

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.

Brian Kinner- Director, Mid-Columbia Meals on Wheels. 10 years experience. 5 % Victoria Zavala- Administrative Support. 5 years experience. 5% Amy Cole- Service Coordinator. 6 years experience. 50% Kobe Bower- Service Coordinator. 2 months experience (New hire). 50% Donna McClure, Kitchen Manager. 25 years. 15% Jessica Clift, Cook. 6 years. 20% Samantha Mason, Registered Dietician. 2.5 years. 5% Elizabeth MacDuff, Richland Site Lead. 2 years. 50% Deb Hawkins, Cafe Site Lead. 3 years. 35% Andrea Limbaugh- Accounting Specialist. Completes the financial reports for the CDBG grants (past 3 years). 1% Darcie Decoria, Accountant. 16 years experience monitoring reimbursement and fund usage. 1%

20. Select the activity that best fits your project:

Public Service

21. Select the priority that best fits your public service project:

Average Priority: supportive service projects that address community needs, aside from homeless prevention

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) that best fits your project:

Strategy 1. Support public service 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:

Elderly Persons (over 62 years old)

Page 9 - Project Benchmarks

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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 people, homes or jobs do you plan to serve?

100 people; 2,352 meals

30. CDBG cost per person, job or home served:

8.50

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

31. 30% (extremely low-income):

2

32. 50% (very low-income):

5

33. 60% (project specific):

8

PREVIOUS CDBG FUNDING

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

Yes

36. List city(ies) and amount(s) received in 2025:

Richland- \$11,476 Kennewick- \$32,471

37. List city(ies) and amount(s) received in 2024:

Richland- \$8,030 Kennewick- \$45,000

38. List city(ies) and amount(s) received in 2023:

Richland- \$15,023 Kennewick- \$35,000

39. List city(ies) and amount(s) received in 2022:

Richland- \$10,000 Kennewick- \$25,000

40. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

In 2026, our organization plans to expand its senior nutrition services to meet the growing needs of the community. Our program is projected to increase by 5% when comparing the 2025 statistics to 2024. 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 serve 300,000 meals in 2026. The increase in senior nutrition services planned for 2026 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

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. They are well-established and historically secure. 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 Leadership and Board of Directors are committed to serving every vulnerable local senior and has established a robust fundraising plan as a strategic priority.

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):

1,666,698

that are the general responsibility of the government or to maintain the operation or salaries of a non-profit organization).

Our request does not include any staff time or wages.

MATERIALS & SUPPLIES

52. Requested CDBG funds (materials/supplies):

20,000

53. Other funding source amount (materials/supplies):

947,300

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

Our plan to secure future funding for materials and supplies is built on a diverse revenue stream supported by a comprehensive fundraising strategy. We will pursue federal and state funding opportunities, seek private and corporate donations, and apply for competitive grants. Our fundraising plan includes annual special events, targeted campaigns, and ongoing donor stewardship to maintain and grow support. By cultivating relationships with a broad base of funders, engaging the community through events, and demonstrating impact, we ensure sustainable resources to support general operations well into the future.

MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

55. Requested CDBG funds (marketing, outreach):

0

56. Other funding source amount (marketing, outreach):

131,350

OTHER EXPENSES

57. Requested CDBG funds (other expenses):

0

58. Other funding source amount (other expenses):

141,500

59. Describe other expenses:

Training and development- \$6,500 Mileage and vehicle maintenance- \$50,000 Rent, utilities, leases, etc.- \$85,000

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?

This long-standing, sustainable program has served the community for 50 years and, with its strong reputation and established infrastructure, is positioned to thrive for another 50. Strategic planning guides the addition of programs that enhance our mission and expand impact. Future funding will be supported through a diverse revenue strategy that includes federal and state funding, private and corporate donors, competitive grants, planned giving, and strengthened donor relationships. This balanced approach ensures stability and growth, allowing us to continue meeting the needs of seniors for decades to come.

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?

No

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 has increased the number of total clients served and total meals served in 2025. We have created a robust fundraising and development department, as well as strengthened our relationship with community partners. We introduced a meal choice option at all of our dining centers, providing more options for seniors to choose from. Our 2024 client survey yielded very positive results, speaking to the success of our program goals and leverage the feedback to improve services as needed.

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. All staff and volunteers are required to pass a background check every 2 years.

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

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 Brian Kinner and 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.

Page 14 - Required Attachments

REQUIRED ATTACHMENTS

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

SAM Registration.pdf

71. Current By-Laws, as amended

SLR Corporate Bylaws as amended February 2023 (2) (5).pdf

72. Current Articles of Incorporation & Amendments

02 Resolution 02-23 Updated Articles of Incorporation.pdf

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

501c3 determination letter (current).pdf

74. Organizational Mission Statement and length of time in existence

1001 Guiding Principles & Expectations.pdf

75. Current Organization Chart

SLR Organizational Chart.pdf

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

Leadership resumes combined.pdf

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

Board of Directors Contact Information 05.2025.pdf

78. Designated Authority Signature

10 Resolution No. 10 23 Banking Authorities Update (1).pdf

79. Current year operating budget

SLR 2025 Budget - One Page.docx

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

Combined 2022 and 2023 Financial Statements.pdf

81. Tax Return 990 forms for the last two years

Combined 2022 and 2023 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

Policies and Procedures.pdf

Page 15 - 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

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 a 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 a 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 a 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 a 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:

Wendy Krause

86. Title:

President

87. Name of authorized agency official:

Brian Kinner

88. Title:

Director, Mid-Columbia Meals on Wheels

89. Email:

bkinner@seniorliferesources.org

90. Submission Acknowledgment:

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

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c	61,552.			
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	36,474,804.			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	389,566.			
	g	Noncash contributions included in lines 1a-1f	1g \$	13,432.			
	h	Total. Add lines 1a-1f		36,925,922.			
Program Service Revenue	2 a	HOME CARE SERVICES	Business Code 621610	662,605.	662,605.		
	b	MEALS REVENUE	621610	197,114.	197,114.		
	c						
	d						
	e						
	f	All other program service revenue					
	g	Total. Add lines 2a-2f		859,719.			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		190,916.			190,916.
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6 a	Gross rents	(i) Real (ii) Personal				
	b	Less: rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7 a	Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b	Less: cost or other basis and sales expenses					
	c	Gain or (loss)					
	d	Net gain or (loss)		-56,607.			-56,607.
	8 a	Gross income from fundraising events (not including \$ 61,552. of contributions reported on line 1c). See Part IV, line 18					
	b	Less: direct expenses					
	c	Net income or (loss) from fundraising events		1,507.			1,507.
	9 a	Gross income from gaming activities. See Part IV, line 19					
	b	Less: direct expenses					
	c	Net income or (loss) from gaming activities					
	10 a	Gross sales of inventory, less returns and allowances					
	b	Less: cost of goods sold					
	c	Net income or (loss) from sales of inventory					
Miscellaneous Revenue	11 a	OTHER INCOME	Business Code 900099	125,919.	125,919.		
	b						
	c						
	d	All other revenue					
	e	Total. Add lines 11a-11d		125,919.			
	12	Total revenue. See instructions		38,047,376.	985,638.	0.	135,816.

The ARC of Tri-Cities

Therapeutic Recreational Services

Request \$10,450

Funding Received by Richland CDBG:

2025	\$9,942
2024	\$10,400
2023	\$24,000
2022	\$24,000

Pre-application staff consultation is encouraged to discuss the application, the application process, and other issues. For additional information or to set up an appointment, please contact: Toni Lehman at tlehman@ci.richland.wa.us or 509.942.7580.

Date	Time	Process
Monday, July 07, 2025	8:00 AM	Application Available
Friday, August 15, 2025	5:00 PM	APPLICATION SUBMISSION DEADLINE (Electronic Submission by 5:00 PM)
Wednesday, August 27, 2025	6:00 PM	Planning Commission: (Public Hearing on Housing & Community Development Needs)
Wednesday, September 24, 2025	6:00 PM	Planning Commission: (Applicant presentations, deliberations, and recommendations to Council)
Tuesday, November 18, 2025	6:00 PM	City Council: (Public Hearing and approval of 2026 Annual Action Plan)

Page 5 - Submittal Deadline



Submittals must be received by 5:00 P.M. on Friday, August 15, 2025

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 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, September 24, 2025**, 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 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 6 - Contact Information

CONTACT INFORMATION

1. Agency:

The Arc of Tri-Cities

2. Contact person:

Donna Tracy

3. Address:

1455 Fowler St.
Richland 99352

donnat@arcofricities.com

5. Phone:

(509) 947-6090

6. SAM.GOV Unique Entity ID:

NMULKS4PAL3

Page 7 - Proposed Project / Activity

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

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 measured 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 and 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 are 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 IDD have lower levels of fitness and higher levels of obesity than their peers (Murphy and Carbone, 2008). - Offer relief to their caregivers and families (U.S. Department of Healthy and Human Services identified that caregivers of individuals with IDD 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 healthy 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 and paper-- Monthly Newsletter - Flyers and 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

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

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: supportive service projects that address community needs, aside from homeless prevention

22. Explain how your project satisfies the priority checked.

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

23. Select the goal that best fits your project:

Goal III: Reduce Homelessness and Support Priority Public Services

24. Select the strategy (1) that best fits your project:

Strategy 1. Support public service 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:

Severely Disabled Adults

Page 9 - Project Benchmarks

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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 people, homes or jobs do you plan to serve?

22

30. CDBG cost per person, job or home served:

475

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

31. 30% (extremely low-income):

22

32. 50% (very low-income):

Skipped

33. 60% (project specific):

Skipped

34. 80% (low-income):

PREVIOUS CDBG FUNDING

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

Yes

36. List city(ies) and amount(s) received in 2025:

Kennewick-\$24,000.00, Richland- \$2,000.00, Pasco-

37. List city(ies) and amount(s) received in 2024:

Kennewick- \$24,000.00 Richland- \$10,400.00 Pasco-\$5,000.00

38. List city(ies) and amount(s) received in 2023:

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

39. List city(ies) and amount(s) received in 2022:

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

40. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

Skipped

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

No

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

Yes

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.

-United Way grant is secured- \$5,000

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.

Developmental Disabilities Administration -Richland School District

47. 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.

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

Public Service

STAFF WAGES

49. Requested CDBG funds (staff wages):

0

50. Other funding source amount (staff wages):

734,280

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).

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

52. Requested CDBG funds (materials/supplies):

0

63,620

54. 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)

55. Requested CDBG funds (marketing, outreach):

10,450

56. Other funding source amount (marketing, outreach):

0

OTHER EXPENSES

57. Requested CDBG funds (other expenses):

0

58. Other funding source amount (other expenses):

109,095

59. 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.**

60. 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

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

Yes

Page 13 - Agency Information

AGENCY INFORMATION

62. When was your Agency organized/formed?

1962

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.

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

67. List any required accreditation your agency/staff must have to do business.

Business License, Some contracts require in Bachelors in Education

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.

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 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.

Page 14 - Required Attachments

REQUIRED ATTACHMENTS

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

SAMS Registration.pdf

02_ BYLAWS _ adopted by board Feb 2023.pdf

72. Current Articles of Incorporation & Amendments

ArticlesofIncorporation.docx

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

04_501 (c) (3) Determination Letter.pdf

74. Organizational Mission Statement and length of time in existence

05_Agency Mission, Vision, Values & Tenets.pdf

75. Current Organization Chart

The Arc of Tri-Cities Org Chart (1).pdf

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

Brad, Donna, Helen Resume.docx

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

BOD 2025-2026 (1).docx

78. Designated Authority Signature

09_Authorized Signature.jpg

79. Current year operating budget

2025-2026 Budget.pdf

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

ARC - 2024 Audit FS-combined.pdf

81. Tax Return 990 forms for the last two years

ARC - 2024 Audit FS-combined-combined.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
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- 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

13 Employee Manual Revised 5.16.2022.pdf

Page 15 - 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.

83. Does your agency or affiliates have a conflict of interest with a person serving on a 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 a 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 a 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 a commission, or a member of the Richland City Council. Nor will the applicant agency award a subcontract to any such

85. Board President - authorized to request funds:

Chris Baugh

86. Title:

Board President

87. Name of authorized agency official:

Donna Tracy

88. Title:

Executive Director

89. Email:

donnat@arcofricities.com

90. Submission Acknowledgment:

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

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants, and Other Similar Amounts	1a	Federated campaigns	1a	53,000.			
	b	Membership dues	1b	1,234.			
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	47,368.			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	579,612.			
	g	Noncash contributions included in lines 1a-1f	1g				
	h	Total. Add lines 1a-1f		681,214.			
	Program Service Revenue	2a	TRANSPORTATION	Business Code 485000	1,014,216.	1,014,216.	
b		ALL OTHER PROGRAMS	624100	790,190.	790,190.		
c		DAY PROGRAM	624100	702,993.	702,993.		
d		RECREATION SERVICES	624100	12,000.	12,000.		
e							
f		All other program service revenue					
g		Total. Add lines 2a-2f		2,519,399.			
Other Revenue		3	Investment income (including dividends, interest, and other similar amounts)		120,744.		
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	(i) Real (ii) Personal				
	b	Less: rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b	Less: cost or other basis and sales expenses					
	c	Gain or (loss)					
	d	Net gain or (loss)		-95,839.		-95,839.	
	8a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8a	16,854.			
b	Less: direct expenses	8b	7,388.				
c	Net income or (loss) from fundraising events		9,466.		9,376.		
9a	Gross income from gaming activities. See Part IV, line 19	9a					
b	Less: direct expenses	9b					
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances	10a					
b	Less: cost of goods sold	10b					
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11a	MISCELLANEOUS	Business Code 624100				
	b						
	c						
	d	All other revenue					
	e	Total. Add lines 11a-11d					
	12	Total revenue. See instructions		3,234,984.	2,519,399.	0.	34,281.

Columbia Basin Industries

Community Center Recreational Scholarships

Request \$8,000

Funding Received by Richland CDBG:

2025	\$0
2024	\$0
2023	\$0
2022	\$0

Pre-application staff consultation is encouraged to discuss the application, the application process, and other issues. For additional information or to set up an appointment, please contact: Toni Lehman at tlehman@ci.richland.wa.us or 509.942.7580.

Date	Time	Process
Monday, July 07, 2025	8:00 AM	Application Available
Friday, August 15, 2025	5:00 PM	APPLICATION SUBMISSION DEADLINE (Electronic Submission by 5:00 PM)
Wednesday, August 27, 2025	6:00 PM	Planning Commission: (Public Hearing on Housing & Community Development Needs)
Wednesday, September 24, 2025	6:00 PM	Planning Commission: (Applicant presentations, deliberations, and recommendations to Council)
Tuesday, November 18, 2025	6:00 PM	City Council: (Public Hearing and approval of 2026 Annual Action Plan)



Submittals must be received by 5:00 P.M. on Friday, August 15, 2025

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 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, September 24, 2025**, 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 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:

Columbia Industries DBA Columbia Ability Alliance

2. Contact person:

Michael Novakovich

3. Address:

900 S Dayton St
Kennewick 99336

michaeln@ourcaa.com

5. Phone:

(509) 582-4142

6. SAM.GOV Unique Entity ID:

HLE4ZCKGAP61

Page 7 - Proposed Project / Activity

YOUR PROPOSED PROJECT / ACTIVITY

7. What type of activity are you applying for?

Public Service

8. Name of project/activity:

Community Center Recreational Scholarships

9. Requested CDBG funding amount:

8,000

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

No

11. What year did the project/activity begin?

2014

12. Has this activity been successful in prior years?

Yes

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

We are seeking funds to provide recreational scholarships for adults with disabilities residing in Richland who otherwise may not be able to afford to attend our Community Center. Persons served may include individuals who are autistic, intellectually or developmentally disabled, those who have sustained traumatic brain injuries or have other mental health issues. We also provide services to individuals who have physical disabilities such as blindness or hearing impairment. Clients who attend our Center either utilize respite funding from the Developmental Disabilities Administration, or pay privately if they do not qualify for DDA services or run short on their funding. Recreational scholarships will allow private pay clients to attend our Center at no cost, or bridge the gap for clients who fall short on funding in any particular month. Community engagement is a critical service for this population, as it enhances their overall quality of life by providing opportunities for social interaction, recreation, and participation in community events and activities. It is imperative that all individuals, regardless of ability, can participate fully in community life. CDBG funds would allow individuals with disabilities the opportunity to find a sense of connection and purpose at our Community Center.

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

Our project will create meaningful change in our community by expanding access to safe, reliable recreational respite services for individuals with disabilities. Through scholarships to our Community Center, we will empower participants to build greater independence, enjoy a higher quality of life, and experience deeper social inclusion. The impact extends beyond those who attend. Because our Center also serves as respite care, families and primary caregivers, often aging parents, gain vital time to rest, work or tend to personal needs, knowing their loved one is in capable, caring hands. This relief helps prevent caregiver burnout, a serious and common challenge in our community. Respite care is not just a break, it can be a lifeline. We will measure success by tracking the number of unique individuals served and the number of scholarship-funded sessions attended. With this support, we are confident that more people will participate in our programs more often, strengthening both individual well-being and the health of our community as a whole.

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

In Benton County, 12% of residents live with a disability, a significant portion of our community that often faces barriers to participating in everyday recreational and social activities. For many, opportunities to build life skills, connect with peers, and engage in meaningful community experiences are limited or inaccessible. Research underscores the importance of changing this. A study published in the National Library of Medicine ("Understanding Factors Influencing People with Disabilities' Participation in Sports and Cultural Activities") found that participation in physical, creative and social activities can restore mental health, strengthen social support networks and improve overall quality of life. Activities offered at our Community Center like gardening, interactive music, yoga, cooking, and arts and crafts not only develop practical life skills, but also offer outlets for self-expression, stress relief, and confidence-building. Yet without accessible programs like our Community Center, many individuals with disabilities miss out on these transformative experiences. Our Center bridges that gap, creating an inclusive space where individuals can explore new interests, develop friendships and take active roles in their community.

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

Our Community Center is seeing growing demand from Richland residents, particularly young adults with disabilities who are transitioning out of the school system. In the past few months alone, five new clients from the Richland School District Transition Center have joined our programs. This growth follows intentional outreach in the Richland area, including participation in family resource fairs at Hanford and Richland High Schools. The need is significant. Last school year, more than 40 students with disabilities participated in local high school transition programs serving Richland residents. When these students graduate, many face a sudden loss of structured support and social connection. Without accessible post-graduation options, they risk isolation and reduced opportunities for skill-building and community participation. Our Community Center directly addresses this gap by offering a safe, engaging space where young adults can develop life skills and find meaningful connection.

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 a multi-faceted approach to market our programs and reach our target population, which is individuals with disabilities and their families, as well as referral partners, caregivers and community advocates. Our strategies include traditional marketing methods such as television and streaming ads, targeted social media campaigns, and Google Ads optimized for disability-related services in our region. Recognizing that many of our participants learn about our programs through personal connections, we prioritize relationship-based outreach. This includes hosting and attending community events, presentations at schools and partner agencies, and ongoing engagement with local service providers who refer clients to us. We also sponsor and actively participate in disability-focused events such as March for Respect, Our Autism Journey, the Buddy Walk, and the Polar Plunge, ensuring a strong, consistent presence in spaces where our target audience is already engaged.

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

..

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.

Tiffinni Halka: Programs Manager, 15 years experience, BA Music Performance, CPR certified, Autism de-escalation training, 100% time spent on project Nathan Plung: Assistant Programs Manager, 8 years experience, BA Human Services, CPR certified, Autism de-escalation training, 100% time spent on project Gabby Galindo: Community Center Aide, 1 year experience, CPR certified, Autism de-escalation training, 100% time spent on project Kathleen Kelly: Community Center Aide, 6 years experience, CPR certified, Autism de-escalation training, 100% time spent on project

Page 8 - 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: supportive service projects that address community needs, aside from homeless prevention

22. Explain how your project satisfies the priority checked.

This proposal will assist special needs populations, in our case adults with disabilities, as they access recreational activities and opportunities for socialization that enhance their daily lives and promote a sense of inclusion. Social inclusion creates a sense of belonging, something that should be an inherent human right, but can be less accessible to individuals with disabilities.

23. Select the goal that best fits your project:

Goal III: Reduce Homelessness and Support Priority Public Services

24. Select the strategy (1) that best fits your project:

Strategy 1. Support public service 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:

Severely Disabled Adults

Page 9 - Project Benchmarks

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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 people, homes or jobs do you plan to serve?

10

30. CDBG cost per person, job or home served:

800

31. 30% (extremely low-income):

4

32. 50% (very low-income):

4

33. 60% (project specific):

****SKIPPED****

34. 80% (low-income):

2

Page 10 - Previous CDBG Funding

PREVIOUS CDBG FUNDING

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

Yes

36. List city(ies) and amount(s) received in 2025:

Kennewick - \$18,971 Pasco – pending for 2026

37. List city(ies) and amount(s) received in 2024:

****SKIPPED****

38. List city(ies) and amount(s) received in 2023:

****SKIPPED****

39. List city(ies) and amount(s) received in 2022:

****SKIPPED****

40. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

Over the past year, attendance at our Community Center has increased 11% and continues to grow each month. We are seeing new faces almost every week, and the need for scholarship support continues to climb as we bring on new clients. Currently, roughly 14% of our client base lives in Richland, and we expect that number to grow through our continued outreach efforts in 2025/2026.

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

No

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

****SKIPPED****

43. Why were the performance goals unmet?

We have not yet completed a full year of CDBG funding.

Page 11 - Funding Project / Activity

FUNDING YOUR PROJECT / ACTIVITY

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

No

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 will be applying for a grant from the MDU Foundation for \$5,000 to assist with additional scholarship needs to help clients living anywhere within the Tri-Cities community. We will also be applying for 2026 CDBG funds for the City of Kennewick (\$20,000), and we submitted a request with the City of Pasco for \$10,000. The other CDBG funds would only be used to provide services to clients living in those respective cities.

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

If we do not receive the requested funds or only a portion of what we request, we will continue to seek grant funding or cash donations from our community to fund the scholarship program.

Page 12 - 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

****SKIPPED****

50. Other funding source amount (staff wages):

****SKIPPED****

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).

****SKIPPED****

MATERIALS & SUPPLIES

52. Requested CDBG funds (materials/supplies):

****SKIPPED****

53. Other funding source amount (materials/supplies):

****SKIPPED****

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

****SKIPPED****

MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

55. Requested CDBG funds (marketing, outreach):

****SKIPPED****

56. Other funding source amount (marketing, outreach):

****SKIPPED****

OTHER EXPENSES

57. Requested CDBG funds (other expenses):

8000

58. Other funding source amount (other expenses):

5000 (pending)

59. Describe other expenses:

Funding would be used to provide scholarships for Richland residents who need financial support to be able to attend our Community Center.

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?

If we are only funded for one year, we will continue to seek grant funding or cash donations from our community to fund the scholarship program. This will continue to be an ongoing need in our community for the foreseeable future.

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

Yes

AGENCY INFORMATION

62. When was your Agency organized/formed?

1963

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.

Last year, we earned a 3-year accreditation from CARF (Commission on Accreditation of Rehabilitation Facilities) for our Employment Services, demonstrating our ability to meet rigorous quality standards and provide best-in-class services. In 2024, we were recognized as one of the "Best Places to Work" in the Mid-Columbia region, based on comprehensive employer and employee surveys, an indicator of our strong organizational culture, staff engagement and stability. At the conclusion of FY 2025, attendance at our Community Center had grown 11% over the previous year, reflecting both increased demand and our operational capacity to expand programming while maintaining high service quality. Our experienced leadership team, dedicated staff, and strong community partnerships give us the infrastructure and expertise to successfully execute current projects and take on new development initiatives with confidence.

67. List any required accreditation your agency/staff must have to do business.

CAA was recently awarded a 3-year accreditation from CARF (Commission on Accreditation of Rehabilitation Facilities) for our Employment Services Division, illustrating our commitment to providing best in class services for the individuals we serve. A 3-year accreditation shows that the organization satisfies each of the CARF Accreditation Conditions and demonstrates substantial conformation to the standards.

violations?

No

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

Columbia Ability Alliance is a 501(c)(3) social enterprise that also owns and operates three LLCs—CI Information Management, Round Table Pizza, and Paradise Bottled Water. Led by a President/CEO who reports to a Board of Directors, our Executive Leadership includes a CFO, COO, Director of HR, and Director of Advancement. CAA and our subsidiaries share administrative services through a Management Services Agreement. The nonprofit organization and our subsidiaries follow an accounting system narrative, which provides a detailed explanation of accounting processes and procedures. We maintain comprehensive, annually reviewed policies accessible via our HRIS. This includes a Record-Keeping Policy that covers records maintenance, retention and destruction. Program quality is evaluated through client surveys, attendance tracking and service utilization data, allowing us to adapt services to meet evolving needs.

Page 14 - Required Attachments

REQUIRED ATTACHMENTS

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

70. SAM registration.PNG

71. Current By-Laws, as amended

71. Bylaws Updated 6.2025.pdf

72. Current Articles of Incorporation & Amendments ?

72. Current Articles of Incorporation & amendments.pdf

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

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

74. Organizational Mission Statement and length of time in existence

74. Organizational mission statement and length of time in existence.pdf

75. Current Organization Chart

75. CAA Org Chart 2025.pdf

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

76. Current Management with Resumes.pdf

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

77. CAA 2025 Board Members.pdf

78. Designated Authority Signature

78. Designated Authority Signature signed .pdf

79. Current year operating budget

79.CAA Operating Budget FY 26.pdf

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

80. Most Recent Two-Year Audits.pdf

81. Tax Return 990 forms for the last two years

81. Tax Return 990s for last two yeas.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

82. Employee Handbook & Policies.pdf

Page 15 - 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

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 a commission, city employee, immediate family of a city employee, and/or on the city council, including persons with one-year prior service?

Yes

84. Please provide the full name and title of person(s) with potential conflict of interest:

Brandon Allen, Finance Director Brandon sits on the Board of Managers for CI Information Management, one of our LLCs. These are subsidiaries that are operated at arms length from the nonprofit entity.

85. Acknowledge:

I hereby verify the agency understands City of Richland must request in writing and HUD may grant an exception to the provisions under 24 CFR 570.611(d). The funds requested will not be guaranteed for the proposed project unless HUD grants an exception.

86. Board President - authorized to request funds:

****SKIPPED****

87. Title:

****SKIPPED****

88. Name of authorized agency official:

Michael Novakovich

89. Title:

President & CEO

90. Email:

michaeln@ourcaa.com

91. Submission Acknowledgment:

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

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a	607.			
	b	Membership dues	1b				
	c	Fundraising events	1c	116,681.			
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	1,000.			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	106,697.			
	g	Noncash contributions included in lines 1a-1f	1g	\$			
	h	Total. Add lines 1a-1f		224,985.			
Program Service Revenue	2 a	CUSTODIAL SERVICES	Business Code	900099	1,001,078.	1,001,078.	
	b	OTHER PROGRAM		900099	481,223.	481,223.	
	c	CLIENT PLACEMENT		900099	298,583.	298,583.	
	d	CONTRACT REVENUE		900099	186,961.	186,961.	
	e						
	f	All other program service revenue					
	g	Total. Add lines 2a-2f		1,967,845.			
	Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		152,422.		49,865.
4		Income from investment of tax-exempt bond proceeds					
5		Royalties					
6 a		Gross rents	6a	(i) Real 25,218.	(ii) Personal		
b		Less: rental expenses	6b	25,780.			
c		Rental income or (loss)	6c	-562.			
d		Net rental income or (loss)		-562.		-562.	
7 a		Gross amount from sales of assets other than inventory	7a	(i) Securities	(ii) Other		
b		Less: cost or other basis and sales expenses	7b		765.		
c		Gain or (loss)	7c		-765.		
d		Net gain or (loss)		-765.		-765.	
8 a		Gross income from fundraising events (not including \$ 116,681. of contributions reported on line 1c). See Part IV, line 18	8a	31,300.			
b		Less: direct expenses	8b	62,444.			
c		Net income or (loss) from fundraising events		-31,144.		-31,144.	
9 a		Gross income from gaming activities. See Part IV, line 19	9a				
b	Less: direct expenses	9b					
c	Net income or (loss) from gaming activities						
10 a	Gross sales of inventory, less returns and allowances	10a	89,100.				
b	Less: cost of goods sold	10b	299,135.				
c	Net income or (loss) from sales of inventory		-210,035.	-210,035.			
Miscellaneous Revenue	11 a		Business Code				
	b						
	c						
	d	All other revenue					
	e	Total. Add lines 11a-11d					
	12	Total revenue. See instructions		2,102,746.	1,757,810.	49,303.	70,648.

Domestic Violence Services of Benton & Franklin Counties

Shelter Case Manager

Request \$20,000

Funding Received by Richland CDBG:

2025	\$5,456
2024	\$30,000
2023	\$35,000
2022	\$13,000

CONTACT INFORMATION

1. Agency:

Domestic Violence Services of Benton & Franklin Counties (DVSBF)

2. Contact person:

Mary A. Pacheco

3. Address:

3311 W Clearwater Ave Suite C140
Kennewick 99336

4. Email:

Angie.P@dvsbf.org

5. Phone:

(509) 735-1295

6. SAM.GOV Unique Entity ID:

Y2N1CT83E3H6

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:
\$20,000.00

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.

DVSBF's domestic violence shelter in Richland is the only confidential safe housing option in Benton and Franklin Counties dedicated exclusively to survivors and their children. CDBG funds will directly support 43% of a bilingual Shelter Case Manager's salary, allowing us to expand service hours by 520 annually. This position is critical to managing the growing number of shelter intakes, completing safety planning within 24 hours for 100% of residents, and connecting survivors to housing, healthcare, legal assistance, employment, and support services. By funding this position, CDBG will help the case manager's role ensure each survivor receives trauma-informed care, individualized case planning, and rapid connection to stabilizing resources—increasing their safety and long-term independence.

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

Impact will be evaluated using a combination of client outcome tracking and satisfaction surveys: Service Reach: 20% increase in Richland residents served compared to 2024 (projected 300 individuals, including 200 women and children). Housing Stability: At least 75% of exiting residents maintain safe, stable housing for 6 months or longer. Resource Access: 90% of residents connected to at least three community resources within 14 days of arrival. Safety Improvement: 90% of clients report feeling safer upon exit. Crisis Response Efficiency: All intakes receive individualized safety planning within 24 hours. Data will be collected via HMIS, internal case management records, and bilingual client surveys to ensure feedback is inclusive and representative.

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

In 2024, DVSBF's Richland shelter fielded 1,042 crisis calls from city residents — a 27% increase over 2023 — and provided emergency shelter to 312 individuals, 198 of them children. Despite this, 74 eligible survivors had to be placed in hotels or referred outside the area due to staffing and space limitations. Richland's median rent has increased 18% since 2022, while vacancy rates remain under 3%, making safe, affordable housing nearly unattainable for low-income survivors. Limited public transportation further isolates survivors, especially those with children, disabilities, or limited English proficiency. Nationally, 1 in 4 women and 1 in 9 men experience severe intimate partner violence, and in Benton County, DV remains one of the top causes of emergency law enforcement response. Without increased staffing, survivors face longer shelter stays, delayed access to permanent housing, and a higher risk of returning to unsafe environments.

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

Since 2003, DVSBF's Richland shelter has been a cornerstone of safety and stability for the city's most vulnerable residents, serving an average of 300 women and children annually. Domestic violence remains a persistent community challenge, intersecting with rising housing costs, limited transportation, and gaps in healthcare and legal services. This Shelter Case Manager position is essential for ensuring survivors not only find immediate refuge but also transition successfully into long-term housing and self-sufficiency. Without it, shelter turnover slows, intake waitlists grow, and survivors remain in crisis longer. By funding this project, the City directly advances its priority to reduce homelessness, improve access to essential public services, and strengthen community safety for low- and moderate-income residents.

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?
Yes

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.

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:
High Priority: supportive services to assist in homeless prevention

22. Explain how your project satisfies the priority checked.

The Shelter Case Manager position directly prevents homelessness by providing survivors of domestic violence with immediate safe housing and the supportive services needed to transition into stable, long-term housing. Without this intervention, many survivors — especially low- and moderate-income residents of Richland — face imminent homelessness due to leaving unsafe living situations without financial resources, housing options, or supportive networks. Domestic violence is one of the leading causes of homelessness for women and children nationwide, and in Richland, the rising cost of housing, limited rental availability, and transportation barriers intensify this risk. By offering trauma-informed case management, housing navigation, and rapid connection to community resources, the Shelter Case Manager addresses the root causes of housing instability for survivors, ensuring they can remain safely housed and avoid entering the cycle of homelessness.

23. Select the goal that best fits your project:
Goal III: Reduce Homelessness and Support Priority Public Services

24. Select the strategy (1) that best fits your project:
Strategy 1. Support public service 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

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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 people, homes or jobs do you plan to serve?

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):

40

32. 50% (very low-income):

200

33. 60% (project specific):

10

34. 80% (low-income):

50

PREVIOUS CDBG FUNDING

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

36. List city(ies) and amount(s) received in 2025:
Kennewick- \$25,500 Richland -\$5,456

37. List city(ies) and amount(s) received in 2024:
Richland- \$30,000, Pasco-\$18,000

38. List city(ies) and amount(s) received in 2023:
Richland- \$35,000.00 Kennewick-\$50,000

39. List city(ies) and amount(s) received in 2022:
Richland-\$13,000

40. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

In 2026, DVSBF anticipates a 20% increase in Richland residents needing emergency shelter and supportive services, growing from 300 individuals in 2025 to about 360, including over 230 women and children. This rise is driven by increasing housing costs, low vacancy rates, and expanded outreach to marginalized populations such as immigrants, rural residents, and low-income families. These groups face compounded barriers, including language access, limited transportation, and scarce mental health resources, increasing their risk of domestic violence and homelessness. Additional staff time is essential to provide rapid safety planning, individualized case management, and connections to stable housing and resources. Without this support, the shelter risks reduced intake capacity and longer stays. CDBG funding will help meet this demand, directly preventing homelessness and improving community safety.

41. Is this specific proposed project/activity new to CDBG funding?
No

42. Have the CDBG performance goals been met in prior years?
No

43. Why were the performance goals unmet?
SKIPPED

FUNDING YOUR PROJECT / ACTIVITY

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

Yes

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

DSHS-\$23,280

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

No

47. 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 full amount requested, we will continue services but with reduced staffing, requiring staff to cover multiple roles and limiting time for individualized case management. This would strain both staff and survivors at their most vulnerable moments. Increased outreach and a growing number of shelter clients require dedicated resources to meet demand effectively. While we would actively pursue other funding sources, including public and private grants, to close the gap, reduced funding would slow shelter turnover, extend survivor stays, and limit our capacity to serve all who need assistance. Despite these challenges, DVSBF remains committed to providing safety, stability, and critical resources to domestic violence survivors in Richland.

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):
\$20,000

50. Other funding source amount (staff wages):
DSHS-\$23,280

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).
DVSBF will sustain recurring staff positions by actively pursuing diverse and reliable funding sources. This includes applying for state and federal grants, seeking foundation support, and engaging local businesses, service clubs, and individual donors. We will continue leveraging strong partnerships with community organizations and government agencies to identify collaborative funding opportunities. Additionally, revenue generated through our Mariposa Thrift Boutique helps support operational costs. By diversifying funding streams and maintaining consistent grant-seeking efforts, DVSBF will ensure the long-term stability of key staff positions, allowing us to continue meeting the growing needs of survivors without relying solely on CDBG funding.

MATERIALS & SUPPLIES

52. Requested CDBG funds (materials/supplies):
0

53. Other funding source amount (materials/supplies):
0

54. If your plan includes materials and supplies for general operation, what is your plan to secure these funds in the future?
0

MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

55. Requested CDBG funds (marketing, outreach):
0

56. Other funding source amount (marketing, outreach):
0

OTHER EXPENSES

57. Requested CDBG funds (other expenses):
0

58. Other funding source amount (other expenses):
0

59. Describe other expenses:
0

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?
0

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

AGENCY INFORMATION

62. When was your Agency organized/formed?

December 9, 2003

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.

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.

67. 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

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.

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

70. Current SAM Registration (<https://sam.gov/SAM/>)
#84 SAMS.pdf
71. Current By-Laws, as amended
#85 BYLAWS_-_9-11-07[1] (1).docx
72. Current Articles of Incorporation & Amendments
#86_Articles of Amendment 2004.docx
73. Proof of 501(c)(3) status with IRS
#87 501C3.pdf
74. Organizational Mission Statement and length of time in existence
#88_Organizational Mission Statement.docx
75. Current Organization Chart
#89 DVSBF Org. Chart 09-2024 (1).pdf
76. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.
#90 Management Team.pdf
77. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.
#91Board list-updated May 2024.xlsx
78. Designated Authority Signature
9. Designated Authority Signaure 9.11.24.pdf
79. Current year operating budget
10. Operating Budget 24-25.pdf
80. Most recent two-year audits with management letter OR financial statements if an audit is not required.
#4 20-21; 21-22 Audit Combined.xlsx
81. Tax Return 990 forms for the last two years
#95 DOMESTIC - FORM 990 - FY23 (1) (1).pdf
- [Nondiscrimination \(570.602 & 618 Subpart C, D, and E\)](#)
 - [Code of Ethics \(Principle 1 - Standards for Internal Control pos. 22-24 \)](#)
 - [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 \(Principle 11 - Standards for Internal Control pos. 51-55\)](#)
 - [Whistleblower \(Principle 14 - Standards for Internal Control pos. 60-61\)](#)
 - [Housing Activities - Fair Housing](#)
 - [Housing Activities - Lead Based Paint](#)
82. 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.

83. Does your agency or affiliates have a conflict of interest with a person serving on a 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 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 a commission, or a member of the Richland City Council.

85. Board President - authorized to request funds:

AnnaMaria Saucedo-Young

86. Title:

Board Chair

87. Name of authorized agency official:

Mary A. Pacheco

88. Title:

Executive Director

89. Email:

Angie.P@dvsbf.org

90. Submission Acknowledgment:

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

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c	42,969			
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	1,405,665			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	152,380			
	g	Noncash contributions included in lines 1a-1f	1g	\$ 96,525			
	h	Total. Add lines 1a-1f		1,601,014			
	Program Service Revenue	2a			Business Code		
b							
c							
d							
e							
f							
g							
Total. Add lines 2a-2f							
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		1,932			1,932
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	6a	(i) Real 15,687 (ii) Personal			
	b	Less: rental expenses	6b				
	c	Rental inc. or (loss)	6c	15,687			
	d	Net rental income or (loss)		15,687			15,687
	7a	Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other			
	b	Less: cost or other basis and sales exps	7b				
	c	Gain or (loss)	7c				
	d	Net gain or (loss)					
	8a	Gross income from fundraising events (not including \$ 42,969 of contributions reported on line 1c). See Part IV, line 18	8a	28,723			
	b	Less: direct expenses	8b	30,542			
	c	Net income or (loss) from fundraising events		-1,819			-1,819
	9a	Gross income from gaming activities. See Part IV, line 19	9a				
b	Less: direct expenses	9b					
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances	10a	40,680				
b	Less: cost of goods sold	10b					
c	Net income or (loss) from sales of inventory		40,680			40,680	
Miscellaneous Revenue	11a Other			Business Code 900099	299		299
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d				299		
	12 Total revenue. See instructions				1,657,793	0	0

Boys & Girls Club of Benton and Franklin Counties

Richland Teen Services

Request \$13,500

Funding Received by Richland CDBG:

2025	\$0
2024	\$13,530
2023	\$0
2022	\$0

CONTACT INFORMATION

1. Agency:

Boys & Girls Clubs of Benton and Franklin Counties

2. Contact person:

Brianna Harty

3. Address:

PO Box 1322
Pasco 99301

4. Email:

brianna.harty@greatclubs.org

5. Phone:

(509) 845-6084

6. SAM.GOV Unique Entity ID:

CUDBJRT8N9D1

YOUR PROPOSED PROJECT / ACTIVITY

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

8. Name of project/activity:
Boys & Girls Clubs Richland Teen Services

9. Requested CDBG funding amount:
13,500

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

11. What year did the project/activity begin?
2023

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

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

Boys & Girls Clubs of Benton and Franklin Counties is seeking CDBG funding to support the purchase of program supplies and materials for the Richland Teen Center, located at Chief Joseph Middle School. This site provides daily afterschool and summer programming for middle school youth, serving nearly 200 members annually. Programming is focused on academic success, career exploration, mental health, and life and workforce readiness. The majority of youth served come from low- to moderate-income households, 88% qualify for free or reduced-price lunch and 47% identify as youth of color. CDBG funds will be used to purchase high-quality materials that directly enhance program delivery. This includes STEM and academic enrichment kits, cooking and nutrition supplies, career readiness tools (such as resume-building resources and mock interview materials), art and creative expression supplies, mental wellness resources, and indoor/outdoor recreational equipment. These resources are vital to fostering essential skill development, confidence, and a sense of belonging for teens who may otherwise lack access to enrichment opportunities. The Richland Teen Center plays a critical role in providing a safe, structured, and engaging environment during out-of-school time, reducing risk factors associated with juvenile crime, chronic absenteeism, and disengagement from school. Programs are designed with culturally responsive, trauma-informed strategies that promote inclusion and resilience. With enrollment increasing by over 32% in the past year alone, the demand for high-quality, engaging programming continues to grow. Investing in program materials will strengthen the Club's ability to meet this demand and lay the foundation for the future expansion of teen services in Richland—ensuring middle school youth, regardless of background, have equitable access to the tools and experiences they need to thrive.

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

CDBG-funded program materials will directly enhance the quality and depth of out-of-school programming for Chief Joseph middle school youth, helping them stay engaged in school, make healthy choices, and imagine brighter futures. By expanding access to hands-on learning tools and enrichment experiences such as STEM kits, financial literacy simulations, and career readiness workshops, we foster essential skill development, academic confidence, and essential skill development. Beyond individual outcomes, this investment strengthens community-wide protective factors shown to reduce youth risk behaviors and promote long-term well-being. Club environments provide consistent, caring adult relationships; opportunities for prosocial involvement; recognition for positive behavior; and safe spaces for identity exploration. These protective factors, well-documented in prevention research, are key to reducing the likelihood of chronic absenteeism, juvenile justice involvement, and substance misuse, risk factors increasingly present in middle school-age youth. Success will be measured through a combination of quantitative and qualitative indicators: daily attendance tracking, member surveys, engagement metrics, and goal completion rates across academic and life skills programming. Staff also monitor improvement in soft skills like communication, goal-setting, and teamwork, often cited by employers and educators as critical to future success. The long-term impact includes higher academic performance, increased civic engagement, and improved emotional well-being among youth, particularly those from low-income and historically underserved backgrounds. As participation grows, so does the ripple effect across families and neighborhoods; building a stronger, more connected, and more resilient Richland community.

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

Low-income and BIPOC youth in Richland face disproportionate barriers to academic achievement, enrichment opportunities, and social-emotional development. At the Richland Teen Center, located at Chief Joseph Middle School, 88% of members qualify for free or reduced-price lunch, and 47% identify as youth of color. These students are less likely to have access to afterschool programming due to financial limitations, transportation challenges, and a lack of developmentally appropriate middle school programs. Without structured, supportive environments during the critical out-of-school hours, youth are at greater risk for disengagement, chronic absenteeism, and behaviors that can lead to long-term academic and social consequences. This need is further amplified by data from the 2025–2029 Tri-Cities Consolidated Plan and the Tri-Cities Fair Housing Assessment, both of which highlight persistent disparities in access to quality youth services, particularly among low-income and racially/ethnically diverse populations. Chief Joseph Middle School serves a high-need population, and Boys & Girls Club is one of the only programs specifically designed to support middle school youth with free, daily enrichment rooted in prevention and equity. In just one year, Club enrollment at Chief Joseph grew by 32.7%—from 147 youth in 2023 to 195 in 2024—demonstrating the urgent and growing demand for accessible programming. This growth has outpaced current resource capacity, making it difficult to provide all members with high-quality, hands-on learning materials that support academic success, life skills development, and well-being. CDBG funding will address this unmet need by ensuring equitable access to the tools and resources youth need to thrive, helping to close opportunity gaps and promote positive development for Richland's next generation.

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

This project directly supports Richland's goals of increasing equitable access to youth programming and fostering academic, social, and workforce success. Our Club site at Chief Joseph Middle School provides a safe space where teens are supported in their development and encouraged to imagine brighter futures. As enrollment increases, so does the need for program materials that can sustain and enhance meaningful activities. By funding program supplies and materials, the City can make a targeted investment that enhances program quality and expands youth engagement in alignment with the goals outlined in the Tri-Cities Consolidated Plan and Assessment of Fair Housing. These materials will help ensure teens feel supported, inspired, and prepared for what comes next.

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 reach our target audience through direct school partnerships, bilingual outreach, social media, and community-based events. Our relationship with Chief Joseph Middle School allows us to connect with families via special events, family nights, and school-wide announcements. We distribute promotional materials in both English and Spanish and have bilingual staff available to support communication with non-English speaking families. Additionally, we highlight teen programming on our website and Club social media platforms. Outreach efforts are focused on underserved and economically disadvantaged youth, ensuring that those with the highest need are aware of and able to access our programs.

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.

This project will be anchored by a highly experienced team, five of whom have been with the Richland Teen Center since its launch. Jon Kimsey, Site Coordinator, dedicates 100% of his time to the program, holds Youth Mental Health First Aid certification. Jon, along with Teen Assistants Diana Gonzalez and Litzy Jimenez (both of whom dedicate 100% of their time), are trained in trauma-informed care, essential skills training, and scaffolding instruction strategy, a key approach used in academic success programming. Jaime Bright, Area Director, contributes 25% of her time and brings over five years of youth development experience. Chandra Burns, COO, dedicates 15% and has more than a decade of leadership experience with Boys & Girls Clubs. Brian Ace has been the CEO for 12 years, contributes 10% of his time to the Richland Teen Center and leads school district relations. This team has grown the program 32.7% from year one to year two and has laid the foundation for future expansion.

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: supportive service projects that address community needs, aside from homeless prevention

22. Explain how your project satisfies the priority checked.

The Chief Joseph Richland Teen Center provides a free, dependable service that families can count on during critical afterschool hours and extended school breaks. This is especially vital for working parents and caregivers, many of whom hold multiple jobs or nontraditional work hours, who need a safe, structured environment for their middle school-aged children. With 88% of Club members qualifying for free or reduced lunch, the program supports families who often cannot afford private care or enrichment programs. By offering daily access to academic help, life skill development, and mentorship, the Club not only supports youth but also strengthens family stability and economic participation. Parents are able to remain in the workforce with peace of mind knowing their children are engaged, supported, and supervised. This project directly addresses the need for community-based supportive services that promote equity, working family resilience, and youth well-being.

23. Select the goal that best fits your project:
Goal III: Reduce Homelessness and Support Priority Public Services

24. Select the strategy (1) that best fits your project:
Strategy 1. Support public service 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 3. Create Economic Opportunity-This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

26. Select the outcome that best describes your project:
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.

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.

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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 people, homes or jobs do you plan to serve?

225

29. CDBG cost per person, job or home served:

\$60.00

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

30. 30% (extremely low-income):

30%

31. 50% (very low-income):

35%

32. 60% (project specific):

8%

33. 80% (low-income):

27%

PREVIOUS CDBG FUNDING

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

35. List city(ies) and amount(s) received in 2025:
SKIPPED

36. List city(ies) and amount(s) received in 2024:
City of Richland - \$13,530

37. List city(ies) and amount(s) received in 2023:
SKIPPED

38. List city(ies) and amount(s) received in 2022:
SKIPPED

39. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

In 2026, we anticipate serving approximately 225 unduplicated youth at the Richland Teen Center, a 15% increase over 2024 participation. This growth reflects rising community demand for free, accessible out-of-school programs tailored to middle school youth. Many families served face financial barriers that limit access to structured, enriching activities during critical afterschool hours and school breaks. With 88% of members qualifying for free or reduced lunch, the need for high-quality, no-cost programming remains high. As enrollment grows, so does the need for additional program materials to ensure all youth can access meaningful academic, social-emotional, and career-readiness activities. CDBG funding will allow us to meet this demand and continue filling the gap for working families who rely on safe, dependable support for their children.

40. Is this specific proposed project/activity new to CDBG funding?
No

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

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 overall program budget is \$219,834, with the majority allocated to staffing costs (\$204,902). The program is funded through a combination of sources, including proceeds from the Boys & Girls Clubs Richland Licensed Childcare Program, grant funding, in-kind contributions from the Richland School District, and individual donor support. Materials and supplies represent \$25,880 of the total budget. We are seeking \$13,500 through the Richland Community Development Block Grant to support the purchase of high-quality program materials that enhance academic support, essential skills development, and enrichment activities. These funds will help ensure that all youth—particularly those from low-income households—have access to engaging, hands-on learning experiences during critical out-of-school hours. CDBG funding is a key part of our strategy to meet rising demand and maintain equitable access to impactful programming.

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 full funding is not awarded, we will prioritize essential program materials based on greatest need and highest impact. Our team will seek alternative funding sources, including private donations, grants, and in-kind contributions to help close the gap. However, without full CDBG support, our ability to offer consistent, high-quality enrichment experiences to all youth may be limited, especially as enrollment continues to grow. We are committed to serving Richland youth and will ensure the program continues, but funding from the City would significantly strengthen our capacity to meet rising demand and provide equitable access to hands-on learning opportunities for all members.

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):
0

48. Other funding source amount (staff wages):
204,902.04

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).

SKIPPED

MATERIALS & SUPPLIES

50. Requested CDBG funds (materials/supplies):
13,500

51. Other funding source amount (materials/supplies):
\$12,380

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

To ensure long-term sustainability, we will continue to pursue a diversified funding strategy that includes foundation grants, individual donor support, and proceeds from our Richland Licensed Childcare Program. We actively steward relationships with local donors and community partners to build recurring support for program needs, including materials and supplies. In-kind contributions from the Richland School District and bulk purchasing strategies also help reduce costs. Additionally, we are exploring new grant opportunities focused on academic enrichment and youth workforce readiness. While CDBG funding plays a critical role in meeting current demand, our long-term plan includes expanding unrestricted revenue and community partnerships to ensure youth continue to have access to high-quality program materials year after year.

MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

53. Requested CDBG funds (marketing, outreach):
0

54. Other funding source amount (marketing, outreach):
5000

OTHER EXPENSES

55. Requested CDBG funds (other expenses):
SKIPPED

56. Other funding source amount (other expenses):
SKIPPED

57. 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.

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

CDBG funding will help meet immediate and growing needs for high-quality program materials at the Richland Teen Center. In future years, we will continue to fund this program through a combination of strategies, including proceeds from our Richland Licensed Childcare Program, private foundation grants, corporate sponsorships, and

individual donor contributions. We maintain strong partnerships with the Richland School District, which provides significant in-kind support, and we actively pursue grant opportunities aligned with academic enrichment, youth development, and equity. While CDBG support is an important part of our current funding strategy, we are committed to long-term sustainability through diversified revenue streams that ensure continued access to safe, enriching, and equitable programming for Richland teens.

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

Yes

AGENCY INFORMATION

60. When was your Agency organized/formed?
1995

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.

Boys & Girls Clubs of Benton and Franklin Counties has a proven track record of delivering high-impact programs and completing major initiatives on time and within budget. In 2024, we served over 4,000 youth across 29 Club sites, making us one of the largest Boys & Girls Clubs in the state of Washington. We've completed multiple large-scale capital projects, including new Clubhouses in Kennewick and Prosser, and have consistently secured and managed diverse funding sources, including federal, state, and private grants. Our leadership team brings decades of combined experience in program implementation, compliance, and fiscal stewardship. Strong community partnerships, robust internal systems, and dedicated staff ensure we have the capacity to successfully manage and deliver the proposed project while continuing to meet the needs of youth and families in our community.

65. List any required accreditation your agency/staff must have to do business.

All staff are required to pass cleared background checks prior to hire. Staff must also maintain current certifications in CPR/First Aid and hold a valid Washington State Food Handler's Card. In addition to these credentials, all employees complete a comprehensive onboarding process that includes new hire orientation, site-specific Clubhouse orientation, and mandatory annual safety training. Safety training covers critical topics such as child abuse prevention, mandated CPS reporting, emergency procedures, and behavior management protocols. These requirements help ensure a safe, consistent, and compliant environment for youth, staff, and families.

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.

Boys & Girls Clubs of Benton and Franklin Counties is led by a seasoned senior leadership team with extensive experience in youth development, business operations, and nonprofit management. Our financials are audited annually, and our CFO utilizes QuickBooks and maintains up-to-date knowledge of industry best practices and GAAP standards. Our Board of Directors regularly reviews internal policies to ensure compliance with federal, state, and local regulations. We have strong internal controls and procedures in place to support transparency and accountability. Program quality is evaluated using an evidence-based continuous improvement framework, as well as data tools that support collection and analysis of youth outcomes and feedback. This structure ensures we remain mission-focused while operating with fiscal responsibility, compliance, and a commitment to impact.

REQUIRED ATTACHMENTS

68. Current SAM Registration (<https://sam.gov/SAM/>)
EntityInformation_20250814-021256.pdf
69. Current By-Laws, as amended
Signed Bylaws.pdf
70. Current Articles of Incorporation & Amendments
Articles of Incorporation.pdf
71. Proof of 501(c)(3) status with IRS
IRS Tax Exemption letter.pdf
72. Organizational Mission Statement and length of time in existence
Mission Statement.pdf
73. Current Organization Chart
CJ Org Chart.pdf
74. Current management team information, including resumes of Executive Director, Chief Financial Officer and Chief Program Administrator.
Resumes.pdf
75. List of Board / Council Members, including name, principal officers, occupation or affiliation of each member.
2025 Board Roster (1).pdf
76. Designated Authority Signature
SKIPPED
77. Current year operating budget
Chief JO.pdf
78. Most recent two-year audits with management letter OR financial statements if an audit is not required.
Signed Final Report and Financial Statements.pdf
79. Tax Return 990 forms for the last two years
990 last two.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](#)
80. Organization Policies and Procedures Manual
2023BGCBCFEMPLOYEEHANDBOOK.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.

81. Does your agency or affiliates have a conflict of interest with a person serving on a 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 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 a 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 a 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 a commission, or a member of the Richland City Council. Nor will the applicant agency award a subcontract to any such individual.

83. Board President - authorized to request funds:

Chad Mitchell

84. Title:

Board President

85. Name of authorized agency official:

Brian Ace

86. Title:

Chief Executive Officer

87. Email:

brianna.harty@greatclubs.org

88. Submission Acknowledgment:

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

CONFIDENTIAL**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a	5,393.			
	b	Membership dues	1b				
	c	Fundraising events	1c	594,591.			
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	809,994.			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	3,882,105.			
	g	Noncash contributions included in lines 1a-1f	1g	\$ 226,466.			
	h	Total. Add lines 1a-1f		5,292,083.			
	Program Service Revenue	2 a	YOUTH PROGRAM SERVICES	Business Code	624100	5,546,911.	5,546,911.
b		FOOD AND NUTRITION PRO		624200	297,043.	297,043.	
c							
d							
e							
f		All other program service revenue					
g		Total. Add lines 2a-2f		5,843,954.			
Other Revenue		3	Investment income (including dividends, interest, and other similar amounts)		172,754.		
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6 a	Gross rents	(i) Real	6a	8,485.		
	b	Less: rental expenses	(ii) Personal	6b	0.		
	c	Rental income or (loss)		6c	8,485.		
	d	Net rental income or (loss)			8,485.	8,485.	
	7 a	Gross amount from sales of assets other than inventory	(i) Securities	7a	2,044,733.		
	b	Less: cost or other basis and sales expenses	(ii) Other	7b	2,056,707.	692.	
	c	Gain or (loss)		7c	-11,974.	-692.	
	d	Net gain or (loss)			-12,666.		-12,666.
	8 a	Gross income from fundraising events (not including \$ 594,591. of contributions reported on line 1c). See Part IV, line 18		8a	736,465.		
	b	Less: direct expenses		8b	431,085.		
	c	Net income or (loss) from fundraising events			305,380.		305,380.
	9 a	Gross income from gaming activities. See Part IV, line 19		9a			
	b	Less: direct expenses		9b			
	c	Net income or (loss) from gaming activities					
	10 a	Gross sales of inventory, less returns and allowances		10a			
b	Less: cost of goods sold		10b				
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11 a	REBATES AND EXP REIMBU	Business Code	900099	4,667.		4,667.
	b						
	c						
	d	All other revenue					
	e	Total. Add lines 11a-11d			4,667.		
	12	Total revenue. See instructions			11,614,657.	5,852,439.	0.

Support, Advocacy & Resource Center

Trauma Focused Crisis Program

Request \$12,000

Funding Received by Richland CDBG:

2025	\$9,467
2024	\$0
2023	\$0
2022	\$0

Pre-application staff consultation is encouraged to discuss the application, the application process, and other issues. For additional information or to set up an appointment, please contact: Toni Lehman at tlehman@ci.richland.wa.us or 509.942.7580.

Date	Time	Process
Monday, July 07, 2025	8:00 AM	Application Available
Friday, August 15, 2025	5:00 PM	APPLICATION SUBMISSION DEADLINE (Electronic Submission by 5:00 PM)
Wednesday, August 27, 2025	6:00 PM	Planning Commission: (Public Hearing on Housing & Community Development Needs)
Wednesday, September 24, 2025	6:00 PM	Planning Commission: (Applicant presentations, deliberations, and recommendations to Council)
Tuesday, November 18, 2025	6:00 PM	City Council: (Public Hearing and approval of 2026 Annual Action Plan)



Submittals must be received by 5:00 P.M. on Friday, August 15, 2025

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 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, September 24, 2025**, 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 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. Address:

1458 Fowler Street
Richland 99352

5. Phone:

(509) 374-5391

6. SAM.GOV Unique Entity ID:

VHV6W5KK8F89

YOUR PROPOSED PROJECT / ACTIVITY

7. What type of activity are you applying for?

Public Service

8. Name of project/activity:

Trauma Focused Crisis Program

9. Requested CDBG funding amount:

\$12,000

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

No

11. What year did the project/activity begin?

The Crisis Program began in 1977.

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 is requesting Community Development Block Grant (CDBG) funding to sustain 0.20 FTE of a Sexual Assault Advocate, ensuring Richland residents have 24/7 access to free, confidential crisis response and ongoing support after sexual violence. This advocate is often the first person a survivor meets after an assault—responding to hospitals, law enforcement interviews, and court hearings—providing compassionate, trauma-informed care at a moment of crisis. The CDBG funds will directly cover wages and benefits for this portion of the position, preventing a reduction in advocate hours caused by recent federal funding cuts. Without this support, some survivors in Richland may face delays or go without advocacy entirely during critical moments when safety, evidence collection, and legal rights are at stake. In addition to emergency response, the advocate guides survivors through medical, legal, and social service systems, removes barriers such as language access or transportation, and ensures equitable services for all, regardless of income, race, or immigration status. By funding this position, the City of Richland will help preserve a lifeline for some of our most vulnerable neighbors, uphold public safety partnerships, and send a clear message that survivors in our community will not face their trauma alone.

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

Funding 0.20 FTE of a Sexual Assault Advocate will ensure Richland residents continue to have immediate access to skilled, trauma-informed support after sexual violence. Survivors will not face medical exams, law enforcement interviews, or court proceedings alone. Instead, they will have an advocate by their side to provide emotional support, explain options, protect rights, and connect them to resources that aid in healing and recovery. The impact extends beyond individual survivors—it strengthens community safety and trust. When survivors feel supported, they are more likely to seek medical care, participate in investigations, and engage in the justice process. Advocacy also helps break cycles of violence by empowering survivors and connecting them with ongoing services that address both immediate and long-term needs. Measures of success include: Service data: Number of Richland residents served by the funded portion of the position, tracked through our secure client database. Crisis response: Number of hospital, law enforcement, and court accompaniments provided. Outcome surveys: Survivor feedback on feeling supported, informed, and respected. Follow-up engagement: Percentage of survivors who access additional services after the initial crisis intervention. Ultimately, success means survivors in Richland know help is available, receive it quickly, and experience greater safety, stability, and empowerment because of our response.

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

Funding 0.20 FTE of a Sexual Assault Advocate will ensure Richland residents continue to have immediate access to skilled, trauma-informed support after sexual violence. Survivors will not face medical exams, law enforcement interviews, or court proceedings alone. Instead, they will have an advocate by their side to provide emotional support, explain options, protect rights, and connect them to resources that aid in healing and recovery. The impact of this project extends beyond individual survivors—it strengthens community safety and trust. When survivors feel supported, they are more likely to seek medical care, participate in investigations, and engage in the justice process. Advocacy also helps break cycles of violence by empowering survivors and connecting them with ongoing services that address both immediate and long-term needs. We will measure success through: Service data: Number of Richland residents served by the funded portion of the position, tracked through our secure client database. Crisis response: Number of hospital, law enforcement, and court accompaniments provided. Outcome surveys: Survivor feedback on feeling supported, informed, and respected. Follow-up engagement: Percentage of survivors who access additional services after the initial crisis intervention. Ultimately, success means survivors in Richland know help is available, receive it quickly, and experience greater safety, stability, and empowerment because of our response.

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

Sexual violence impacts individuals from every background, and the need for immediate, skilled advocacy in Richland is constant. In the last fiscal year, SARC served 187 Richland residents—54% adults and 46% children—through crisis intervention and advocacy. This included 47 hospital responses and 29 law enforcement accompaniments. Survivors face complex medical, legal, and emotional challenges in the hours and days after an assault. Without a trained advocate, many struggle to understand their rights, access care, or feel safe participating in the justice process. Demand for SARC's services remains high, yet recent funding cuts threaten our ability to respond to all survivors. This project ensures Richland residents will continue to have 24/7 access to a Sexual Assault Advocate who can provide trauma-informed crisis intervention, remove barriers such as language or transportation, and connect survivors to resources that support healing and stability.

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's marketing strategy focuses on reaching survivors of sexual violence and those who may encounter them—medical providers, law enforcement, schools, community groups, and the general public. We use a mix of in-person outreach, presentations, social media, our website, and printed materials placed in high-traffic community locations. To reach non-English speaking residents, we provide materials in Spanish and other languages as needed, employ bilingual staff, and partner with culturally specific organizations and trusted community spaces such as the Pasco Flea Market and local health clinics. We also maintain a 24/7 bilingual crisis line and

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.

Brianna Albrecht, Sexual Assault Advocate, will dedicate 0.20 FTE to this project. She holds a bachelor's degree in Sociology and has been with SARC for one year. Brianna provides crisis intervention, hospital and law enforcement accompaniment, legal and medical advocacy, care coordination, and community outreach. In the past year, she served 231 clients, responded to 112 hotline calls, and conducted 41 community presentations and activities, reaching 2,158 participants. She regularly receives outstanding client feedback on outcome surveys, reflecting her compassionate, trauma-informed approach. Brianna has completed comprehensive training in sexual assault advocacy, crisis response, victim rights, cultural humility, and confidentiality, and participates in ongoing professional development to ensure best practices in serving survivors.

Page 8 - 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: supportive service projects that address community needs, aside from homeless prevention

22. Explain how your project satisfies the priority checked.

This project directly addresses a critical community need by ensuring survivors of sexual violence in Richland have 24/7 access to trained advocacy and support. Sexual assault has lasting impacts on safety, health, and economic stability; without immediate intervention, survivors face greater risk of long-term trauma and disengagement from the community. By funding 0.20 FTE of a Sexual Assault Advocate, Richland sustains a lifeline that helps survivors navigate medical care, law enforcement, and the court system, while removing barriers such as language, transportation, and fear of retaliation. This service strengthens public safety partnerships, promotes recovery, and helps survivors rebuild their lives—contributing to a healthier, more stable community for all residents.

23. Select the goal that best fits your project:

Goal III: Reduce Homelessness and Support Priority Public Services

24. Select the strategy (1) that best fits your project:

Strategy 1. Support public service 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:

Abused Children

Page 9 - Project Benchmarks

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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.

Approx. 46 children.

30. CDBG cost per person, job or home served:

\$260.86

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

31. 30% (extremely low-income):

****SKIPPED****

32. 50% (very low-income):

****SKIPPED****

33. 60% (project specific):

46

34. 80% (low-income):

****SKIPPED****

Page 10 - Previous CDBG Funding

PREVIOUS CDBG FUNDING

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

Yes

36. List city(ies) and amount(s) received in 2025:

City of Richland – \$9,467 specific to our Counseling Program

37. List city(ies) and amount(s) received in 2024:

0

38. List city(ies) and amount(s) received in 2023:

0

39. List city(ies) and amount(s) received in 2022:

0

40. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

SARC does not anticipate a significant increase in the number of services provided in 2026; rather, this request is necessary to maintain current service levels despite reductions in state and federal funding. Without CDBG support, 0.20 FTE of a Sexual Assault Advocate position would be at risk, resulting in reduced availability for crisis response and follow-up support for Richland residents. While service volume is expected to remain steady, the demand for immediate, trauma-informed advocacy in our community remains constant and critical—last year we served 187 Richland residents, including 47 hospital responses and 29 law enforcement accompaniments. This funding addresses the unmet need created by budget shortfalls, ensuring survivors continue to receive the same level of skilled, compassionate support when they need it most.

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

Yes

Page 11 - 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.

****SKIPPED****

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

****SKIPPED****

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

The other 80% (\$47,982) is secured through the Office of Crime Victims Advocacy.

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

If full funding is not received, SARC would be forced to reduce the Sexual Assault Advocate's hours proportionally, resulting in fewer crisis responses, hospital accompaniments, and follow-up services for Richland residents. We would seek alternate funding sources, but without replacement funds, some survivors would face delays in receiving advocacy or go without these critical services during times of highest need.

Page 12 - 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.

STAFF WAGES**48. Requested CDBG funds (staff wages):**

\$12,000

49. Other funding source amount (staff wages):

\$47,982

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).

SARC is actively working to diversify funding to sustain the Sexual Assault Advocate position beyond CDBG support. Strategies include pursuing additional state and federal grants, expanding private foundation funding, increasing community-based fundraising events, and growing individual donor contributions. We also regularly assess service delivery to ensure staffing resources are used efficiently and in alignment with community need. CDBG funding will provide critical short-term support while these longer-term revenue strategies are implemented to maintain the position without reliance on CDBG in the future.

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?

If CDBG funding is received this year, the .20 FTE Sexual Assault Advocate position will be sustained in the future through a combination of state and federal victim services grants, private foundation support, and increased community-based fundraising. The discontinuation of our counseling program in 2025 due to funding cuts will allow SARC to focus resources on maintaining core crisis and advocacy services. We are actively expanding our donor base, pursuing new grant opportunities, and building diversified revenue streams to ensure this position remains stable without long-term reliance on CDBG funds.

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

Yes

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

1977

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.

SARC has been a trusted lifeline for victims of sexual violence and other crimes in Benton and Franklin Counties for over 45 years, delivering critical life-changing

Center through the National Children's Alliance, we meet the highest professional standards in advocacy and victim services. Our skilled staff, strong partnerships, and successful track record in managing federal, state, and local grants demonstrate our ability to complete projects on time and within budget. Even in the face of funding reductions, we have strategically restructured—such as ending our counseling program—to ensure core crisis and advocacy services remain strong and accessible to the community.

66. List any required accreditation your agency/staff must have to do business.

SARC is accredited by the Washington State Office of Crime Victims Advocacy as both a Crime Victim Service Center and a Children's Advocacy Center, and by the National Children's Alliance, ensuring compliance with rigorous service and operational standards. All Sexual Assault Advocates must hold a bachelor's degree in sociology, psychology, or a related field and have at least one year of related experience. Before providing direct client services, advocates must complete a 32-hour SARC Advocate Training covering crisis intervention, victim rights, trauma-informed care, cultural humility, and confidentiality. Advocates also participate in ongoing professional development to maintain best practices in service delivery.

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.

SARC is a 501(c)(3) nonprofit governed by a volunteer Board of Directors and led by an Executive Director overseeing programs, finances, and staff. We maintain written policies and procedures covering service delivery, confidentiality, personnel, fiscal management, and compliance. Client services are documented in a secure, encrypted database with restricted access. Financial records are maintained using QuickBooks, with monthly reconciliations, Board oversight, and an annual independent audit. We comply with all federal, state, and grantor requirements. Program evaluation includes tracking service data, outcome surveys, and partner feedback to assess effectiveness, identify trends, and inform improvements. Our structure ensures transparency, accountability, and high-quality service delivery.

Page 14 - Required Attachments

REQUIRED ATTACHMENTS

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

SAM Registration.825.pdf

70. Current By-Laws, as amended

Bylaws Revised 7-2023.pdf

71. Current Articles of Incorporation & Amendments ?

Articles of Incorporation.pdf

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

501c3 IRS letter.pdf

73. Organizational Mission Statement and length of time in existence

Mission and Philosophy Statement.pdf

74. Current Organization Chart

SARC Org Chart with Pics.825.pdf

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

Resume.823.pdf

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

Board Member List-July 2025.doc

77. Designated Authority Signature

RequiringBoardApproval.822.pdf

78. Current year operating budget

SARCBudget2.825.pdf

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

Audit.2324.pdf

80. Tax Return 990 forms for the last two years

990 6-30-2023.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

81. Organization Policies and Procedures Manual

Organizational Policies Handbook 6-22.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.

82. Does your agency or affiliates have a conflict of interest with a person serving on a 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 a 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 a 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 a 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:

Jeff Escalera

85. Title:

Board President

86. Name of authorized agency official:

JoDee Garretson

87. Title:

Executive Director

88. Email:

jgarretson@supportadvocacyresourcecenter.com

89. Submission Acknowledgment:

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

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a	53,000.				
	b	Membership dues	1b					
	c	Fundraising events	1c	25,242.				
	d	Related organizations	1d					
	e	Government grants (contributions)	1e	1,850,931.				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	185,524.				
	g	Noncash contributions included in lines 1a-1f	1g	\$ 28,161.				
	h	Total. Add lines 1a-1f		2,114,697.				
Program Service Revenue	2 a			Business Code				
	b							
	c							
	d							
	e							
	f	All other program service revenue						
	g	Total. Add lines 2a-2f						
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		16.			16.	
	4	Income from investment of tax-exempt bond proceeds						
	5	Royalties						
	6 a	Gross rents	6a	(i) Real 12,000.				
		b	Less: rental expenses	6b				4,351.
		c	Rental income or (loss)	6c				7,649.
	d	Net rental income or (loss)		7,649.		7,649.		
	7 a	Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other				
		b	Less: cost or other basis and sales expenses	7b				
		c	Gain or (loss)	7c				
	d	Net gain or (loss)						
	8 a	Gross income from fundraising events (not including \$ 25,242. of contributions reported on line 1c). See Part IV, line 18	8a	41,586.				
		b	Less: direct expenses	8b				14,719.
		c	Net income or (loss) from fundraising events					26,867.
	9 a	Gross income from gaming activities. See Part IV, line 19	9a					
		b	Less: direct expenses	9b				
		c	Net income or (loss) from gaming activities					
10 a	Gross sales of inventory, less returns and allowances	10a						
	b	Less: cost of goods sold	10b					
	c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11 a MISCELLANEOUS			Business Code				
	b			812900	2,043.	2,043.		
	c							
	d	All other revenue						
	e	Total. Add lines 11a-11d		2,043.				
	12	Total revenue. See instructions		2,151,272.	2,043.	0.	34,532.	

City of Richland – Public Works

Removal of Architectural Barriers

Request \$199,200

Funding Received by Richland CDBG:

2025	\$89,450
2024	\$198,000
2023	\$194,725
2022	\$199,176

CONTACT INFORMATION

1. Agency:

City of Richland - Public Works

2. Contact person:

Carlo D'Alessandro

3. Address:

625 Swift Blvd
Richland 99352

4. Email:

calessandro@ci.richland.wa.us

5. Phone:

(509) 942-7558

6. SAM.GOV Unique Entity ID:

KMRXS36K5921

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 on Longfitt St. Corridor

9. Requested CDBG funding amount:
\$199,200

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.

This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps throughout the Longfitt St. corridor from Wright Ave. to Sanford Ave. Twenty-four non-compliant ADA accessible ramps will be upgraded within the corridor. Twenty-four new ADA accessible ramps will be installed where the ADA ramp is currently missing.

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

The City utilizes the CDBG program funds, in part, for executing the City's adopted ADA Transition Plan. This commitment from City Council supports the City's goals of making the City's public rights of way accessible for all users, including the disabled and disadvantaged. This project removes barriers for over 340 low-mod income disabled individuals in its census tract providing expanded access to transit, shopping, or school. It will provide accessibility and safer crossings for the disabled and elderly residents in various locations with the installation of new and upgraded ADA accessible ramps. Success will be measured by the amount 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.

In accordance with the American with Disabilities Act (ADA) self-evaluation and Transition Plan, City staff continues to work towards the removal of architectural barriers in public facilities and pathways. The targeted group served by this project is all Richland residents, city employees and members of the public who have restricted access to public facilities, pathways and transit due to the constructed environment and varying abilities. The American Community Survey, using data from the 2022 US Census, estimated 9,876 individuals with mobility and self-care limitations and an estimated elderly population of 12,094 individuals 62 years and older who reside in Richland. It should be noted that some individuals fall within both groups, as the 2022 Census shows an estimated 3,546 individuals that are both disabled and fall into the 65 year and older group. It is not known how many individuals within the 62 to 64 years old range fall under both groups. Improving and providing access to civic life for people with disabilities is a fundamental goal of this project. To ensure that this goal is met, the City seeks to continue implementation of projects that improve access and achieve compliance with Title II of the American with Disabilities Act. The installation of new and upgraded ADA compliant ramps will remove multiple architectural barriers to improve safe crossing and greater mobility for the disabled and elderly.

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

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 104.02 with approximately 340 disabled adults living within the proposed area.

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, 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

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: infrastructure improvements to address accessibility

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 (1-8) 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?
Barrier removal (outside of area benefit)

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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.

31. How many unduplicated people, homes or jobs do you plan to serve?

340

32. CDBG cost per person, job or home served:

\$586.00

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

33. 30% (extremely low-income):

SKIPPED

34. 50% (very low-income):

340

35. 60% (project specific):

SKIPPED

36. 80% (low-income):

SKIPPED

PREVIOUS CDBG FUNDING

37. Has your agency received CDBG funding in the past four years from Kennewick Richland and/or Pasco?
Yes

38. List city(ies) and amount(s) received in 2025:
Richland - \$89,450

39. List city(ies) and amount(s) received in 2024:
Richland - \$198,000

40. List city(ies) and amount(s) received in 2023:
Richland - \$194,725

41. List city(ies) and amount(s) received in 2022:
Richland - \$199,176

42. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

The City has an active ADA Transition Plan that requires grant seeking on a yearly basis.

43. Is this specific proposed project/activity new to CDBG funding?
No

44. Have the CDBG performance goals been met in prior years?
No

45. Why were the performance goals unmet?

In 2023, the right of way acquisition with Walgreen's delayed project execution. The project will be constructed by the end of 2025. No new right of way acquisition is required for the 2026 CDBG project.

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?

If a reduction in funding occurs, a reduction to the scope of work will occur by reducing the number of ADA ramps that receive upgrades and/or additional funding request to Richland City Council.

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

STAFF WAGES

50. Requested CDBG funds (staff wages):
SKIPPED

51. Other funding source amount (staff wages):
SKIPPED

52. 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).
SKIPPED

MATERIALS & SUPPLIES

53. Requested CDBG funds (materials/supplies):
SKIPPED

54. Other funding source amount (materials/supplies):
SKIPPED

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

MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

56. Requested CDBG funds (marketing, outreach):
SKIPPED

57. Other funding source amount (marketing, outreach):
SKIPPED

PUBLIC FACILITY CONSTRUCTION (engineering, materials, labor)

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

58. Requested CDBG funds (public facility construction):
\$199,200

59. Other funding source amount (public facility construction):
SKIPPED

PROPERTY (purchase price, closing costs)

60. Requested CDBG funds (property):
SKIPPED

61. Other funding source amount (property):
SKIPPED

OTHER EXPENSES

62. Requested CDBG funds (other expenses):

****SKIPPED****

63. Other funding source amount (other expenses):

****SKIPPED****

64. 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.

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

Funding in the future would be through grants and city funds.

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

No

AGENCY INFORMATION

67. When was your Agency organized/formed?

****SKIPPED****

68. Please re-state by selecting the type of activity you are applying for
Public Facilities or Rehabilitation

69. 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. Similarly scoped and sized ADA projects utilizing CDBG funds have been successfully completed each year since 2015.

70. 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.

71. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?
No

72. 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.

73. Does your organization have experience with Davis Bacon Federal labor and wage requirements?
Yes

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

REQUIRED ATTACHMENTS

75. Current SAM Registration (<https://sam.gov/SAM/>)
SKIPPED

76. Current By-Laws, as amended
SKIPPED

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
SKIPPED

80. Current Organization Chart
SKIPPED

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

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

83. Designated Authority Signature
SKIPPED

84. Current year operating budget
SKIPPED

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

86. 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
- 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](#)

87. Organization Policies and Procedures Manual
SKIPPED

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.

88. Does your agency or affiliates have a conflict of interest with a person serving on a 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

89. Name of authorized agency official:

Carlo D'Alessandro

90. Title:

Public Works Director

91. Email:

cdaflessandro@ci.richland.wa.us

92. Submission Acknowledgment:

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

City of Richland – Development Services

Owner-Occupied Rehabilitation

Request \$100,000

Funding Received by Richland CDBG:

2025	\$100,000
2024	\$100,000
2023	\$0
2022	\$0

CONTACT INFORMATION

1. Agency:

City of Richland - Development Services

2. Contact person:

Toni Lehman

3. Address:

625 Swift Blvd.
Richland 99352

4. Email:

tlehman@ci.richland.wa.us

5. Phone:

(509) 942-7580

6. SAM.GOV Unique Entity ID:

KMRXS36K5921

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 was reinitiated 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 (80% or below the Area Median Income). Rehabilitation includes repairs or replacement of the following: roofs, HVAC, electrical, plumbing, and windows. It also included ADA assistance such as ramps, railings etc. The funding is in the form of a zero percent interest deferred loan. If the homeowner remains in the home during the Period of Affordability the loan is forgiven. The Period of Affordability is as follows: \$0-\$15,000 - 6 years \$15,000 - \$40,000 - 10 years The loan is secured by a Deed of Trust and Promissory Note. 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 now primarily owned by low-income individuals, particularly seniors. These aging homes increasingly require rehabilitation to remain safe and habitable. In 2024, funding for the rehabilitation assistance program was fully depleted by August due to high demand. In 2025, the available funding was exhausted by June not only due to the high demand but less funding being available. This trend underscores the growing need for continued and expanded support. Success will be measured by: • The number of families requesting assistance. • The number of homes that receive rehabilitation assistance.

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

Currently, this is the only known program in Richland offering Owner-Occupied Rehabilitation assistance to low-income homeowners. While agencies such as Catholic Charities and Community Action Connections previously offered similar services, their funding has since been exhausted. These agencies now refer homeowners in need directly to our program. The target demographic includes: Homeowners whose income is at or below 80% of the Area Median Income (AMI). Homes located within the city limits of Richland. Home values not exceeding 95% of the specified area purchase price.

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

In 2024, 13 homes had rehabilitation projects completed. Within 8 months the funding (\$114,000 from 2024 CDBG funding and the remainder of the Revolving Loan funds of \$108,677.00), was depleted. In 2025 4 homes and the Domestic Violence Shelter had rehabilitation projects completed. Within 6 months the funding (\$100,000 from 2025 CDBG funding only) was depleted. A waiting list has been implemented if funding is approved for 2026. With the older housing stock this program remains necessary to assist those that are low-income and unable to complete necessary repairs on their home.

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 City of Richland website, an overview of the 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, 3.5 years of experience with the CDBG program. Two years experience with the Owner-Occupied Rehabilitation Program. Training received through HUD. 100% of the time (I will be the only person operating this program).

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 are owner-occupied homes that will remain as such.

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:

High Priority: brick and mortar projects resulting in creation or preservation of affordable housing through rehabilitation or acquisition (engineering, architectural design and inspection costs are allowed but limited to 15% of funded project)

27. Explain how your project satisfies the priority checked.

This project is to preserve affordable housing through rehabilitation of the homes.

28. Select the goal that best fits your project:

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

29. Select the strategy (1-2) that best fits your project:

Strategy 2. Sustain or improve the quality of existing affordable housing stock.

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 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.

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.

PROJECT BENCHMARKS

The following are the area median income ("AMI") limits, per household size, for 2025/2026 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2025/2026 Gross AMI Limit Per Household Size

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% (extremely low-income)	\$22,200	\$25,400	\$28,550	\$31,700	\$34,250	\$36,800	\$39,350	\$41,850
50% (very low-income)	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,550	\$69,700
60% (project specific)	\$44,400	\$50,700	\$57,060	\$63,360	\$68,460	\$73,500	\$78,600	\$83,640
80% (low-income)	\$59,150	\$67,600	\$76,050	\$84,500	\$91,300	\$98,050	\$104,800	\$111,550

Provide program benchmarks you hope to achieve in 2026. 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 people, homes or jobs do you plan to serve?

5

34. CDBG cost per person, job or home served:

\$20,000

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

35. 30% (extremely low-income):

1

36. 50% (very low-income):

2

37. 60% (project specific):

2

38. 80% (low-income):

SKIPPED

PREVIOUS CDBG FUNDING

39. Has your agency received CDBG funding in the past four years from Kennewick Richland and/or Pasco?
Yes

40. List city(ies) and amount(s) received in 2025:
Richland - \$100,000

41. List city(ies) and amount(s) received in 2024:
Richland - \$100,000

42. List city(ies) and amount(s) received in 2023:
0

43. List city(ies) and amount(s) received in 2022:
0

44. Please quantify the increase in services/projects you will be providing in 2026 and explain why there is a new demand or an unmet need in the community for this service.

The increase in services will continue to allow more low-income homeowners to benefit from the Owner-Occupied Rehabilitation Program. The housing stock continues to get older and more people in the community are requesting assistance to keep their home safe and occupied.

45. Is this specific proposed project/activity new to CDBG funding?
No

46. Have the CDBG performance goals been met in prior years?
Yes

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.

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

STAFF WAGES

51. Requested CDBG funds (staff wages):
\$5,000.00

52. Other funding source amount (staff wages):
SKIPPED

53. 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).
SKIPPED

MATERIALS & SUPPLIES

54. Requested CDBG funds (materials/supplies):
0

55. Other funding source amount (materials/supplies):
SKIPPED

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

MARKETING, OUTREACH AND OTHER (Direct Benefit to Client)

57. Requested CDBG funds (marketing, outreach):
0

58. Other funding source amount (marketing, outreach):
SKIPPED

PUBLIC FACILITY CONSTRUCTION (engineering, materials, labor)

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

59. Requested CDBG funds (public facility construction):
\$95,000

60. Other funding source amount (public facility construction):
SKIPPED

PROPERTY (purchase price, closing costs)

61. Requested CDBG funds (property):
0

62. Other funding source amount (property):
SKIPPED

OTHER EXPENSES

63. Requested CDBG funds (other expenses):

0

64. Other funding source amount (other expenses):

****SKIPPED****

65. 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.

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

Grants may be sought out for funding and/or additional funding in conjunction with CDBG funding.

67. Will CDBG assist in leveraging or matching other funds?

No

AGENCY INFORMATION

68. When was your Agency organized/formed?

****SKIPPED****

69. Please re-state by selecting the type of activity you are applying for
Public Facilities or Rehabilitation

70. 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. In 2025 the goal was to complete 10 homes, yet due to the nature of the repairs 5 homes were completed before the funding was exhausted. 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

71. 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. The current staff person has a CDBG certification.

72. Has your agency had any of the following: unresolved audit findings, financial defaults, legal actions, bankruptcy, and/or building, zoning or code violations?
No

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

The Owner-Occupied Rehabilitation Program would be operated through the Developmental Services Department by the CDBG Administrator. The Accounting Department within the City of Richland reviews and approves all invoices and HUD vouchers prior to submittal.

74. Does your organization have experience with Davis Bacon Federal labor and wage requirements?
Yes

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

REQUIRED ATTACHMENTS

76. Current SAM Registration (<https://sam.gov/SAM/>)
SKIPPED

77. Current By-Laws, as amended
SKIPPED

78. Current Articles of Incorporation & Amendments
SKIPPED

79. Proof of 501(c)(3) status with IRS
SKIPPED

80. Organizational Mission Statement and length of time in existence
SKIPPED

81. Current Organization Chart
SKIPPED

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

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

84. Designated Authority Signature
SKIPPED

85. Current year operating budget
SKIPPED

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

87. 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
- 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](#)

88. Organization Policies and Procedures Manual
SKIPPED

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.

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.

89. Does your agency or affiliates have a conflict of interest with a person serving on a 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

90. Name of authorized agency official:

Toni Lehman

91. Title:

CDBG Administrator

92. Email:

tlehman@cl.richland.wa.us

93. Submission Acknowledgment:

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

2026 CDBG PRESENTATION SCHEDULE

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

TIME	APPLICANT NAME AND PROJECT	AMOUNT REQUESTED
PUBLIC SERVICE:		
6:10	Elijah Family Homes Transition to Success Program	\$10,000
6:20	Senior Life Resources Meals on Wheels Program	\$20,000
6:30	ARC of Tri-Cities Therapeutic Recreation Scholarships	\$10,450
6:40	Columbia Basin Industries Recreational Scholarships	\$8,000
6:50	Domestic Violence Services of Benton and Franklin Counties Shelter Case Manager	\$20,000
7:00	Boys and Girls Club Richland Teen Center Supplies	\$13,500
7:10	Support, Advocacy & Resource Center Trauma Focused Crisis Program	\$12,000
AMOUNT REQUESTED FOR PUBLIC SERVICE:		\$93,950
AMOUNT OF FUNDING AVAILABLE:		\$43,720

PUBLIC FACILITIES:		
7:20	City of Richland, Public Works Removal of Material & Architectural Barriers	\$199,200
7:30	City of Richland, Development Services Owner-Occupied Rehabilitation	\$100,000
AMOUNT REQUESTED FOR PUBLIC FACILITIES:		\$299,200
AMOUNT OF FUNDING AVAILABLE:		\$189,450

FUNDING REQUEST OVERVIEW

	Priority Level	Partial Funding (Y or N)	Amount Received 2025	Amount Requested 2026	Staff Recommendation
APPLICANTS - PUBLIC SERVICE					
Elijah Family Homes - Transition to Success	High	Y	\$ 7,476.00	\$ 10,000.00	\$ -
Senior Life Resources - Meals on Wheels	Average	Y	\$ 11,476.00	\$ 20,000.00	\$ 7,955.00
ARC of Tri-Cities - Scholarships	Average	Y	\$ 9,836.00	\$ 10,450.00	\$ 6,655.00
Columbia Basin Industries - Recreational Scholarships	Average	Y	\$ -	\$ 8,000.00	\$ 8,000.00
Domestic Violence Services of Benton & Franklin Counties - Shelter Case Manager	High	Y	\$ 5,456.00	\$ 20,000.00	\$ -
Boys and Girls Club - Richland Teen Center Supplies	Average	Y	\$ -	\$ 13,500.00	\$ 10,555.00
Support, Advocacy & Resource Center - Trauma Focused Crisis Program	Average	Y	\$ 9,476.00	\$ 12,000.00	\$ 10,555.00
TOTAL REQUESTED:				\$ 93,950.00	
TOTAL AVAILABLE:					\$ 43,720.00
APPLICANTS-PUBLIC FACILITIES					
City of Richland, Public Works - ADA accessibility	high	Y	\$ 89,400.00	\$ 199,200.00	
City of Richland, Development Services - Owner-Occupied Rehabilitation		Y	\$ 100,000.00	\$ 100,000.00	
TOTAL REQUESTED:				\$ 299,200.00	
TOTAL AVAILABLE:					\$ -
					\$ 189,450.00

Staff Recommendation Worksheet

Agency	Amount and % received from 2022-2025 CDBG Grants	% received from 2024-2025 HOME-ARP Grants	Staff Recommendation	Reason For Recommendation
Elijah Family Homes - Transition to Success	Received \$66,956.00 percentage of 38%	Received \$140,000 percentage of 20%	\$ -	Requested \$10,000: I subtracted 38% as they have already received 38% of the CDBG funding in the last 4 years. Furthermore subtracted 20% as they received 20% of the HOME-ARP funding in 2024 and 2025. Elijah Family Homes has the opportunity to apply for HOME-ARP funding in 2026 for the same program. Not recommending funding.
Senior Life Resources - Meals on Wheels	Received \$44,259.00 percentage of 26%	0%	\$ 7,955.00	Requested \$20,000: started at \$10,000, then subtracted 26% as they have received 26% of the CDBG funding in the last 4 years. After calculating the percentages, I divided the amount available by 4 as Columbia Basin recommendation is for the full requested amount, for an additional \$555.00 per agency.
ARC of Tri-Cities - Scholarships	Received \$68,342.00 percentage of 39%	0%	\$ 6,655.00	Requested \$10,450: started at \$10,000, I subtracted 39% as they have received 39% of the CDBG funding in the last 4 years. After calculating the percentages, I divided the amount available by 4 as Columbia Basin recommendation is for the full requested amount, for an additional \$555.00 per agency.
Columbia Basin Industries - Recreational Scholarships	0%	0%	\$ 8,000.00	Requested \$8,000: has not applied for CDBG funding in the past.
Domestic Violence Services of Benton & Franklin Counties - Shelter Case Manager	Received \$5,456.00* percentage of .03% *Domestic Violence has received a total of \$83,456 yet \$78,000 has been in shelter repair and not public service	Received \$130,000 percentage of 18%	\$ -	Requested \$20,000: started at \$10,000, then subtracted .03% as they have received .03% of the CDBG Public Service funding in the last 4 years. Furthermore I subtracted 18% as they have received 18% of the HOME-ARP funding in 2024-2025. Although the HOME-ARP funding does not pay for a Shelter Case Manager, Domestic Violence has the opportunity to apply for HOME-ARP funding to assist with supplementing this position. Therefore, not recommending funding.
Boys and Girls Club - Richland Teen Center Supplies	Received \$13,530 percentage of .07%	0%	\$ 10,555.00	Requested \$13,500: started at \$10,000, I did not subtract .07% as they did not request funding in 2025. After calculating the percentages, I divided the amount available by 4 as Columbia Basin recommendation is for the full requested amount, for an additional \$555.00 per agency.
Support, Advocacy & Resource Center - Trauma Focused Crisis Program	Received \$9,476.00 percentage of .05%	0%	\$ 10,555.00	Requested \$12,000: started at \$10,000, I did not subtract .05% as they have only received funding in 2025. I divided the amount available by 4 as Columbia Basin recommendation is for the full requested amount, for an additional \$555.00 per agency.

2026 CDBG PRIORITY RANKING

Commission Member _____

Please Print Name

PUBLIC SERVICE	Amount Requested	Commission Member Priority Ranking Score	Funding Recommendation
Elijah Family Homes Transition to Success	\$ 10,000.00		
Senior Life Resources Meals on Wheels Program	\$ 20,000.00		
ARC of Tri-Cities Therapeutic Recreation	\$ 10,450.00		
Columbia Basin industries Recreational Scholarships	\$ 8,000.00		
Domestic Violence Services of Benton & Franklin Counties Shelter Case Manager	\$ 20,000.00		
Boys and Girls Club Richland Teen Center Supplies	\$ 13,500.00		
Support, Advocacy & Resource Center Trauma Focused Crisis Program	\$ 12,000.00		
*Amount available for Public Service Projects is \$43,720.00	\$ 93,950.00		

Instructions: Please Rank Your Program Priority by entering (1-7)

7 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 Removal of material & architectural barriers	\$ 199,200.00		
City of Richland, Development Services Owner-Occupied Rehabilitation	\$ 100,000.00		
Amount available for Public Facilities is \$189,450	\$ 299,200.00		

Instructions: Please Rank Your Program Priority by entering (1-2)

2 will be your **TOP** Priority
1 will be your **LOWEST** Priority



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/24/2025

Agenda Category: New Business - Public Hearing

Prepared By: Mike Stevens, Planning Manager

Subject

Proposed Amendment to RMC 23.54 Off-Street Parking and Landscaping

Strategic Priority

Strategic Priority 3 - Focused Development

Strategic Priority 4 - Quality of Life

Recommended Motion

Staff recommends the Planning Commission concur with the findings and conclusions set forth in the attached Staff Report and recommend to the City Council adoption of the proposed amendments to RMC Chapter 23.54 Off-Street Parking and Landscaping, as provided in the draft ordinance.

Summary

The City of Richland proposes to amend RMC 23.54 Off-Street Parking and Landscaping to remove minimum number of off-street parking stall requirements city-wide. The proposal aims to bring the RMC in compliance with Washington State Senate Bill 5184, The Parking Reform and Modernization Act; to encourage the development/redevelopment of lots; and reduce developer costs associated with development by removing the cost associated with providing parking.

Attachments

1. Staff Report
2. Exhibit 1 Application Materials
3. Exhibit 2 Draft Ordinance
4. Exhibit 3 SEPA DNS and Checklist
5. Exhibit 4 SEPA DNS Affidavit of Publication
6. Exhibit 5 Commerce Acknowledgement Letter
7. Exhibit 6 Public and Agency SEPA DNS Comments
8. Exhibit 7 Notice of Application and Public Hearing Affidavit of Publication
9. Exhibit 8 Staff Summary of Kimley-Horn Parking Optimization Options

**CITY OF RICHLAND DEVELOPMENT SERVICES DIVISION
STAFF REPORT TO THE PLANNING COMMISSION**

TO: PLANNING COMMISSION

PREPARED BY: MIKE STEVENS

FILE NO.: PLN-T4-2025-00003

MEETING DATE: SEPTEMBER 24, 2025

GENERAL INFORMATION:

APPLICANT: CITY OF RICHLAND
REQUEST: TEXT AMENDMENT TO RICHLAND MUNICIPAL CODE (RMC)
CHAPTER 23.54, OFF-STREET PARKING AND LANDSCAPING, TO
REMOVE ALL MINIMUM REQUIREMENTS FOR THE NUMBER OF
OFF-STREET PARKING SPACES REQUIRED WITHIN THE CITY.
LOCATION: CITYWIDE

REASON FOR REQUEST

The City of Richland proposes to amend RMC 23.54 Off-Street Parking and Landscaping. The proposal aims to bring the RMC in compliance with Washington State Senate Bill (SB) 5184 (Exhibit 3, SEPA Checklist Attachment), The Parking Reform and Modernization Act; to encourage the development/redevelopment of lots; and reduce developer costs associated with development by removing the cost associated with providing parking.

TEXT CHANGE

For the purposes of review, Staff have included the following amended text of RMC 23.54, with demonstrated change inserted in **bold** and removed with ~~strikethrough~~. See *Exhibit 2* for the Draft Ordinance.

Chapter 23.54
OFF-STREET PARKING AND LANDSCAPING

Sections:

- 23.54.010 **No minimum** ~~Off-street parking required.~~
- ~~23.54.020 Standards and requirements.~~
- ~~23.54.030 Unspecified uses.~~
- 23.54.040 Motorcycles.
- 23.54.050 Bicycles.
- 23.54.055 Compact car spaces.
- ~~23.54.060 Mixed occupancies.~~
- ~~23.54.070 Joint use of parking facilities — Continuance assured.~~
- ~~23.54.080 Joint use of parking facilities — Spaces required.~~
- 23.54.090 Location of parking spaces.
- 23.54.100 Spaces lost for access.
- 23.54.110 Improvement of parking spaces.
- 23.54.120 Layout plan.

- 23.54.130 Loading and unloading.
- 23.54.140 Landscaping of parking facilities.
- 23.54.150 Adjustments of landscaping standards.
- 23.54.160 Perimeter landscaping of industrial facilities.

23.54.010 No minimum ~~Off-street parking required.~~

Except as provided herein, there is no required minimum number of off-street parking spaces required. ~~In all use districts space for the off-street parking of vehicles shall be provided and improved for use in accordance with the following:~~

~~A. For all new construction and development, off-street parking shall be provided in accordance with the requirements set forth in this chapter.~~

~~B. When any existing building or use is enlarged, expanded or altered to effect an arrangement of space or use which increases the required number of spaces by more than 10 percent over the number required by the building or use prior to the change or alteration, off-street parking shall be provided in accordance with the requirements set forth in this chapter; provided, that if the number of additional required parking spaces from any such enlargement, expansion or alteration is four or less, no additional off-street parking need be provided or improved.~~

~~23.54.020 Standards and requirements.~~

~~The minimum required parking spaces for the respective uses shall be as follows:~~

A.	Residential Uses	Number of Parking Stalls Required
1.	Single-family attached and detached dwellings, manufactured homes, condominiums and duplexes	2 spaces per dwelling unit.
2.	Multiple-family complexes Apartments, studio	1.5 spaces per dwelling unit. 1 space per dwelling unit.
3.	Housing for the elderly	1 space per 2 dwelling units.
4.	Rooming houses, boardinghouses and dormitories	1 space per person capacity.
5.	Hotels and motels	1 space/room, plus required space for any restaurant (1 space per 100 square feet of GFA*), plus 50% of required spaces for other associated uses.
B.	Institutional Uses	Number of Parking Stalls Required
1.	Elementary and middle schools	2 spaces for each classroom.
2.	High schools	8 spaces for each classroom.

3.	Colleges, universities and instructional facilities—adult	1 space per every 3 seats in classrooms.
4.	Day care centers	2 spaces per staff person with a minimum of 4 spaces.
5.	Churches, mortuaries and funeral homes	1 space per 4 seats in the chapel or nave.
6.	Rest homes, nursing homes and convalescent centers	1 space per staff doctor plus 1 space for every 3 other staff plus 1 space per every 5 beds.
7.	Hospitals	1 space per staff doctor, plus 1 space for every 3 other staff members, plus 1 space for every 3 beds.
8.	Medical and dental clinics	1 space per 250 square feet of GFA.
C.	Office Uses	Number of Parking Stalls Required
1.	Banks, businesses or professional offices	1 space per 350 square feet of GFA less 3 spaces for each drive-through window up to a maximum reduction of 33% of the required spaces.
2.	Drive-through windows—banks	6 spaces per drive-through window (8' wide x 18' long) plus 1 service space and 1 exit space per window.
3.	Drive-through windows—nonbank and nonfood	1 service space per window plus 1 stacking space per window (8' wide x 18' long) plus 1 parking space per maximum number of on-duty employees.
D.	Commercial and Industrial Uses	Number of Parking Stalls Required
1.	Food stores, markets, drugstores, liquor stores, and designed shopping centers less than 3,000 square feet GFA (exclusive of basement areas)	1 space per 400 square feet of GFA.
2.	Food stores, markets, drugstores, liquor stores, and designed shopping centers more than 3,000 square feet GFA (exclusive of basement areas)	1 space per 300 square feet of GFA.
3.	Small appliance, personal service, hardware, household equipment, clothing and other retail stores	1 space per 400 square feet of GFA.
4.	Large appliance and furniture stores	1 space per 800 square feet of GFA.

5.	Wholesale stores, warehouses, storage buildings, motor vehicle or machinery sales	1 space per employee, with a minimum of 4 spaces.
6.	Service stations	1 space per employee, plus 1 space per service bay (bay not counted as a space), with a minimum of 4 spaces.
7.	Automobile laundries and car washes	2 spaces at the ingress and 2 spaces at the egress of each lane or washing bay.
8.	Self-service laundromat	1 space per 2 washing machines.
9.	Manufacturing	1 space per each 2 employees on the largest shift.
E.	Restaurant and Tavern Uses	Number of Parking Stalls Required
1.	Seated customers	1 space per 100 square feet of GFA.
2.	Take out service	1 space per 100 square feet of GFA.
3.	Drive-in only	1 space per 50 square feet of GFA.
4.	Drive-in as fixed type of facility	1 space per 100 square feet of GFA.
5.	Drive-through	5 spaces per window with a minimum of 8 spaces.
F.	Places of Assembly and Recreational Facilities	Number of Parking Stalls Required
1.	Places of assembly, dance halls, skating rinks and exhibition halls without fixed seats	1 space per 150 square feet of GFA.
2.	Places of assembly, stadiums, sports arenas, auditoriums with fixed seats	1 space per 3 seats.
3.	Bowling alleys	5 spaces per each lane.
4.	Tennis, squash, handball, etc.	2 spaces per court.
5.	Swimming pools	1 space per 50 square feet of surface water area.
6.	Basketball and volleyball	6 spaces per court.
7.	Golf	7 spaces per green.
8.	Indoor not previously mentioned	1 space per 250 square feet of GFA.
9.	Outdoor not previously mentioned	1 space per 2,500 square feet of land area.

* — GFA = Gross Floor Area.

~~23.54.030 Unspecified uses.~~

~~In those instances where this title does not specify a parking requirement for a specific use, the administrative official shall establish the minimum requirement on a case-by-case basis. The applicant may be required to provide sufficient information to demonstrate that the parking demand for a specific use will be satisfied, based upon existing uses similar to the proposed use and other relevant factors including but not limited to required parking for the proposed use as determined by other comparable jurisdictions and based on available planning and technical studies. The administrative official may require the applicant to have a parking study for the proposed use prepared by a professional consultant with expertise in preparing traffic and parking demand analyses.~~

23.54.040 Motorcycles.

When ~~P~~parking spaces for motorcycles **are provided**: shall be provided as follows:

~~A. All multiple-family developments and nonresidential uses listed in RMC 23.54.020 shall provide one motorcycle space for every 25 required automobile spaces, with a minimum of one space.~~

BA. Each motorcycle space shall be easily accessible and have adequate space for a standard size motorcycle.

CB. Spaces shall be surfaced in accordance with RMC 23.54.110.

~~D. The normal automobile parking requirement may be reduced by one space for every three motorcycle spaces provided, up to a maximum reduction of five percent of the required spaces.~~

EC. Motorcycle parking areas shall be clearly identified with appropriate striping.

23.54.050 Bicycles.

Parking spaces for bicycles shall be provided as follows:

A. All commercial (office, retail, wholesale, warehousing), industrial, institutional, and recreational uses, except businesses whose main purpose is servicing automobiles, shall provide a minimum of five bicycle spaces, with an additional bicycle space for each 30 ~~required~~ parking stalls **provided**. Schools shall provide five spaces per elementary and junior high classroom, and two spaces per high school classroom.

B. Required bicycle parking spaces shall be located within 100 feet of the main entrance of a building, be well lit, and visible to pedestrians and bicyclists.

BC. Devices shall be provided to which bicycles can be securely locked.

CD. Spaces shall be easily accessible, large enough to park a full sized 10-speed bicycle when other bicycles are present, have a durable and dust-free surface, graded and drained, and be maintained in a trash-free manner.

~~DE~~. Spaces shall be adequately illuminated during normal hours of operation.

23.54.055 Compact car spaces.

Any parking lot of four or more spaces may have 25 percent of the **provided** required spaces marked for compact cars. Compact car spaces for commercial developments must be no less than nine feet wide and 15 feet long. Multifamily development compact car spaces must be no less than be seven and one-half feet wide and 15 feet long. In addition to the dimension standards of this section, all compact car spaces must have adequate back-up space to efficiently and safely negotiate the parking area.

23.54.060Mixed occupancies.

~~In the case of mixed uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for one use shall not be considered as providing required facilities for any other use except as hereinafter specified for a joint use.~~

23.54.070Joint use of parking facilities — Continuance assured.

~~Two or more properties may jointly use a common parking facility, provided said facility is jointly owned or otherwise secured by easement or other sufficient legal document that assures continuance of the joint use of said facility.~~

23.54.080Joint use of parking facilities — Spaces required.

~~For joint use of parking facilities, the total number of required spaces may be reduced by 10 percent. The number may be reduced by a total of 25 percent with the approval of the board of adjustment. Under the following circumstances, further reduction may be made:~~

~~A. No more than 50 percent of the parking spaces required for a theater, church, bowling alley, dance hall, bar, restaurant, or other enterprise which is primarily a nighttime or Sunday use may be supplied by the off-street parking spaces allocable to certain other types of uses specified under RMC 23.54.020.~~

~~B. No more than 50 percent of the parking spaces required for a bank, business office, retail store, personal service shop, household equipment or furniture shop, or other enterprise which is primarily a daytime and non-Sunday use may be supplied by the off-street parking spaces allocable to certain nighttime or Sunday uses.~~

~~Application to the board of adjustment for more than 10 percent reduction shall be by letter, stating the reasons for the request.~~

23.54.090 Location of parking spaces.

Provided Required off-street parking spaces shall be located as follows:

A. For any type of dwelling: on the same lot with the building to be served.

B. For any other use except one served by an approved joint-use parking facility: on the same lot with, or not more than **500**300 feet from, the building or use to be served.

C. For a use served by an approved joint-use parking facility: on the same lot with, or not more than 800 feet from, the building or use to be served.

D. For a planned shopping center: in the location or locations contemplated by the general over-all layout scheme for said center at ultimate development (e.g., peripheral parking).

23.54.100 Spaces lost for access.

In situations where parking spaces attributed to one use become the official means of access to another use, the latter use shall, as a condition of site or building plan approval, provide a number of spaces equal to the number rendered unusable. Such spaces shall be in addition to the number required for the new use, and the allocation shall be documented in a manner satisfactory to the administrative official.

23.54.110 Improvement of parking spaces.

Any parking facility for four or more vehicles shall be improved in accordance with the following requirements:

A. Off-street parking facilities; **including but not limited to a parking, loading, circulation area, aisle, or driveway** shall be surfaced with **Portland cement, asphaltic concrete, or other approved hard surface in order to provide** a durable and dust-free **parking** surface; **and** shall be graded and drained so as to dispose of surface water to the satisfaction of the city engineer; and shall be maintained in good condition free of weeds, dust, trash, and debris. **Applicants are encouraged to consider use of permeable surfaces as a means to reducing storm water runoff. Hard surface materials other than concrete and asphalt may be permitted and are subject to additional review and prior approval by the Zoning Administrator**~~Nonemployee parking areas shall be paved and all such spaces shall be delineated by striping as shown in attached Plate 3 which is set forth at the end of this section.~~

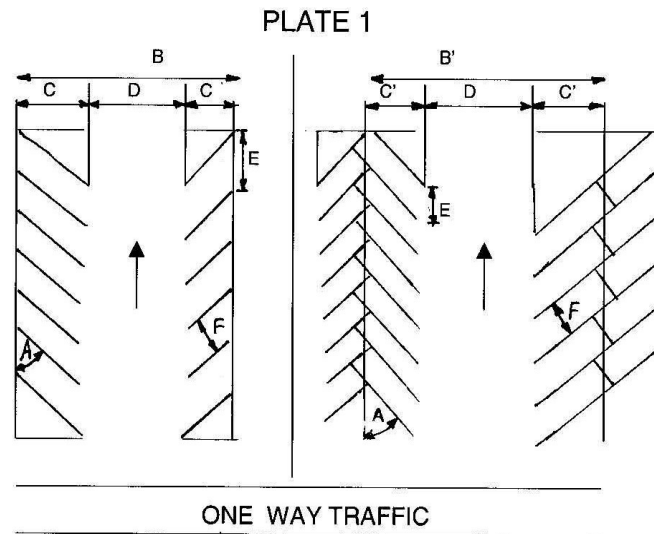
B. Any lighting used to illuminate any off-street parking facility shall be so arranged as to reflect light away from any residential adjoining premises.

C. No more than two feet six inches of overhang beyond a wheel stop may be counted as part of a parking space. Said overhang shall not interfere with landscaping or decrease the clear width of a sidewalk to less than four feet by its encroachment.

D. Off-street parking area layout and dimensions shall be not less than as shown by Plates 1, 2 and 3, which are set forth at the end of this section. Exits and entrances shall be approved by the administrative official.

E. Except for parking spaces or other vehicle use areas under, on, or within buildings, and areas serving single-family and two-family uses, off-street parking facilities shall be landscaped in accordance with RMC 23.54.140.

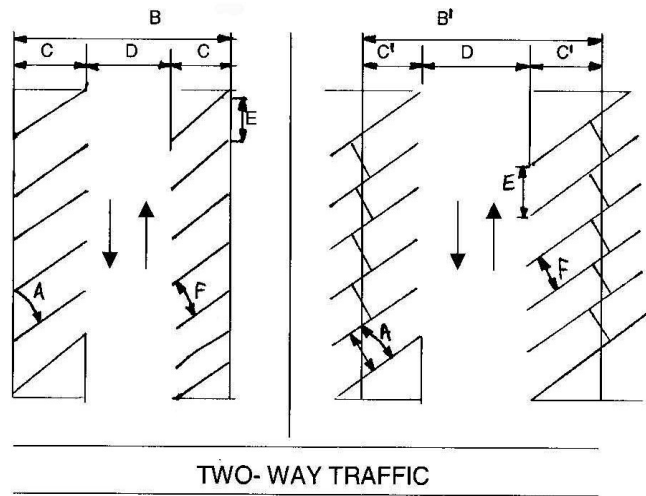
PLATE 1 - 23.54.110



A Parking Angle (Degrees)	B Parking Section Width	C Parking Bank Width	D Traffic Aisle Width	E Curb Length Per Car	F Car Stall Width	B1 Parking Section Width	C1 Parking Bank Width
0	30'	9'	12'	20'	9'	30'	9'
35	49.6'	18.8'	12'	15.8'	9'	42.4'	15.2'
40	51.2'	19.6'	12'	14.1'	9'	44.6'	16.3'
45	53.2'	20.6'	12'	12.7'	9'	46.6'	17.3'
50	54.6'	21.3'	12'	11.7'	9'	48.4'	18.2'
55	56.2'	21.6'	13'	10.9'	9'	51'	19.0'
60	58.8'	21.9'	15'	10.4'	9'	54.2'	19.6'
65	61.0'	22'	17'	9.9'	9'	57'	20.0'
70	62.8'	21.9'	19'	9.6'	9'	59.6'	20.3'
90	64.0'	20.0	24'	9.0'	9'	--	--

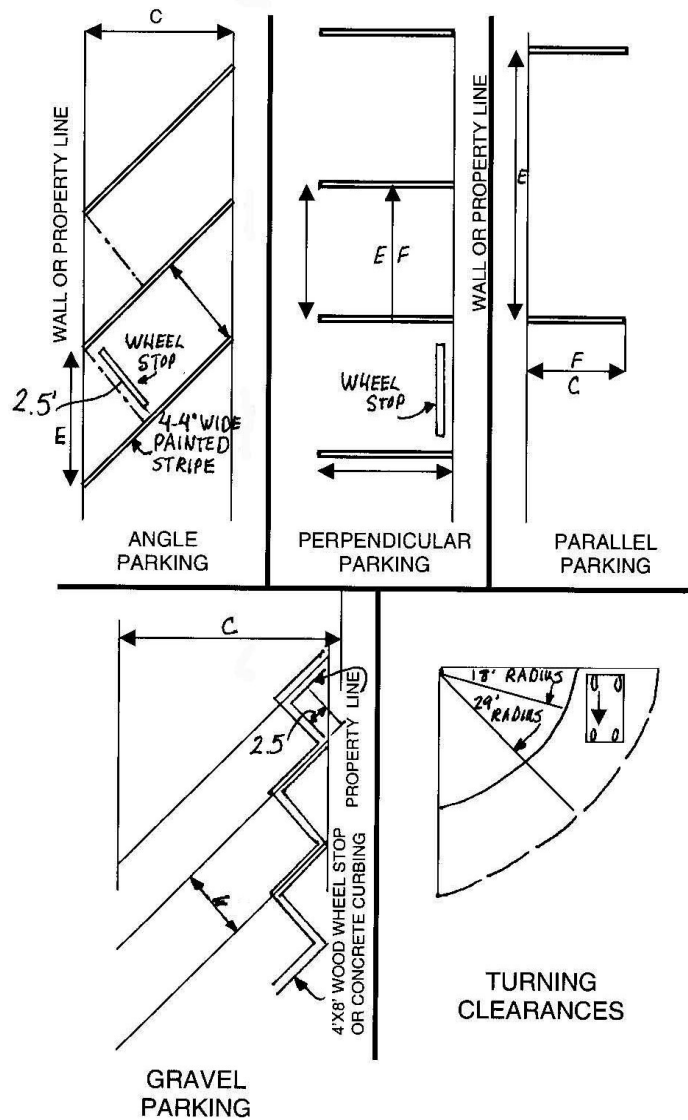
PLATE 2 - 23.54.110

PLATE 2



A	B	C	D	E	F	B1	C1
0	38'	9'	20'	20'	9'	38'	9'
35	57.6'	18.8'	20'	15.8'	9'	50.4'	15.2'
40	59.2'	19.6'	20'	14.1'	9'	52.6'	16.3'
45	61.2'	20.6'	20'	12.7'	9'	54.6'	17.3'
50	62.6'	21.3'	20'	11.7'	9'	56.4'	18.2'
55	63.2'	21.6'	20'	10.9'	9'	58'	19.0'
60	63.8'	21.9'	20'	10.4'	9'	59.2'	19.6'
65	64.0'	22'	20'	9.9'	9'	60'	20.0'
70	63.8'	21.9'	20'	9.6'	9'	60.6'	20.3'
90	64.0'	20.0	24'	9.0'	9'	--	--

PLATE 3



23.54.120 Layout plan.

Prior to the issuance of a permit for any commercial, multiple-family, industrial, public or semipublic building or use, **an engineered plan prepared by a licensed civil engineer or licensed architect** showing the proposed and existing building or buildings; the layout, dimension and number of parking spaces; and any required landscaping of the lot area, including that required for an off-street parking facility, shall be submitted to and approved by the **City Engineer and Zoning Administrator**~~administrative official~~.

Any landscape plan submitted pursuant to this section shall be in conformance with the requirements of RMC 23.54.140 **and shall be prepared by a licensed architect or licensed landscape architect**. Said plans shall be drawn to scale, including dimensions and distances, and shall clearly delineate the existing and proposed parking spaces, other vehicle use areas, access aisles, driveways, irrigation systems (sprinklers or water outlet locations), and the name of each plant species (both specific and common name), the location, size and description (including the height and spread of crown at maturity of trees and shrubs) of all landscape materials to be installed or, if existing, to be maintained in accordance with the requirements of RMC 23.54.140. **A landscape plan prepared under this section shall be submitted to and approved by the Zoning Administrator.**

23.54.130 Loading and unloading.

On every lot in a commercial or industrial district, and on every lot in any district on which is conducted any hotel, public or semipublic use, there shall be provided space, either inside or outside a building, for the loading and unloading of goods and materials. Such space shall be not less than 10 feet in width, 25 feet in length, nor less than 15 feet in height when covered. Such space shall be provided with access to an alley or a street.

23.54.140 Landscaping of parking facilities.

The purpose of landscaping requirements for parking facilities is to protect and promote the public health, safety, and general welfare by reducing wind and air turbulence, heat and noise, and the glare of automobile lights; to act as a natural drainage system and ameliorate stormwater drainage problems; to reduce the level of carbon dioxide and return pure oxygen to the atmosphere; to prevent soil erosion; to provide shade; to conserve and stabilize property values and to otherwise facilitate the creation of a convenient, attractive and harmonious community; to relieve the blighted appearance of parking facilities; and to generally preserve and promote a healthful and pleasant environment.

A. Design Criteria. Landscape areas shall be located in such a manner as to divide and break up the large expanses of pavement; divide and define driveways, parking stalls and corridors; limit cross-taxing; delineate and separate pedestrian and vehicular traffic and screen parking facilities from abutting properties. Planting areas and landscaping shall be reasonably dispersed throughout the parking lot with the interior dimensions of such areas being sufficient to protect the landscaping materials planted therein and to ensure proper growth. The primary landscaping materials used shall be trees, which provide shade or are capable of providing shade at maturity. Shrubbery, hedges and other planting

materials shall be used to complement the tree landscaping, but shall not be the sole contribution to the landscaping. Effective use of earth berms and existing topography is encouraged as a component of the landscape plan. **Use of native shrub steppe plantings for required landscaping will satisfy these design criteria if the resulting product satisfies Washington Department of Fish and Wildlife standards for Priority Habitat.**

B. Interior Coverage. A minimum of five percent of the interior of a parking facility shall be landscaped. Landscaping which is required for screening along the perimeter of any lot and border plantings adjacent to buildings upon which a parking lot abuts shall not be considered as part of the interior coverage requirements. Parking spaces abutting a perimeter for which landscaping is required by other requirements of this section shall not be considered as a part of the interior of the parking facility.

1. For off-street parking facilities providing 10 or fewer parking stalls as required by RMC 23.54.020, and in areas zoned for industrial use, the interior coverage requirements stated herein shall not apply.
2. Any interior landscape area shall contain a minimum of 50 square feet, shall have a minimum dimension of at least five feet, and shall include at least one tree with the remaining area adequately landscaped with shrubs, ground cover or other approved landscaping materials not to exceed three feet in height.
3. Trees shall number not less than one for each 100 square feet of required interior coverage.

C. Perimeter Coverage Adjacent to Abutting Properties. A minimum landscape strip of five feet in width shall be required along any side of a parking facility that abuts adjoining property that is not a public right-of-way when such facilities will not be entirely screened visually by an intervening building or structure; provided, that when such parking facility abuts and is designed in coordination with a parking facility on the adjoining property such landscape strip shall not be required abutting such adjoining parking facility; and provided further, that in areas zoned for industrial use, the perimeter coverage requirements stated herein shall not apply.

1. Perimeter landscape strip shall be planted or installed with a wall, hedge, or other durable landscape barrier to form a continuous screen between the parking facility and abutting property. The height of any such barrier shall be not less than three feet and no more than six feet.
2. Trees shall also be planted for each 40 linear feet and shall have at least 25 square feet of planting area.
3. Where a proposed parking facility abuts an existing hedge, wall or other durable landscape barrier on an abutting property, said existing barrier may be used to satisfy the landscape barrier requirements of this subsection; provided, that said existing barrier meets all applicable standards of this section.

D. Perimeter Coverage Adjacent to Public Right-of-Way. A minimum landscape strip of 10 feet in width shall be required along any side of a parking facility that abuts a public right-of-way, excluding dedicated alleys; provided, that in areas zoned for industrial use, the perimeter coverage requirements stated herein shall not apply.

1. Perimeter landscape strip shall be planted or installed with a wall, hedge, or other durable landscape barrier of at least three feet in height which shall be placed along the parking facility side of such landscape strip.

2. If such a durable barrier is of nonliving material, one shrub for each 10 linear feet shall be planted along the street side of such barrier; provided, that if the shrubs are of sufficient height at the time of planting to be readily visible over the top of such barrier, they may be planted along the parking facility side of such barrier. The remainder of the landscape strip shall be landscaped with ground cover or other approved landscape treatment excluding pavement.

3. At least one shrub for each 50 square feet shall be provided.

4. Trees shall also be planted for each 30 linear feet or portion thereof and shall have at least 50 square feet of planting area.

5. No tree, as measured from its center, shall be located within 10 feet of a street light standard, or within five feet of a fire hydrant, a vehicular driveway, or a public sidewalk.

E. Landscaping Material. Landscaping materials used to achieve the design criteria in conformance with provisions of this section shall conform to the following standards:

1. Trees shall be species having an average mature spread of crown of greater than 15 feet and shall be a minimum of six to eight feet in height and have a diameter at breast height (dbh) caliper of at least one and one-half inches at planting. Diameter at breast height is measured at four and one-half feet from average grade within six feet of the tree trunk so as not to include mounding at the tree base. Trees having an average mature spread of crown less than 15 feet may be substituted by grouping the same so as to create the equivalent of a 15-foot crown spread. Tree species whose roots are known to cause damage to public roadways or other public works shall not be planted closer than 12 feet to such public works, unless the tree root system is completely contained within a barrier being a minimum of five feet deep and five feet wide.

2. Shrubs shall be a minimum of two feet in height when measured immediately after planting.

3. Hedges shall be planted and maintained so as to form a continuous, unbroken, solid, and visual screen within a maximum of two years after time of planting.

4. Vines shall be a minimum of 30 inches in height immediately after planting and may be used in conjunction with fences, screens or walls to meet physical barrier requirements as specified in this section.

5. Lawn grass shall be planted in species normally grown as permanent lawn in Benton County. Grass areas may be sodded, plugged, sprigged or seeded, except that solid sod shall be used in swales or other areas subject to erosion; and provided, that in areas where other than solid sod or grass seed is used, nurse grass seed shall be sown for immediate effect and protection until coverage is otherwise achieved.

6. Ground covers used in lieu of grass shall be planted or installed in such a manner as to present a finished appearance, and if of living material, shall complete coverage within 12 months after planting.

~~F. Coverage Transfer to Public Right-of-Way. For sites where landscaping coverage of a public right-of-way would comply with the general intent and standards of this section, the transfer of the area requirements, or a portion thereof, from within the property line to the public right-of-way may be approved by the city; provided, that the area measurement shall not be less than that required by, and shall comply with, all other design standards and requirements of this section; and further provided, that a revocable permit for use of the right-of-way shall be secured from the city by the owner of the site by stipulating full financial responsibility for costs of movement, replacement and relocation should such permit be revoked by the city.~~

FG. Driveway and Street Intersections. To ensure that landscape materials do not constitute a safety hazard, a vision clearance triangle (VCT) shall be provided at all intersections of public rights-of-way and driveways **in accordance with Chapter 12.11 RMC**. Within this VCT area unobstructed cross-visibility at a level between three feet and 10 feet shall be provided. However, trees having limbs or foliage trimmed, except during early growth stages, so as to not extend into the VCT area shall be allowed. Landscaping material shall not be located closer than four feet from the edge or top of the curb line or driveway apron, except for required ground cover. The VCT for said intersections shall be as follows:

~~1. At intersections of public rights-of-way the VCT shall be formed by measuring 20 feet along each property line from the intersection and connecting the end point of such lines formed by such measurement.~~

~~2. At intersections of driveways with public rights-of-way the VCT shall be formed by measuring 10 feet along the property line and the driveway apron or top of the curb lines and connecting the end point of such lines formed by such measurement.~~

GH. Curbing. In order to protect the landscaping materials planted and to ensure proper growth, all planter areas shall be separated from contiguous property, including parking stalls, by curb stops. Such curb stops shall be of Portland cement or shall otherwise conform to Standard Specifications for Municipal Public Works Construction (APWA Standards), or shall be approved by the city engineer.

HI. Installation. All landscaping shall be installed in a workmanlike manner and according to accepted good planting procedures. All elements of landscaping, exclusive of plant

material other than hedges, shall be installed so as to meet all other applicable ordinances and code requirements.

IJ. Maintenance. The owner, tenant or duly authorized agent, if any, shall be responsible for the maintenance of all landscaping required pursuant to this section. Such landscaping shall be maintained in good condition so as to present a neat and orderly appearance; shall be kept free from refuse and debris; and living landscape material shall be kept alive and in a healthy condition. If an underground irrigation system is not provided, all landscaped areas shall be provided with a readily available water supply with at least one outlet located within 150 feet of all plant material to be maintained.

1. The administrative official shall inspect all landscaping and no certificates of occupancy or similar authorization will be issued unless the landscaping meets the requirements herein provided.

2. In those cases where landscaping cannot be safely installed due to the time of year without jeopardizing living landscape material, or for other good cause, a temporary certificate of occupancy may be issued for a period of six months; provided, that the property owner, lessee, or duly authorized agent shall furnish satisfactory assurances guaranteeing installation of the approved landscaping.

JK. Landscaping of Existing Lots. Any reconstruction of a building or structure or lot area, including off-street parking facility, consisting of increases of 50 percent or greater of the existing building lot area or parking facility shall be subject to the standards specified herein. In such cases, the existing parking facility, as well as any new facility, shall be improved in accordance with the standards stated herein; provided, that:

~~1. A sufficient period of time, but no longer than three years, shall be allowed to bring existing development into compliance with the standards stated herein.~~

12. In instances where existing parking spaces are used to achieve compliance, the parking facility shall be considered to comply with the parking standards and requirements of RMC 23.54.020; provided, however, that no more than 10 percent of the total number of required spaces may be removed for purposes of providing landscape areas.

23. No alteration of existing building nor acquisition of additional land to increase the lot area shall be required in order to bring the property into compliance with the landscaping requirements herein.

23.54.150 Adjustments of landscaping standards.

Where literal interpretation of the provisions of RMC 23.54.140 or special conditions or circumstances exist which would create a hardship in the development and/or maintenance of the landscaping, or where easements, pedestrian ways, trail systems, existing vegetation, continuity of design concepts within a zoning district, parking design, emergency vehicle access, or other matters of public design, safety or welfare would be promoted, the administrative official may adjust the provisions of RMC 23.54.140,

provided it is determined that such an adjustment will not be contrary to the public interest and will be in keeping with and preserve the intent of RMC 23.54.140.

A. An application for adjustment of landscaping requirements shall be filed on forms prescribed by the city, executed and sworn to by the owner or tenant of the property concerned or by duly authorized agents. Such application shall clearly and in detail state what adjustment of requirements are being requested and the reasons such adjustments are warranted, and shall be accompanied with such supplementary data, such as sketches, surveys and statistical information as is deemed necessary to substantiate the adjustment.

B. Any decision of the administrative official, under this section, may be appealed by the applicant to the board of adjustment. Such an appeal shall be heard by the board of adjustment in accordance with RMC 23.70.070.

23.54.160 Perimeter landscaping of industrial facilities.

Plans for construction and development of new uses on parcels of land zoned industrial (I-M, and M-2) pursuant to the city's zoning ordinance shall include, along with other required plans, a landscaping plan that at a minimum sets forth landscape treatment adjacent to all public rights-of-way.

A. Landscape Plan Requirements. A landscaping plan, drawn to scale, shall include the following information:

1. Property boundaries;
2. Location of existing and proposed buildings and uses;
3. Driveway intersections with streets;
4. Location of plantings;
5. Common and scientific names of plantings;
6. Size and description of plantings, height and caliper at planting, and spread of crown at maturity for trees; and
7. Location of underground sprinklers.

B. Minimum Design Criteria. A landscape strip shall be located adjacent to all public rights-of-way in that portion of the parcel on which construction or development is proposed and shall meet the following minimum criteria:

1. The landscape strip shall be a minimum of 10 feet in width.
2. One tree is required for each 40 linear feet or portion thereof of the required landscape strip, and each tree shall have at least 50 square feet of planting area. Trees shall be planted in a balanced manner throughout the required landscape strip but are not required to be planted on 40-foot centers.

3. No tree, as measured from its center, shall be located within 10 feet of a street light standard, or within five feet of a fire hydrant, a vehicular driveway, or a public sidewalk.
4. In addition to the required trees, the entire landscape strip shall, at a minimum, include landscape cover of decorative rock, bark, or similar treatment. Vegetative cover of lawn, low-lying shrubs, or flowers are encouraged.
5. Landscape areas shall be provided with an underground irrigation system capable of sustaining the required trees and other planted vegetation. Low water consumptive landscape techniques are encouraged.

C. Landscaping Material. Landscaping materials used to achieve the design criteria set forth in this section shall conform to the following standards:

1. Trees shall be species having an average mature spread of crown of greater than 15 feet and shall be a minimum of eight feet overall height and a one-and-one-half-inch caliper immediately after planting. Trees having an average mature spread of crown less than 15 feet may be substituted by grouping the same so as to create the equivalent of a 15-foot crown spread. Tree species whose roots are known to cause damage to public roadways or other public works shall not be planted closer than 12 feet to such public works, unless the tree root system is installed within an approved root barrier.
2. Lawn grass shall be planted in species normally grown as permanent lawn in Benton County. Grass areas may be sodded, sprigged, or seeded, except that solid sod shall be used in swales or other areas subject to erosion.

D. Installation. All landscaping shall be installed in a workmanlike manner and according to accepted good planting procedures. Trees shall be staked on planting to avoid disturbance by wind and shall remain staked for a minimum of one year after planting.

E. Coverage Transfer to Public Right-of-Way. For sites where landscaping coverage of a public right-of-way would comply with the general intent and standards of this section, the transfer of the area requirements, or a portion thereof, from within the property line to the public right-of-way may be approved by the city; provided, that the area measurement shall not be less than that required by, and shall comply with, all other design standards and requirements of this section; and further provided, that a revocable permit for use of the right-of-way shall be secured from the city by the owner of the site by stipulating full financial responsibility for costs of movement, replacement, and relocation should such permit be revoked by the city.

F. Driveway and Street Intersections. To ensure that landscape materials do not constitute a safety hazard, a vision clearance triangle (VCT) shall be provided at all intersections of public rights-of-way and driveways. Said VCT shall comply with all provisions of Chapter 12.11 RMC, Intersection Sight Distance.

G. Maintenance. The owner, tenant, or duly authorized agent, if any, shall be responsible for the maintenance of all landscaping required pursuant to this section. Such landscaping

shall be maintained in good condition so as to present a neat and orderly appearance; shall be kept free from refuse and debris; and living landscape material shall be kept alive and in a healthy condition. Landscaping shall at all times be maintained in a manner consistent with the vehicular sight distance requirements of subsection (F) of this section.

1. The administrative official shall inspect all landscaping and no certificates of occupancy or similar authorization will be issued unless the landscaping meets the requirements herein provided.
2. In those cases where landscaping cannot be installed due to the time of year without jeopardizing living landscape material, or for other good cause, a temporary certificate of occupancy may be issued for a period of six months; provided, that the property owner, lessee, or duly authorized agent shall furnish satisfactory assurances guaranteeing installation of the approved landscaping.

H. Adjustment of Landscaping Standards. Adjustments from the specific requirements of this section shall be reviewed and approved in accordance with the provisions of RMC 23.54.150.

I. Landscaping of Developed Industrial-Zoned Property. On developed industrially zoned properties whenever any structure(s) is altered, expanded or reconstructed in a manner which increases the total gross floor area of structure(s) located on the lot by 50 percent or more ~~over what existed on March 21, 1994~~, or whenever a change of use occurs to an existing structure or facility which increases the required number of parking stalls by 50 percent or more over what was required of the prior use, landscaping of the lot shall be provided in accordance with the provisions of this subsection.

1. The square footage of landscaped area provided pursuant to this subsection shall be the same as would be required if a new facility were constructed on the parcel.
2. Landscaping shall be located on the property in accordance with provisions for new industrial facilities. In those instances where existing structures and/or pavement preclude the location of the required landscaping adjacent to the street right-of-way as set forth for new facilities, landscaping shall be located on the lot in a manner that most closely meets the objectives of the landscaping requirements by providing an aesthetically appealing streetscape and providing for uniformity of appearance in the industrially zoned areas of the city.
3. No alteration of existing structures, acquisition of additional land, or removal of existing asphalt/concrete walks, drives or parking areas shall be required in order to bring the property into compliance with landscaping requirements herein.

J. A temporary exemption may be granted upon the filing and acceptance by the city of an application by any start-up business for a delay in installing required landscaping. This exemption may be granted up to, but shall not exceed, four years. The following information must be provided by the applicant to the administrative official, to demonstrate:

1. The business has no more than three years of business history;
2. No more than one corporation may be an investor in the start-up business and that corporation cannot own more than 10 percent of the start-up business; and
3. The landscape ordinance imposes a financial burden on the start-up business such that deferral of the required landscaping would increase the likelihood of the new business's success. Criteria to establish this hardship must be provided to the above designated personnel and approval of the exemption shall not be unreasonably withheld. The determination of city staff shall be final.

ANALYSIS

The impetus for this code amendment began in December 2024 when the issue of parking within the downtown area was discussed at a city council meeting. Discussion carried forth over several months when it was ultimately determined that a parking study would be commissioned by the city. The city hired consulting firm Kimley-Horn to conduct a parking study in order to ascertain any recommended changes to the city parking code that could be achieved to facilitate additional development within Richland's downtown area. Kimley-Horn conducted a parking study and held several online and in-person meetings with various city boards/commissions as well as stakeholders from the downtown area. Ultimately, Kimley-Horn provided the following recommendations to city council during their July 22, 2025 workshop:

1. Modify the existing parking code to meet the parking minimums set forth by SB 5184. SB 5184 which took effect on July 27, 2025. Titled 'The Parking Reform and Modernization Act,' removed completely, or capped, the minimum number of off-parking spaces cities and counties with populations of at least 30,000 people could mandate for a variety of land uses.
2. Abolish parking minimums in the Central Business District (CBD) and also incorporate SB 5184 modifications.
3. Abolish parking minimums city-wide. This option would require additional consideration (engagement) from stakeholders and citizens. *See Exhibit 8*

Kimely-Horn ultimately recommended that the city council follow either option No. 1 or No. 2 above. After discussion, the city council directed staff to prepare an ordinance that would remove parking minimum city-wide, rather than follow options No. 1 and No. 2 (above).

In examining the existing municipal code, parking needs, and the desire for increased affordable housing, walkability and aesthetics in the City of Richland, the city has ultimately proposed to remove all minimum off-street parking space requirements city-wide.

Off street parking minimums are increasingly seen as inefficient, contributing to higher housing costs, traffic congestion, and environmental degradation (urban heat island effect, increased storm water runoff, increased reliance on cars which increases greenhouse gas emissions, etc). It makes sense then that a quick and easy way to combat the above is to remove said parking minimums.

Abolishing mandatory parking minimums does not remove the need for parking and this amendment does not limit the amount of parking a developer may choose to provide. Rather, the amendment gives developers flexibility in the development of property to design a site to respond to the needs of a particular project/area instead of an arbitrary parking minimum.

It is an additional benefit that permit/project review and inspection times may be positively affected, for if a project is proposing no parking, that is one less item that must be reviewed and inspected by staff.

Planning feels confident that the included Code provisions are compatible with state statutes.

PUBLIC NOTICE/ COMMENTS

Staff provided notice of the proposed amendment to local and state agencies via State Environmental Policy Act (SEPA) review on August 13, 2025 and via separate Notice of Application and Public Hearing on September 2, 2025. Notice of Application and Public Hearing was also published in the Tri-City Herald on September 7, 2025 and on the city's official website. Staff provided notice to the Washington State Department of Commerce and other state agencies as required by RCW 36.70A on September 2, 2025 (*Exhibit 5*).

As of the date this Staff Report the City has received comments in response to the SEPA Determination of Non-significance from the Bonneville Power Administration stating they have no objection to the approval of the proposal, and a comment from Lora Rathbone, Richland resident, stating it is "a great idea to remove requirement (*sic*) for minimum number of parking spaces" (*Exhibit 6*).

SEPA

The proposal is subject to environmental review. The City of Richland issued a Determination of Non-Significance (DNS), project file number PLN-T1-2025-00308, for the proposal on August 13, 2025, and published the DNS in the Tri-City Herald on August 17, 2025 (*Exhibit 3*). No appeals of the City's SEPA DNS were received.

FINDINGS OF FACT

1. The City of Richland proposes to amend RMC 23.54 Off-Street Parking and Landscaping.
2. The purpose of the ensuing Code Amendment is to bring the RMC in compliance with SB 5184, The Parking Reform and Modernization Act; to encourage the development/redevelopment of lots; and reduce developer costs associated with development by removing the cost associated with providing parking.
3. Notice of the proposed amendment was provided to local and state agencies. Notice was also published in the Tri-Cities Herald, posted 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 5.*
5. The City issued a SEPA Threshold Determination of Non-Significance on August 13,

2025. No appeals of the DNS were received.

6. The City received no comments from the Public or Agencies with jurisdiction in opposition to the amendment.

CONCLUSIONS OF LAW

1. The Planning Commission has jurisdiction to hold an open record public hearing and issue a recommendation on the proposed municipal code amendment ordinance 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-T4-2025-00003) and recommend to the City Council adoption of the proposed amendments to RMC Chapter 23.54 Off-Street Parking and Landscaping, 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 Chapter 23.54 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 for file PLN-T1-2025-00308
4. SEPA DNS Affidavit of Publication
5. Department of Commerce Expedited Review
6. Public and Agency Comments
7. Notice of Application and Public Hearing, and Affidavit of Publication
8. Staff Summary of Kimley Horn Parking Optimization Project Options

**City of Richland**

625 Swift Blvd
Richland WA 99352
(509) 942-7794

Plan Snapshot Report

Plan Type: Type 4	Plan #: PLN-T4-2025-00003	App Date: 08/26/2025
Work Class: T4 - Municipal Code Text Amendment	District: City of Richland	Exp Date: NOT AVAILABLE
Status: In Review		Completed: NOT COMPLETED
Description: Amendment to RMC Chapter 23.54 Off-Street Parking and Landscaping		Approval Expire Date:

Parcel:	Address:	Zone:
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Applicant
Richland City
Business: (509) 942-7390

Plan Custom Fields

PreAppQuestionBox	Waived	CodeSection	RMC Chapter 23.54 Off-Street Parking and Landscaping	AmendmentSummary	Proposed amendment to Richland Municipal Code (RMC) Chapter 23.54 Off-Street Parking and Landscaping. At a minimum the proposal would bring the RMC in compliance with Washington State SB 5184, The Parking Reform and Modernization Act. As proposed this amendment will remove all minimum requirements for the number of off-street parking spaces within the City entirely.
AmendmentReason	To bring the RMC in compliance with Washington State SB 5184; to encourage the development/redevelopment of lots (especially traditionally small commercial lots dating from the early years of post WWII development); reduce costs associated with development by essentially removing the cost associated with providing parking; increasing walkability by not requiring off-street parking that increases pedestrian travel length as they have to traverse parking lots..	CompPlanQuestion	A comprehensive plan amendment is not necessary to implement the proposed amendment as the proposed code amendment is consistent with applicable provisions of the Comprehensive Plan.	AmendmentSubstantial Relation	Yes. This proposal would bring the municipal code into compliance with Washington SB 5184. Potentially reducing upfront development costs would lower the cost of new residential construction and commercial construction which would benefit residents and potential businesses/employers.

WHEN RECORDED RETURN TO:

Richland City Clerk's Office
625 Swift Boulevard, MS-07
Richland, WA 99352

ORDINANCE NO. 2025-23

**AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON,
AMENDING CHAPTER 23.54 OF THE RICHLAND MUNICIPAL
CODE REGARDING OFF-STREET PARKING AND LANDSCAPING.**

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 Washington state law; and

WHEREAS, during the 2025 regular legislative session, the Washington State Legislature passed Engrossed Substitute Senate Bill 5184 ("SB 5184"), known as the Parking Reform and Modernization Act, mandating new limits pertaining to minimum off-street parking for certain types of land uses in cities with populations in excess of 30,000; and

WHEREAS, the City is required to come into compliance with SB 5184; and

WHEREAS, in addition to changes necessary to comply with new state law, the City intends to exceed the new limits established by SB 5184 by eliminating all existing references to minimum off-street parking requirements currently found in the Richland Zoning Code; and

WHEREAS, exceeding the standards set forth in SB 5184 serves the City's interests by implementing key policies of the City's adopted Comprehensive Land Use Plan, lowering housing costs by reducing land development expenses associated with off-street parking, eliminating unnecessary regulation of citizens, and increasing the relevance of public transportation services; and

WHEREAS, cities with populations in excess of 50,000 are required to implement the requirements of SB 5184 within 18 months of July 27, 2025; and

WHEREAS, on September 24, 2025, the Richland Planning Commission conducted a public hearing to receive testimony on the proposed code amendment; and

WHEREAS, on [Date], 2025, Richland City Council conducted a public hearing to receive testimony on the proposed code amendment.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Chapter 23.54 of the Richland Municipal Code, entitled Off-street parking and landscaping, as first enacted by recodification occurring through Ordinance No. 28-05, and last amended by Ordinance No. 10-21, is hereby amended as follows:

Chapter 23.54
OFF-STREET PARKING AND LANDSCAPING

Sections:

23.54.010 No minimum ~~Off~~-street parking required.

~~23.54.020 Standards and requirements.~~

~~23.54.030 Unspecified uses.~~

23.54.040 Motorcycles.

23.54.050 Bicycles.

23.54.055 Compact car spaces.

~~23.54.060 Mixed occupancies.~~

~~23.54.070 Joint use of parking facilities Continuance assured.~~

~~23.54.080 Joint use of parking facilities Spaces required.~~

23.54.090 Location of parking spaces.

23.54.100 Spaces lost for access.

23.54.110 Improvement of parking spaces.

23.54.120 Layout plan.

23.54.130 Loading and unloading.

23.54.140 Landscaping of parking facilities.

23.54.150 Adjustments of landscaping standards.

23.54.160 Perimeter landscaping of industrial facilities.

23.54.010 No minimum ~~Off~~-street parking required.

Except as provided herein, there is no required minimum number of off-street parking spaces required. ~~In all use districts space for the off street parking of vehicles shall be provided and improved for use in accordance with the following:~~

~~A. For all new construction and development, off-street parking shall be provided in accordance with the requirements set forth in this chapter.~~

~~B. When any existing building or use is enlarged, expanded or altered to effect an arrangement of space or use which increases the required number of spaces by more than 10 percent over the~~

number required by the building or use prior to the change or alteration, off-street parking shall be provided in accordance with the requirements set forth in this chapter; provided, that if the number of additional required parking spaces from any such enlargement, expansion or alteration is four or less, no additional off-street parking need be provided or improved.

23.54.020 Standards and requirements.

The minimum required parking spaces for the respective uses shall be as follows:

A.	Residential Uses	Number of Parking Stalls Required
1.	Single-family attached and detached dwellings, manufactured homes, condominiums and duplexes	2 spaces per dwelling unit.
2.	Multiple-family complexes Apartments, studio	1.5 spaces per dwelling unit. 1 space per dwelling unit.
3.	Housing for the elderly	1 space per 2 dwelling units.
4.	Rooming houses, boardinghouses and dormitories	1 space per person capacity.
5.	Hotels and motels	1 space/room, plus required space for any restaurant (1 space per 100 square feet of GFA*), plus 50% of required spaces for other associated uses.
B.	Institutional Uses	Number of Parking Stalls Required
1.	Elementary and middle schools	2 spaces for each classroom.
2.	High schools	8 spaces for each classroom.
3.	Colleges, universities and instructional facilities —adult	1 space per every 3 seats in classrooms.
4.	Day-care centers	2 spaces per staff person with a minimum of 4 spaces.
5.	Churches, mortuaries and funeral homes	1 space per 4 seats in the chapel or nave.
6.	Rest homes, nursing homes and convalescent centers	1 space per staff doctor plus 1 space for every 3 other staff plus 1 space per every 5 beds.
7.	Hospitals	1 space per staff doctor, plus 1 space for every 3 other staff members, plus 1 space for every 3 beds.
8.	Medical and dental clinics	1 space per 250 square feet of GFA.
C.	Office Uses	Number of Parking Stalls Required

1.	Banks, businesses or professional offices	1 space per 350 square feet of GFA less 3 spaces for each drive-through window up to a maximum reduction of 33% of the required spaces.
2.	Drive-through windows—banks	6 spaces per drive-through window (8' wide x 18' long) plus 1 service space and 1 exit space per window.
3.	Drive-through windows—nonbank and nonfood	1 service space per window plus 1 stacking space per window (8' wide x 18' long) plus 1 parking space per maximum number of on-duty employees.
D.	Commercial and Industrial Uses	Number of Parking Stalls Required
1.	Food stores, markets, drugstores, liquor stores, and designed shopping centers less than 3,000 square feet GFA (exclusive of basement areas)	1 space per 400 square feet of GFA.
2.	Food stores, markets, drugstores, liquor stores, and designed shopping centers more than 3,000 square feet GFA (exclusive of basement areas)	1 space per 300 square feet of GFA.
3.	Small appliance, personal service, hardware, household equipment, clothing and other retail stores	1 space per 400 square feet of GFA.
4.	Large appliance and furniture stores	1 space per 800 square feet of GFA.
5.	Wholesale stores, warehouses, storage buildings, motor vehicle or machinery sales	1 space per employee, with a minimum of 4 spaces.
6.	Service stations	1 space per employee, plus 1 space per service bay (bay not counted as a space), with a minimum of 4 spaces.
7.	Automobile laundries and car washes	2 spaces at the ingress and 2 spaces at the egress of each lane or washing bay.
8.	Self-service laundromat	1 space per 2 washing machines.
9.	Manufacturing	1 space per each 2 employees on the largest shift.
E.	Restaurant and Tavern Uses	Number of Parking Stalls Required
1.	Seated customers	1 space per 100 square feet of GFA.
2.	Take-out service	1 space per 100 square feet of GFA.
3.	Drive-in only	1 space per 50 square feet of GFA.

4.	Drive-in as fixed type of facility	1 space per 100 square feet of GFA.
5.	Drive-through	5 spaces per window with a minimum of 8 spaces.
F.	Places of Assembly and Recreational Facilities	Number of Parking Stalls Required
1.	Places of assembly, dance halls, skating rinks and exhibition halls without fixed seats	1 space per 150 square feet of GFA.
2.	Places of assembly, stadiums, sports arenas, auditoriums with fixed seats	1 space per 3 seats.
3.	Bowling alleys	5 spaces per each lane.
4.	Tennis, squash, handball, etc.	2 spaces per court.
5.	Swimming pools	1 space per 50 square feet of surface water area.
6.	Basketball and volleyball	6 spaces per court.
7.	Golf	7 spaces per green.
8.	Indoor not previously mentioned	1 space per 250 square feet of GFA.
9.	Outdoor not previously mentioned	1 space per 2,500 square feet of land area.

* ~~GFA = Gross Floor Area.~~

~~23.54.030 Unspecified uses.~~

~~In those instances where this title does not specify a parking requirement for a specific use, the administrative official shall establish the minimum requirement on a case by case basis. The applicant may be required to provide sufficient information to demonstrate that the parking demand for a specific use will be satisfied, based upon existing uses similar to the proposed use and other relevant factors including but not limited to required parking for the proposed use as determined by other comparable jurisdictions and based on available planning and technical studies. The administrative official may require the applicant to have a parking study for the proposed use prepared by a professional consultant with expertise in preparing traffic and parking demand analyses.~~

23.54.040 Motorcycles.

When ~~P~~parking spaces for motorcycles are provided: ~~shall be provided as follows:~~

~~A. All multiple family developments and nonresidential uses listed in RMC 23.54.020 shall provide one motorcycle space for every 25 required automobile spaces, with a minimum of one space.~~

~~B~~A. Each motorcycle space shall be easily accessible and have adequate space for a standard size motorcycle.

~~C~~B. Spaces shall be surfaced in accordance with RMC 23.54.110.

~~D. The normal automobile parking requirement may be reduced by one space for every three motoreyele spaces provided, up to a maximum reduction of five percent of the required spaces.~~

~~E~~C. Motorcycle parking areas shall be clearly identified with appropriate striping.

23.54.050 Bicycles.

Parking spaces for bicycles shall be provided as follows:

A. All commercial (office, retail, wholesale, warehousing), industrial, institutional, and recreational uses, except businesses whose main purpose is servicing automobiles, shall provide a minimum of five bicycle spaces, with an additional bicycle space for each 30 ~~required~~ parking stalls provided. Schools shall provide five spaces per elementary and junior high classroom, and two spaces per high school classroom.

B. Required bicycle parking spaces shall be located within 100 feet of the main entrance of a building, be well lit, and visible to pedestrians and bicyclists.

~~B~~C. Devices shall be provided to which bicycles can be securely locked.

~~C~~D. Spaces shall be easily accessible, large enough to park a full sized 10-speed bicycle when other bicycles are present, have a durable and dust-free surface, graded and drained, and be maintained in a trash-free manner.

~~D~~E. Spaces shall be adequately illuminated during normal hours of operation.

23.54.055 Compact car spaces.

Any parking lot of four or more spaces may have 25 percent of the provided ~~required~~ spaces marked for compact cars. Compact car spaces for commercial developments must be no less than nine feet wide and 15 feet long. Multifamily development compact car spaces must be no less than be seven and one-half feet wide and 15 feet long. In addition to the dimension standards of this section, all compact car spaces must have adequate back-up space to efficiently and safely negotiate the parking area.

~~23.54.060 Mixed occupancies.~~

~~In the case of mixed uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for one use shall not be considered as providing required facilities for any other use except as hereinafter specified for a joint use.~~

~~23.54.070 Joint use of parking facilities—Continuance assured.~~

~~Two or more properties may jointly use a common parking facility, provided said facility is jointly owned or otherwise secured by easement or other sufficient legal document that assures continuance of the joint use of said facility.~~

~~23.54.080 Joint use of parking facilities—Spaces required.~~

~~For joint use of parking facilities, the total number of required spaces may be reduced by 10 percent. The number may be reduced by a total of 25 percent with the approval of the board of adjustment. Under the following circumstances, further reduction may be made:~~

~~A. No more than 50 percent of the parking spaces required for a theater, church, bowling alley, dance hall, bar, restaurant, or other enterprise which is primarily a nighttime or Sunday use may be supplied by the off-street parking spaces allocable to certain other types of uses specified under RMC 23.54.020.~~

~~B. No more than 50 percent of the parking spaces required for a bank, business office, retail store, personal service shop, household equipment or furniture shop, or other enterprise which is primarily a daytime and non-Sunday use may be supplied by the off-street parking spaces allocable to certain nighttime or Sunday uses.~~

~~Application to the board of adjustment for more than 10 percent reduction shall be by letter, stating the reasons for the request.~~

23.54.090 Location of parking spaces.

Provided ~~Required~~ off-street parking spaces shall be located as follows:

A. For any type of dwelling: on the same lot with the building to be served.

B. For any other use except one served by an approved joint-use parking facility: on the same lot with, or not more than 500 ~~300~~ feet from, the building or use to be served.

C. For a use served by an approved joint-use parking facility: on the same lot with, or not more than 800 feet from, the building or use to be served.

D. For a planned shopping center: in the location or locations contemplated by the general overall layout scheme for said center at ultimate development (e.g., peripheral parking).

23.54.100 Spaces lost for access.

In situations where parking spaces attributed to one use become the official means of access to another use, the latter use shall, as a condition of site or building plan approval, provide a number of spaces equal to the number rendered unusable. Such spaces shall be in addition to the number required for the new use, and the allocation shall be documented in a manner satisfactory to the administrative official.

23.54.110 Improvement of parking spaces.

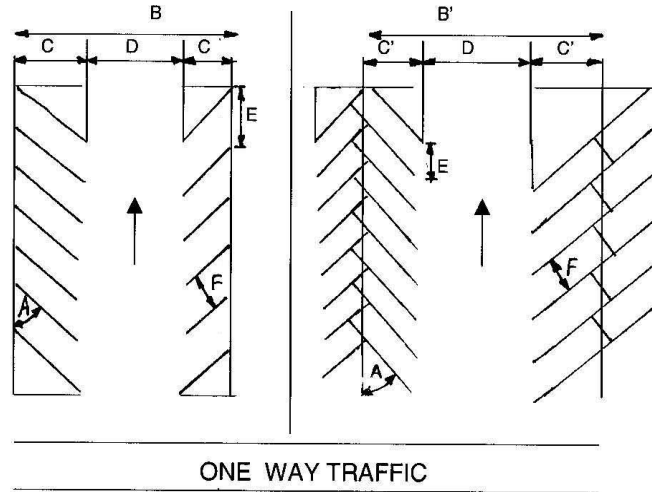
Any parking facility for four or more vehicles shall be improved in accordance with the following requirements:

- A. Off-street parking facilities; including but not limited to a parking, loading, circulation area, aisle, or driveway shall be surfaced with Portland cement, asphaltic concrete, or other approved hard surface in order to provide a ~~durable and~~ dust-free parking surface; and shall be graded and drained so as to dispose of surface water to the satisfaction of the city engineer; and shall be maintained in good condition free of weeds, dust, trash, and debris. Applicants are encouraged to consider use of permeable surfaces as a means to reducing storm water runoff. Hard surface materials other than concrete and asphalt may be permitted and are subject to additional review and prior approval by the Zoning Administrator. ~~Nonemployee parking areas shall be paved and all such spaces shall be delineated by striping as shown in attached Plate 3 which is set forth at the end of this section.~~
- B. Any lighting used to illuminate any off-street parking facility shall be so arranged as to reflect light away from any residential adjoining premises.
- C. No more than two feet six inches of overhang beyond a wheel stop may be counted as part of a parking space. Said overhang shall not interfere with landscaping or decrease the clear width of a sidewalk to less than four feet by its encroachment.
- D. Off-street parking area layout and dimensions shall be not less than as shown by Plates 1, 2 and 3, which are set forth at the end of this section. Exits and entrances shall be approved by the administrative official.
- E. Except for parking spaces or other vehicle use areas under, on, or within buildings, and areas serving single-family and two-family uses, off-street parking facilities shall be landscaped in accordance with RMC 23.54.140.

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PLATE 1 - 23.54.110

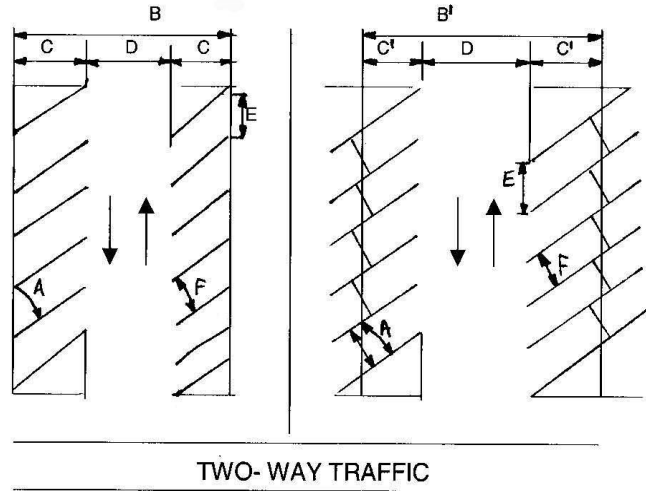
PLATE 1



A Parking Angle (Degrees)	B Parking Section Width	C Parking Bank Width	D Traffic Aisle Width	E Curb Length Per Car	F Car Stall Width	B1 Parking Section Width	C1 Parking Bank Width
0	30'	9'	12'	20'	9'	30'	9'
35	49.6'	18.8'	12'	15.8'	9'	42.4'	15.2'
40	51.2'	19.6'	12'	14.1'	9'	44.6'	16.3'
45	53.2'	20.6'	12'	12.7'	9'	46.6'	17.3'
50	54.6'	21.3'	12'	11.7'	9'	48.4'	18.2'
55	56.2'	21.6'	13'	10.9'	9'	51'	19.0'
60	58.8'	21.9'	15'	10.4'	9'	54.2'	19.6'
65	61.0'	22'	17'	9.9'	9'	57'	20.0'
70	62.8'	21.9'	19'	9.6'	9'	59.6'	20.3'
90	64.0'	20.0	24'	9.0'	9'	--	--

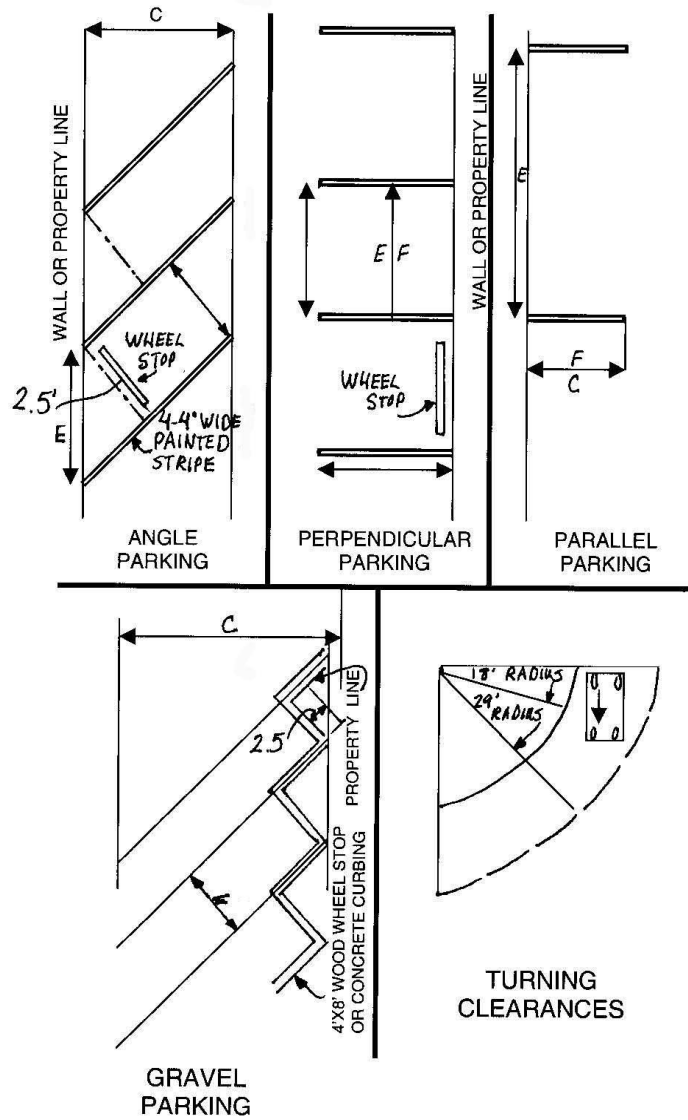
PLATE 2 - 23.54.110

PLATE 2



A	B	C	D	E	F	B1	C1
0	38'	9'	20'	20'	9'	38'	9'
35	57.6'	18.8'	20'	15.8'	9'	50.4'	15.2'
40	59.2'	19.6'	20'	14.1'	9'	52.6'	16.3'
45	61.2'	20.6'	20'	12.7'	9'	54.6'	17.3'
50	62.6'	21.3'	20'	11.7'	9'	56.4'	18.2'
55	63.2'	21.6'	20'	10.9'	9'	58'	19.0'
60	63.8'	21.9'	20'	10.4'	9'	59.2'	19.6'
65	64.0'	22'	20'	9.9'	9'	60'	20.0'
70	63.8'	21.9'	20'	9.6'	9'	60.6'	20.3'
90	64.0'	20.0	24'	9.0'	9'	--	--

PLATE 3



23.54.120 Layout plan.

Prior to the issuance of a permit for any commercial, multiple-family, industrial, public or semipublic building or use, an engineered plan prepared by a licensed civil engineer or licensed architect showing the proposed and existing building or buildings; the layout, dimension and number of parking spaces; and any required landscaping of the lot area, including that required for an off-street parking facility, shall be submitted to and approved by the City Engineer and Zoning Administrator. ~~administrative official~~.

Any landscape plan submitted pursuant to this section shall be in conformance with the requirements of RMC 23.54.140 and shall be prepared by a licensed architect or licensed landscape architect. Said plans shall be drawn to scale, including dimensions and distances, and shall clearly delineate the existing and proposed parking spaces, other vehicle use areas, access aisles, driveways, irrigation systems (sprinklers or water outlet locations), and the name of each plant species (both specific and common name), the location, size and description (including the height and spread of crown at maturity of trees and shrubs) of all landscape materials to be installed or, if existing, to be maintained in accordance with the requirements of RMC 23.54.140. A landscape plan prepared under this section shall be submitted to and approved by the Zoning Administrator.

23.54.130 Loading and unloading.

On every lot in a commercial or industrial district, and on every lot in any district on which is conducted any hotel, public or semipublic use, there shall be provided space, either inside or outside a building, for the loading and unloading of goods and materials. Such space shall be not less than 10 feet in width, 25 feet in length, nor less than 15 feet in height when covered. Such space shall be provided with access to an alley or a street.

23.54.140 Landscaping of parking facilities.

The purpose of landscaping requirements for parking facilities is to protect and promote the public health, safety, and general welfare by reducing wind and air turbulence, heat and noise, and the glare of automobile lights; to act as a natural drainage system and ameliorate stormwater drainage problems; to reduce the level of carbon dioxide and return pure oxygen to the atmosphere; to prevent soil erosion; to provide shade; to conserve and stabilize property values and to otherwise facilitate the creation of a convenient, attractive and harmonious community; to relieve the blighted appearance of parking facilities; and to generally preserve and promote a healthful and pleasant environment.

A. Design Criteria. Landscape areas shall be located in such a manner as to divide and break up the large expanses of pavement; divide and define driveways, parking stalls and corridors; limit cross-taxiing; delineate and separate pedestrian and vehicular traffic and screen parking facilities from abutting properties. Planting areas and landscaping shall be reasonably dispersed throughout the parking lot with the interior dimensions of such areas being sufficient to protect the landscaping materials planted therein and to ensure proper growth. The primary landscaping materials used shall be trees, which provide shade or are capable of providing shade at maturity. Shrubbery, hedges and other planting materials shall be used to complement the tree landscaping, but shall

not be the sole contribution to the landscaping. Effective use of earth berms and existing topography is encouraged as a component of the landscape plan. [Use of native shrub steppe plantings for required landscaping will satisfy these design criteria if the resulting product satisfies Washington Department of Fish and Wildlife standards for Priority Habitat.](#)

B. Interior Coverage. A minimum of five percent of the interior of a parking facility shall be landscaped. Landscaping which is required for screening along the perimeter of any lot and border plantings adjacent to buildings upon which a parking lot abuts shall not be considered as part of the interior coverage requirements. Parking spaces abutting a perimeter for which landscaping is required by other requirements of this section shall not be considered as a part of the interior of the parking facility.

1. For off-street parking facilities providing 10 or fewer parking stalls as required by RMC 23.54.020, and in areas zoned for industrial use, the interior coverage requirements stated herein shall not apply.
2. Any interior landscape area shall contain a minimum of 50 square feet, shall have a minimum dimension of at least five feet, and shall include at least one tree with the remaining area adequately landscaped with shrubs, ground cover or other approved landscaping materials not to exceed three feet in height.
3. Trees shall number not less than one for each 100 square feet of required interior coverage.

C. Perimeter Coverage Adjacent to Abutting Properties. A minimum landscape strip of five feet in width shall be required along any side of a parking facility that abuts adjoining property that is not a public right-of-way when such facilities will not be entirely screened visually by an intervening building or structure; provided, that when such parking facility abuts and is designed in coordination with a parking facility on the adjoining property such landscape strip shall not be required abutting such adjoining parking facility; and provided further, that in areas zoned for industrial use, the perimeter coverage requirements stated herein shall not apply.

1. Perimeter landscape strip shall be planted or installed with a wall, hedge, or other durable landscape barrier to form a continuous screen between the parking facility and abutting property. The height of any such barrier shall be not less than three feet and no more than six feet.
2. Trees shall also be planted for each 40 linear feet and shall have at least 25 square feet of planting area.
3. Where a proposed parking facility abuts an existing hedge, wall or other durable landscape barrier on an abutting property, said existing barrier may be used to satisfy the landscape barrier requirements of this subsection; provided, that said existing barrier meets all applicable standards of this section.

D. Perimeter Coverage Adjacent to Public Right-of-Way. A minimum landscape strip of 10 feet in width shall be required along any side of a parking facility that abuts a public right-of-way, excluding dedicated alleys; provided, that in areas zoned for industrial use, the perimeter coverage requirements stated herein shall not apply.

1. Perimeter landscape strip shall be planted or installed with a wall, hedge, or other durable landscape barrier of at least three feet in height which shall be placed along the parking facility side of such landscape strip.
2. If such a durable barrier is of nonliving material, one shrub for each 10 linear feet shall be planted along the street side of such barrier; provided, that if the shrubs are of sufficient height at the time of planting to be readily visible over the top of such barrier, they may be planted along the parking facility side of such barrier. The remainder of the landscape strip shall be landscaped with ground cover or other approved landscape treatment excluding pavement.
3. At least one shrub for each 50 square feet shall be provided.
4. Trees shall also be planted for each 30 linear feet or portion thereof and shall have at least 50 square feet of planting area.
5. No tree, as measured from its center, shall be located within 10 feet of a street light standard, or within five feet of a fire hydrant, a vehicular driveway, or a public sidewalk.

E. Landscaping Material. Landscaping materials used to achieve the design criteria in conformance with provisions of this section shall conform to the following standards:

1. Trees shall be species having an average mature spread of crown of greater than 15 feet and shall be a minimum of six to eight feet in height and have a diameter at breast height (dbh) caliper of at least one and one-half inches at planting. Diameter at breast height is measured at four and one-half feet from average grade within six feet of the tree trunk so as not to include mounding at the tree base. Trees having an average mature spread of crown less than 15 feet may be substituted by grouping the same so as to create the equivalent of a 15-foot crown spread. Tree species whose roots are known to cause damage to public roadways or other public works shall not be planted closer than 12 feet to such public works, unless the tree root system is completely contained within a barrier being a minimum of five feet deep and five feet wide.
2. Shrubs shall be a minimum of two feet in height when measured immediately after planting.
3. Hedges shall be planted and maintained so as to form a continuous, unbroken, solid, and visual screen within a maximum of two years after time of planting.
4. Vines shall be a minimum of 30 inches in height immediately after planting and may be used in conjunction with fences, screens or walls to meet physical barrier requirements as specified in this section.

5. Lawn grass shall be planted in species normally grown as permanent lawn in Benton County. Grass areas may be sodded, plugged, sprigged or seeded, except that solid sod shall be used in swales or other areas subject to erosion; and provided, that in areas where other than solid sod or grass seed is used, nurse grass seed shall be sown for immediate effect and protection until coverage is otherwise achieved.

6. Ground covers used in lieu of grass shall be planted or installed in such a manner as to present a finished appearance, and if of living material, shall complete coverage within 12 months after planting.

~~F. Coverage Transfer to Public Right-of-Way. For sites where landscaping coverage of a public right-of-way would comply with the general intent and standards of this section, the transfer of the area requirements, or a portion thereof, from within the property line to the public right-of-way may be approved by the city; provided, that the area measurement shall not be less than that required by, and shall comply with, all other design standards and requirements of this section; and further provided, that a revocable permit for use of the right-of-way shall be secured from the city by the owner of the site by stipulating full financial responsibility for costs of movement, replacement and relocation should such permit be revoked by the city.~~

~~FG. Driveway and Street Intersections. To ensure that landscape materials do not constitute a safety hazard, a vision clearance triangle (VCT) shall be provided at all intersections of public rights-of-way and driveways in accordance with Ch. 12.11 RMC. Within this VCT area unobstructed cross-visibility at a level between three feet and 10 feet shall be provided. However, trees having limbs or foliage trimmed, except during early growth stages, so as to not extend into the VCT area shall be allowed. Landscaping material shall not be located closer than four feet from the edge or top of the curb line or driveway apron, except for required ground cover. The VCT for said intersections shall be as follows:~~

- ~~1. At intersections of public rights-of-way the VCT shall be formed by measuring 20 feet along each property line from the intersection and connecting the end point of such lines formed by such measurement.~~
- ~~2. At intersections of driveways with public rights-of-way the VCT shall be formed by measuring 10 feet along the property line and the driveway apron or top of the curb lines and connecting the end point of such lines formed by such measurement.~~

~~GH. Curbing. In order to protect the landscaping materials planted and to ensure proper growth, all planter areas shall be separated from contiguous property, including parking stalls, by curb stops. Such curb stops shall be of Portland cement or shall otherwise conform to Standard Specifications for Municipal Public Works Construction (APWA Standards), or shall be approved by the city engineer.~~

~~HI. Installation. All landscaping shall be installed in a workmanlike manner and according to accepted good planting procedures. All elements of landscaping, exclusive of plant material other than hedges, shall be installed so as to meet all other applicable ordinances and code requirements.~~

IJ. Maintenance. The owner, tenant or duly authorized agent, if any, shall be responsible for the maintenance of all landscaping required pursuant to this section. Such landscaping shall be maintained in good condition so as to present a neat and orderly appearance; shall be kept free from refuse and debris; and living landscape material shall be kept alive and in a healthy condition. If an underground irrigation system is not provided, all landscaped areas shall be provided with a readily available water supply with at least one outlet located within 150 feet of all plant material to be maintained.

1. The administrative official shall inspect all landscaping and no certificates of occupancy or similar authorization will be issued unless the landscaping meets the requirements herein provided.

2. In those cases where landscaping cannot be safely installed due to the time of year without jeopardizing living landscape material, or for other good cause, a temporary certificate of occupancy may be issued for a period of six months; provided, that the property owner, lessee, or duly authorized agent shall furnish satisfactory assurances guaranteeing installation of the approved landscaping.

JK. Landscaping of Existing Lots. Any reconstruction of a building or structure or lot area, including off-street parking facility, consisting of increases of 50 percent or greater of the existing building lot area or parking facility shall be subject to the standards specified herein. In such cases, the existing parking facility, as well as any new facility, shall be improved in accordance with the standards stated herein; provided, that:

~~1. A sufficient period of time, but no longer than three years, shall be allowed to bring existing development into compliance with the standards stated herein.~~

12. In instances where existing parking spaces are used to achieve compliance, the parking facility shall be considered to comply with the parking standards and requirements of RMC 23.54.020; provided, however, that no more than 10 percent of the total number of required spaces may be removed for purposes of providing landscape areas.

23. No alteration of existing building nor acquisition of additional land to increase the lot area shall be required in order to bring the property into compliance with the landscaping requirements herein.

23.54.150 Adjustments of landscaping standards.

Where literal interpretation of the provisions of RMC 23.54.140 or special conditions or circumstances exist which would create a hardship in the development and/or maintenance of the landscaping, or where easements, pedestrian ways, trail systems, existing vegetation, continuity of design concepts within a zoning district, parking design, emergency vehicle access, or other matters of public design, safety or welfare would be promoted, the administrative official may adjust the provisions of RMC 23.54.140, provided it is determined that such an adjustment will not be contrary to the public interest and will be in keeping with and preserve the intent of RMC 23.54.140.

A. An application for adjustment of landscaping requirements shall be filed on forms prescribed by the city, executed and sworn to by the owner or tenant of the property concerned or by duly authorized agents. Such application shall clearly and in detail state what adjustment of requirements are being requested and the reasons such adjustments are warranted, and shall be accompanied with such supplementary data, such as sketches, surveys and statistical information as is deemed necessary to substantiate the adjustment.

B. Any decision of the administrative official, under this section, may be appealed by the applicant to the board of adjustment. Such an appeal shall be heard by the board of adjustment in accordance with RMC 23.70.070.

23.54.160 Perimeter landscaping of industrial facilities.

Plans for construction and development of new uses on parcels of land zoned industrial (I-M, and M-2) pursuant to the city's zoning ordinance shall include, along with other required plans, a landscaping plan that at a minimum sets forth landscape treatment adjacent to all public rights-of-way.

A. Landscape Plan Requirements. A landscaping plan, drawn to scale, shall include the following information:

1. Property boundaries;
2. Location of existing and proposed buildings and uses;
3. Driveway intersections with streets;
4. Location of plantings;
5. Common and scientific names of plantings;
6. Size and description of plantings, height and caliper at planting, and spread of crown at maturity for trees; and
7. Location of underground sprinklers.

B. Minimum Design Criteria. A landscape strip shall be located adjacent to all public rights-of-way in that portion of the parcel on which construction or development is proposed and shall meet the following minimum criteria:

1. The landscape strip shall be a minimum of 10 feet in width.
2. One tree is required for each 40 linear feet or portion thereof of the required landscape strip, and each tree shall have at least 50 square feet of planting area. Trees shall be planted in a balanced manner throughout the required landscape strip but are not required to be planted on 40-foot centers.

3. No tree, as measured from its center, shall be located within 10 feet of a street light standard, or within five feet of a fire hydrant, a vehicular driveway, or a public sidewalk.

4. In addition to the required trees, the entire landscape strip shall, at a minimum, include landscape cover of decorative rock, bark, or similar treatment. Vegetative cover of lawn, low-lying shrubs, or flowers are encouraged.

5. Landscape areas shall be provided with an underground irrigation system capable of sustaining the required trees and other planted vegetation. Low water consumptive landscape techniques are encouraged.

C. Landscaping Material. Landscaping materials used to achieve the design criteria set forth in this section shall conform to the following standards:

1. Trees shall be species having an average mature spread of crown of greater than 15 feet and shall be a minimum of eight feet overall height and a one-and-one-half-inch caliper immediately after planting. Trees having an average mature spread of crown less than 15 feet may be substituted by grouping the same so as to create the equivalent of a 15-foot crown spread. Tree species whose roots are known to cause damage to public roadways or other public works shall not be planted closer than 12 feet to such public works, unless the tree root system is installed within an approved root barrier.

2. Lawn grass shall be planted in species normally grown as permanent lawn in Benton County. Grass areas may be sodded, sprigged, or seeded, except that solid sod shall be used in swales or other areas subject to erosion.

D. Installation. All landscaping shall be installed in a workmanlike manner and according to accepted good planting procedures. Trees shall be staked on planting to avoid disturbance by wind and shall remain staked for a minimum of one year after planting.

E. Coverage Transfer to Public Right-of-Way. For sites where landscaping coverage of a public right-of-way would comply with the general intent and standards of this section, the transfer of the area requirements, or a portion thereof, from within the property line to the public right-of-way may be approved by the city; provided, that the area measurement shall not be less than that required by, and shall comply with, all other design standards and requirements of this section; and further provided, that a revocable permit for use of the right-of-way shall be secured from the city by the owner of the site by stipulating full financial responsibility for costs of movement, replacement, and relocation should such permit be revoked by the city.

F. Driveway and Street Intersections. To ensure that landscape materials do not constitute a safety hazard, a vision clearance triangle (VCT) shall be provided at all intersections of public rights-of-way and driveways. Said VCT shall comply with all provisions of Chapter 12.11 RMC, Intersection Sight Distance.

G. Maintenance. The owner, tenant, or duly authorized agent, if any, shall be responsible for the maintenance of all landscaping required pursuant to this section. Such landscaping shall be maintained in good condition so as to present a neat and orderly appearance; shall be kept free from refuse and debris; and living landscape material shall be kept alive and in a healthy condition. Landscaping shall at all times be maintained in a manner consistent with the vehicular sight distance requirements of subsection (F) of this section.

1. The administrative official shall inspect all landscaping and no certificates of occupancy or similar authorization will be issued unless the landscaping meets the requirements herein provided.

2. In those cases where landscaping cannot be installed due to the time of year without jeopardizing living landscape material, or for other good cause, a temporary certificate of occupancy may be issued for a period of six months; provided, that the property owner, lessee, or duly authorized agent shall furnish satisfactory assurances guaranteeing installation of the approved landscaping.

H. Adjustment of Landscaping Standards. Adjustments from the specific requirements of this section shall be reviewed and approved in accordance with the provisions of RMC 23.54.150.

I. Landscaping of Developed Industrial-Zoned Property. On developed industrially zoned properties whenever any structure(s) is altered, expanded or reconstructed in a manner which increases the total gross floor area of structure(s) located on the lot by 50 percent or more ~~over what existed on March 21, 1994~~, or whenever a change of use occurs to an existing structure or facility which increases the required number of parking stalls by 50 percent or more over what was required of the prior use, landscaping of the lot shall be provided in accordance with the provisions of this subsection.

1. The square footage of landscaped area provided pursuant to this subsection shall be the same as would be required if a new facility were constructed on the parcel.

2. Landscaping shall be located on the property in accordance with provisions for new industrial facilities. In those instances where existing structures and/or pavement preclude the location of the required landscaping adjacent to the street right-of-way as set forth for new facilities, landscaping shall be located on the lot in a manner that most closely meets the objectives of the landscaping requirements by providing an aesthetically appealing streetscape and providing for uniformity of appearance in the industrially zoned areas of the city.

3. No alteration of existing structures, acquisition of additional land, or removal of existing asphalt/concrete walks, drives or parking areas shall be required in order to bring the property into compliance with landscaping requirements herein.

J. A temporary exemption may be granted upon the filing and acceptance by the city of an application by any start-up business for a delay in installing required landscaping. This exemption

may be granted up to, but shall not exceed, four years. The following information must be provided by the applicant to the administrative official, to demonstrate:

1. The business has no more than three years of business history;
2. No more than one corporation may be an investor in the start-up business and that corporation cannot own more than 10 percent of the start-up business; and
3. The landscape ordinance imposes a financial burden on the start-up business such that deferral of the required landscaping would increase the likelihood of the new business's success. Criteria to establish this hardship must be provided to the above designated personnel and approval of the exemption shall not be unreasonably withheld. The determination of city staff shall be final.

Section 2. The City Clerk is directed to file with the Auditor of Benton County, Washington a copy of this Ordinance, duly certified by the Clerk as a true copy.

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 _____, 2025.

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. PLN-T1-2025-00308

CITY OF RICHLAND **Determination of Non-Significance**

Description of Proposal: The City of Richland is proposing to amend Richland Municipal Code (RMC) Chapter 23.54, Off-Street Parking and Landscaping, to remove all minimum requirements for the number of off-street parking spaces required within the City.

Proponent: City of Richland
Mike Rizzitiello, Development Services Director
625 Swift Blvd
Richland, WA 99352

Location of Proposal: This code change would affect all land within the City of Richland's municipal boundaries.

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: 08/13/2025

Comments Due: 08/29/2025

Signature _____

SEPA¹ 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.

¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>

A. Background

[Find help answering background questions](https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background)²

1. Name of proposed project, if applicable:

Amendment to RMC Chapter 23.54 Off-Street Parking and Landscaping.

2. Name of applicant:

City of Richland (City)

3. Address and phone number of applicant and contact person:

City of Richland
c/o Mike Rizzitiello
625 Swift Blvd., Richland, WA 99352
mrizzitiello@ci.richland.wa.us
509-942-7778

4. Date checklist prepared:

8/11/2025

5. Agency requesting checklist:

City of Richland

6. Proposed timing of schedule (including phasing, if applicable):

Final decision made by City Council by end of December 2025

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Not at this time

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

No environmental information has been prepared/will be prepared directly related to 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.

Any building permit application or planning approval where parking is required may be affected by this proposal.

10. List any government approvals or permits that will be needed for your proposal, if known.

All Code Amendments must be approved by City Council.

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

² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background>

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.)

This is a non-project action to amend Richland Municipal Code (RMC) Chapter 23.54 Off-Street Parking and Landscaping. At a minimum the proposal would bring the RMC in compliance with SB 5184 (see attached), The Parking Reform and Modernization Act, and may ultimately remove all minimum requirements for the number of off-street parking spaces within the City entirely (see attached proposed amendments to RMC Chapter 23.54).

- 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.**

This code change would affect all land within the City of Richland's municipal boundaries.

B.Environmental Elements

1. Earth

[Find help answering earth questions³](#)

- a. General description of the site:

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

- b. What is the steepest slope on the site (approximate percent slope)? Steepest slope is near vertical/90 degrees
- 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.

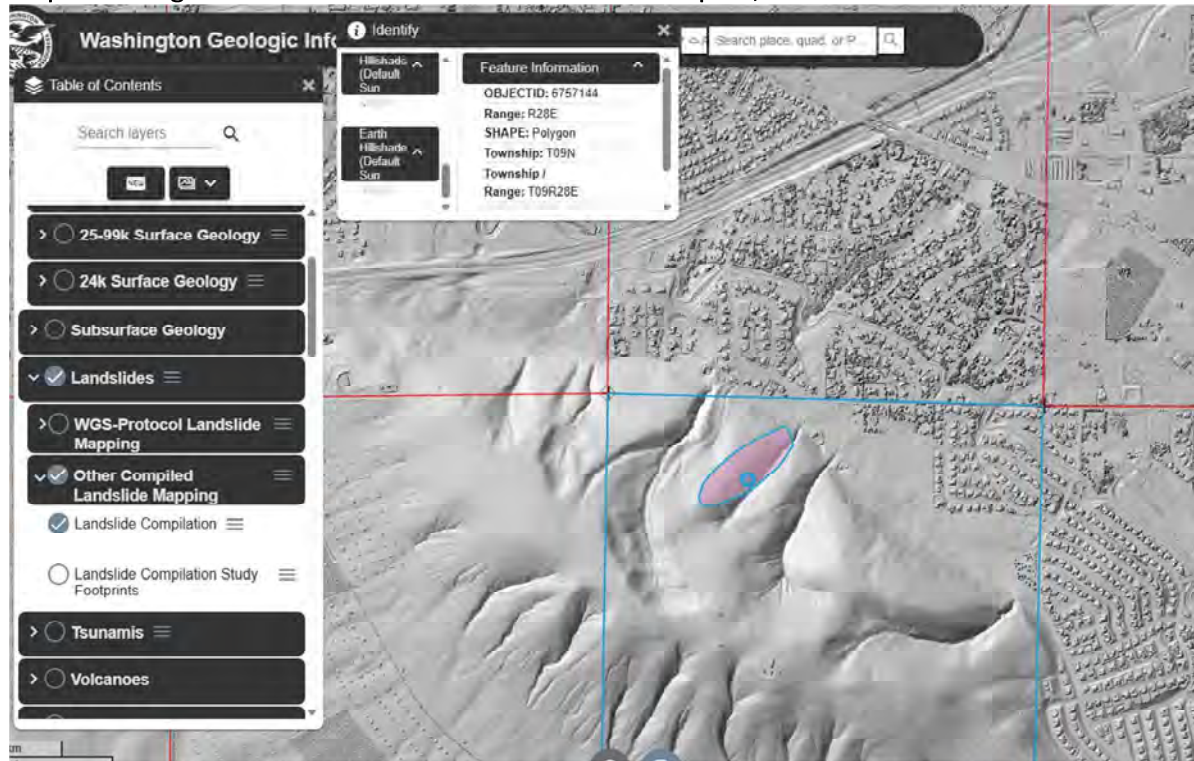
Soil is windblown silt overtop Columbia River Basalt. No soil will be removed as this proposal is a code amendment and a non-project action.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Per Department of Natural Resources Geologic Information Portal, the northeast facing

³ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-earth>

slope of Badger Mountain suffered a landslide in the past, timeframe unknown



- 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.**

N/A. This code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no soil disturbance is occurring.

- f. **Could erosion occur because of clearing, construction, or use? If so, generally describe.**

N/A. This code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC therefore no soil disturbance is occurring.

- g. **About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

N/A. This code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no site work will result.

- h. **Proposed measures to reduce or control erosion, or other impacts to the earth, if any.**

N/A. This code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore there are no resulting impacts to the earth.

2. Air

[Find help answering air questions](#)⁴

- 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.**

N/A. As this proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC no emissions would result.

- b. **Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

N/A, this proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC and would be unaffected by off-site sources of emissions.

- c. **Proposed measures to reduce or control emissions or other impacts to air, if any:**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

3. Water

[Find help answering water questions](#)⁵

- a. **Surface:**

[Find help answering surface water questions](#)⁶

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.**

Columbia River (Tributary of Pacific Ocean)

Yakima River (tributary of Columbia River) and associated adjacent wetlands especially in the Yakima River Delta

Amon Creek (tributary of Yakima River) and associated adjacent wetlands

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.**

⁴ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-Air>

⁵ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water>

⁶ <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>

N/A. This is a non-project action and therefore would not result in any 'work.'

- 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.**

N/A. This is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, and would have no associated dredge and fill.

- 4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

N/A. This is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, and not require any surface water withdrawals or discharges.

- 5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

Yes, within the City of Richland lies land within the 1% annual chance floodplain of the Yakima and Columbia Rivers.

- 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.**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC and will not create waste materials.

b. Ground:

[Find help answering ground water questions](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)⁷

- 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.**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, requiring no water withdrawals for any purpose.

- 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.**

N/A. This is a non-project action that would reduce the number of off-street parking spaces currently required by RMC and will not create waste materials.

⁷ <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>

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.**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no runoff will result.

- 2. Could waste materials enter ground or surface waters? If so, generally describe.**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC and will not create waste materials.

- 3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, and therefore has no effect on drainage patterns.

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, and therefore no runoff is produced nor will there be an effect on drainage patterns.

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**

- b. What kind and amount of vegetation will be removed or altered?**

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no vegetation will be altered or removed.

c. List threatened and endangered species known to be on or near the site.

Umtanum desert buckwheat and White Bluffs bladderpod are located north of the City in the Hanford Reach

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

N/A, this is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no landscaping is proposed not vegetation affected.

e. List all noxious weeds and invasive species known to be on or near the site.

Please see <https://www.bentonweedboard.com/> for a list of class A-C noxious weeds in Benton County

5. Animals

[Find help answering animal questions](#)⁸

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:** various wading birds, ducks, geese, pelican
- **Mammals:** deer, bear, elk, beaver, **other:** coyote
- **Fish:** bass, salmon, trout, herring, shellfish, **other:**

b. List any threatened and endangered species known to be on or near the site.

Chinook Salmon, mid Columbia steelhead, Ferruginous hawk, (Candidate Species: Burrowing Owl, Townsend's Ground Squirrel; Species of greatest conservation need: Black tailed & white tailed jackrabbit)

c. Is the site part of a migration route? If so, explain.

Yes. Richland is within the Pacific Fly Way on which birds and butterflies migrate. Anadromous fish – Salmon, steelhead, white sturgeon, and pacific lamprey - are found in the Yakima and Columbia Rivers.

d. Proposed measures to preserve or enhance wildlife, if any.

N/A. There are no measures proposed to preserve/enhance wildlife because this proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

e. List any invasive animal species known to be on or near the site. northern pike, European green crab.

⁸ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-5-Animals>

6. Energy and natural resources

[Find help answering energy and natural resource questions](#)⁹

- 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.**

N/A. There are no energy needs of the proposal because this proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- b. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.**

N/A. This proposal would have no affect on solar power as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- 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.**

N/A. This proposal would have no affect on solar power as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

7. Environmental health

[Health Find help with answering environmental health questions](#)¹⁰

- 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.**

N/A. This proposal would have no effect on the health of the environment as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

1. **Describe any known or possible contamination at the site from present or past uses.**

Soil & Groundwater contamination (radioactive waste) due to the Hanford Site north of Richland, and Horn Rapids Landfill

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.**

⁹ <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>

¹⁰ <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>

N/A. This proposal is not affected by hazardous chemicals as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- 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.**

N/A. This proposal is not associated with hazardous chemicals as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- 4. Describe special emergency services that might be required.**

N/A. No emergency services will be required as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- 5. Proposed measures to reduce or control environmental health hazards, if any, operating life of the project.**

N/A. This proposal is not associated with environmental health hazards as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

b. Noise

- 1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?**

N/A. Noise will not affect the proposal because this proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- 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)?**

N/A. No noise will be generated by the proposal because this proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- 3. Proposed measures to reduce or control noise impacts, if any:**

None, as there are no noise impacts resulting from this proposal.

8. Land and shoreline use

[Find help answering land and shoreline use questions](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)¹¹

- 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 the current City of Richland, WA. No land uses on property adjacent/nearby to the City will be affected.

- 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?**

Portions of the City have been historically used as working farmlands and some land is still in crop production. No land will be converted from agricultural/forest land to another use because of this proposal.

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.**

Primary and Accessory Residential, Commercial and Industrial buildings of all kinds are found within the City

- d. **Will any structures be demolished? If so, what?**

N/A. No structures will be demolished as a result of this proposed code amendment as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

- e. **What is the current zoning classification of the site?**

¹¹ <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>

Community Districts		
Description	Symbol	Typical Uses
Floodplain district	FP	Pasture, recreation, agriculture
Agricultural district	AG	Agriculture, horticulture, five-acre minimum subdivision
Suburban agricultural district	SAG	Residential uses 43,560 square feet minimum lot size; limited agriculture
Single-family residential district 12,000	R-1-12	Residential uses 12,000 square feet average lot size
Single-family residential district 10,000	R-1-10	Residential uses 10,000 square feet average lot size
Medium-density residential district	R-2	Residential uses 6,000 square feet minimum lot size for a single-family dwelling; 8,000 square feet for duplex dwelling
Medium-density residential – small lot use district	R-2S	Residential uses 4,000 square feet minimum lot size for detached one-family dwelling, 7,000 square feet minimum lot size for two-family dwelling, and 3,000 square feet minimum lot size for attached one-family dwelling
Multiple-family residential district	R-3	Single-family, duplex, multifamily residential; single-family 6,000 square feet; duplex 8,000 square feet; multifamily 1,500 square feet per dwelling unit
Limited business district	C-LB	Offices, clubs, motels, hotels, clinics, apartments
Neighborhood retail business district	C-1	Convenience stores serving immediate neighborhood
Retail business district	C-2	Retail activities, motels, hotels, etc.
General business district	C-3	Retail-wholesale; small fabricating; used/new car sale
Central business district	CBD	Central business mixed uses
Waterfront	WF	Commercial and residential water oriented uses
Commercial winery	CW	Wineries and supporting uses
Commercial recreation	CR	Marina, resort, hotel, recreation
Medium industrial	I-M	Manufacturing district
Heavy manufacturing district	M-2	Manufacturing, warehousing and related uses
Business and commerce use district	B-C	Business and commercial uses
Business research park use district	B-RP	Business research and business park uses
Parks and public facilities	PPF	Parks, playgrounds, and public facility uses
Natural open space district	NOS	Undeveloped open space, pedestrian trails
University district	UNIV	Uses related to university campus

f. What is the current comprehensive plan designation of the site?

Land Use Designation	Zoning Categories
Residential	
Low Density Residential	R-1-12, R-1-10, SAG
Medium Density Residential	R-2, R-2S
High Density Residential	R-3, C-LB
Badger Mountain South	Badger Mountain Master Plan
Commercial	
Business Commerce	B-C
Central Business District	CBD
Commercial	C-1, C-2, C-3, C-LB, CW
General Commercial	C-3
Regional Retail	C-2
Waterfront	WF
Commercial Recreation	CR
Public Lands/Open Space	
Developed Open Space	PPF
Natural Open Space	NOS
Urban Recreation	UR
Public Facility	PPF
Industrial	
Business Research Park	B-RP
Industrial	I-M, M-2
Mixed Use Designations	
Agricultural	FP, AG
Residential Office	C-LB
Urban Reserve	AG

g. If applicable, what is the current shoreline master program designation of the site?

Natural, Recreation Conservancy, Recreation, Rural Residential, Waterfront, and Industrial Conservancy

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Yes, portions of the City have been classified as Critical Areas. See attached Adopted Critical Areas Maps (attached)

i. Approximately how many people would reside or work in the completed project?

Just over 60,000 people are estimated to live in the City and the City has a workforce of approximately 32,000 people.

j. Approximately how many people would the completed project displace?

N/A. No one will be displaced by this proposed code amendment as the proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

k. Proposed measures to avoid or reduce displacement impacts, if any.

None, because there are no displacements.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

No proposed measures.

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

None, because there are no impacts to agricultural/forested land anticipated.

9. Housing

[Find help answering housing questions](#)¹²

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

None. This proposed code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

None. This proposed code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

c. Proposed measures to reduce or control housing impacts, if any:

None, because there are no housing impacts.

10. Aesthetics

[Find help answering aesthetics questions](#)¹³

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

N/A. No structures are proposed with this proposed code amendment; proposal is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

¹² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-9-Housing>

¹³ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-10-Aesthetics>

b. What views in the immediate vicinity would be altered or obstructed?

None

c. Proposed measures to reduce or control aesthetic impacts, if any:

None, because there are no aesthetic impacts.

11. Light and glare

[Find help answering light and glare questions](#)¹⁴

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

N/A. The proposed code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no light/glare will result.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

N/A

c. What existing off-site sources of light or glare may affect your proposal?

No off-site sources of light/glare will affect the proposal.

d. Proposed measures to reduce or control light and glare impacts, if any:

None, because there are no light/glare impacts.

12. Recreation

[Find help answering recreation questions](#)

a. What designated and informal recreational opportunities are in the immediate vicinity?

Fishing/Swimming/Boating on Columbia & Yakima Rivers; Howard Amon Park; Community Parks & playgrounds ;various biking/walking trails: Urban Greenbelt, Sacajawea Heritage, Keene, Shelter Belt; Amon Basin Preserve

b. Would the proposed project displace any existing recreational uses? If so, describe.

No recreational uses will be displaced. This proposed code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

¹⁴ <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>

None, because there are no impacts to recreation.

13. Historic and cultural preservation

[Find help answering historic and cultural preservation questions](#)¹⁵

- 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.**

The City is filled with buildings/structures/sites that are listed or eligible for listing in preservation registers, but are not listed in this checklist as they do not contribute meaningfully to the analysis of this proposal.

- 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, there are landmarks, features, and material evidence of Indian and historic use and occupation. Professional studies are not listed as they do not contribute meaningfully to the analysis of this proposal.

- 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.**

No methods were used to assess potential impacts to historical or cultural resources, because this proposal is a non-project action that will not result in any impacts.

- 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.**

No proposed measures because there will be no loss, changes to, or disturbance of historical or cultural resources.

14. Transportation

[Find help with answering transportation questions](#)¹⁶

- 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.**

Please see attached transportation map.

¹⁵ <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>

¹⁶ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-14-Transportation>

- 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?**

The City is served by Ben Franklin Transit (bus system). More information can be found at <https://www.bft.org/>

- 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).**

No.

- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

No water, rail or air transportation use will result from the proposed code amendment. The City is home to a small municipal airport under the ownership and management of the Port of Benton.

- 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?**

N/A. The proposed code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no vehicular trips will be generated.

- 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:**

No measures proposed because there will be no impacts.

15. Public services

[Find help answering public service questions¹⁷](#)

- 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.**

There is a potential that eliminating off street parking requirements would increase bus-ridership.

¹⁷ <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>

- b. **Proposed measures to reduce or control direct impacts on public services, if any.**
There are no measures to reduce/control impacts to public services as part of this proposal.

16. Utilities

[Find help answering utilities questions¹⁸](#)

- a. **Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:**
- 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.**

N/A. The proposed code amendment is a non-project action that would reduce the number of off-street parking spaces currently required by RMC, therefore no utility service will be needed/used/proposed.

C. Signature

[Find help about who should sign¹⁹](#)

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.

X 

Type name of signee: Mike Rizzitiello

Position and agency/organization: Development Services Director

Date submitted: 8/13/2025

¹⁸ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-16-utilities>

¹⁹ <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 worksheet²⁰](#)

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?**

Reducing the number of off-street parking spaces currently required by RMC would not increase/not likely increase discharges to water, emissions to air, or the production, storage or release of toxic or hazardous substances.

- **Proposed measures to avoid or reduce such increases are:**

No measures are proposed because there will be no increases.

- 2. How would the proposal be likely to affect plants, animals, fish, or marine life?**

Reducing the number of off-street parking spaces currently required by RMC would have no impact on/unlikely to impact plants, animals, fish or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

No measures are proposed because there will be no impacts.

- 3. How would the proposal be likely to deplete energy or natural resources?**

The proposal would not deplete energy or natural resources

- **Proposed measures to protect or conserve energy and natural resources are:**

- No measures are proposed because there will be no impacts.

- 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?**

It would be unlikely that reducing the number of off-street parking spaces currently required by RMC would impact any of the items listed in number 4 above.

- **Proposed measures to protect such resources or to avoid or reduce impacts are:**

No measures are proposed because there will be no impacts.

²⁰ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-d-non-project-actions>

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?

It would be unlikely that reducing the number of off-street parking spaces currently required by RMC would impact land and shoreline use/cause land/shoreline use incompatible with existing plans. Developers of land would most likely still provide parking when developing a site because Richland/Tri-Cities is auto-dependent, and areas that are considered walkable generally have to be arrived at by automobile as no convenient/rapid transit exists in the area yet and the area is also subject to temperature extremes in summer and winter. A change to land use might be structure parking, rather than surface parking or a building in an area that would be used for surface parking under the current code.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:**

No measures are proposed because there will be no impacts.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

There may be a slight increase in public transportation demand if people find it more convenient to take public transportation than private transportation should developers chose to reduce the parking provided. It is more likely that public parking would be accommodated on public land, rather than private land.

- **Proposed measures to reduce or respond to such demand(s) are:**

No measures proposed to respond to demand as public transport is often underutilized in the City.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposal will not conflict with local/state/federal laws or requirements for the protection of the environment. This proposal would bring the municipal code into compliance with Washington SB 5184.

CERTIFICATION OF ENROLLMENT
ENGROSSED SUBSTITUTE SENATE BILL 5184

Chapter 204, Laws of 2025

69th Legislature
2025 Regular Session

MINIMUM PARKING REQUIREMENTS

EFFECTIVE DATE: July 27, 2025

Passed by the Senate April 17, 2025
Yeas 36 Nays 13

JOHN LOVICK
President of the Senate

Passed by the House April 11, 2025
Yeas 64 Nays 31

LAURIE JINKINS
**Speaker of the House of
Representatives**

Approved May 7, 2025 1:22 PM

BOB FERGUSON
Governor of the State of Washington

CERTIFICATE

I, Sarah Bannister, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **ENGROSSED SUBSTITUTE SENATE BILL 5184** as passed by the Senate and the House of Representatives on the dates hereon set forth.

SARAH BANNISTER

Secretary

FILED

May 12, 2025

**Secretary of State
State of Washington**

ENGROSSED SUBSTITUTE SENATE BILL 5184

AS AMENDED BY THE HOUSE

Passed Legislature - 2025 Regular Session

State of Washington

69th Legislature

2025 Regular Session

By Senate Housing (originally sponsored by Senators Bateman, Trudeau, Frame, Krishnadasan, Lias, Nobles, Pedersen, Salomon, Shewmake, and Stanford)

READ FIRST TIME 02/07/25.

1 AN ACT Relating to minimum parking requirements; adding a new
2 section to chapter 35.21 RCW; adding a new section to chapter 35A.21
3 RCW; adding a new section to chapter 36.01 RCW; adding a new section
4 to chapter 19.27 RCW; creating new sections; and repealing RCW
5 36.70A.620.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

7 NEW SECTION. **Sec. 1.** The legislature finds that predetermined
8 on-site parking requirements needlessly drive up the cost of
9 development, particularly housing; discourage walking and multimodal
10 transit usage; and encourage excessive reliance of automobiles with
11 attendant impacts on human health and greenhouse gas emissions. The
12 legislature further finds that the amount of parking that a project
13 actually needs should be determined on a case-by-case basis by permit
14 applicants sensitive to actual market conditions rather than a one-
15 size-fits-all regulation.

16 NEW SECTION. **Sec. 2.** A new section is added to chapter 35.21
17 RCW to read as follows:

18 (1) A city may not require more than 0.5 parking space per
19 multifamily dwelling unit or more than one parking space per single-
20 family home.

1 (2) A city may not require more than two parking spaces per 1,000
2 square feet of commercial space.

3 (3) A city may not require any minimum parking requirements for:

4 (a) Residences under 1,200 square feet;

5 (b) Commercial spaces under 3,000 square feet;

6 (c) Affordable housing;

7 (d) Senior housing;

8 (e) Child care centers as defined in RCW 43.216.010 that are
9 licensed or certified by the department of children, youth, and
10 families;

11 (f) Ground level nonresidential spaces in mixed-use buildings;
12 and

13 (g) A building undergoing a change of use from a nonresidential
14 to a residential use or a change of use for a commercial use.

15 (4) For purposes of this section:

16 (a) "Affordable housing" has the same meaning as in RCW
17 36.70A.030.

18 (b) "Commercial use" means use for nonresidential business
19 purposes, including retail, office, wholesale, general merchandise,
20 and food services.

21 (5) This section does not apply to requirements for parking
22 spaces permanently marked for the exclusive use of individuals with
23 disabilities in compliance with the Americans with disabilities act.

24 (6) The provisions of this section do not apply:

25 (a) To cities with a population of 30,000 or less, as determined
26 by the population estimate of the office of financial management
27 under RCW 43.62.030;

28 (b) If a city submits to the department of commerce an empirical
29 study prepared by a credentialed transportation or land use planning
30 expert that clearly demonstrates, and the department finds and
31 certifies, that the application of the parking limitations of this
32 section will be significantly less safe for vehicle drivers or
33 passengers, pedestrians, or bicyclists than the city's current
34 parking requirements; or

35 (c) To portions of cities within a one-mile radius of a
36 commercial airport in Washington with at least 9,000,000 annual
37 enplanements.

38 (7) Cities may require parking in excess of the limitations in
39 this section for religious organizations and parking requirements for
40 carpools.

1 (8) Cities are not prohibited from requiring temporary or time-
2 restricted parking. Cities are encouraged to consider the adequacy of
3 drop-off space, waiting space, and accessibility in the design review
4 process when considering the limitations on parking requirements.

5 (9) Cities that have adopted substantially similar policies to
6 the requirements established in this section may apply to the
7 department of commerce for a determination of compliance with the
8 requirements of this section. In determining what is substantially
9 similar, the department of commerce shall consider whether:

10 (a) The city's parking requirements as of July 2025 have the same
11 or lower parking minimums than the requirements of this section;

12 (b) The city's parking requirements are equal to the average
13 number of parking stalls required per residential unit and the
14 average number of parking stalls required per 1,000 square feet of
15 commercial space; and

16 (c) The city's parking requirements for affordable housing,
17 senior housing, housing for people with disabilities, and child care
18 facilities are equivalent to the requirements of this section.

19 (10) Cities may submit a request for a variance from the
20 requirements of this section to the department of commerce if
21 compliance with the requirements of this section would be hazardous
22 to the life, health, and safety of residents as confirmed by a
23 building official or fire marshal, or their designees. A request for
24 a variance may include requests to require additional parking spaces
25 permanently marked for the exclusive use of individuals with
26 disabilities beyond those required for compliance with the Americans
27 with disabilities act based on the planned or likely population,
28 location, or safety of a building, using objective standards.

29 (11) Cities with a population between 30,000 and 50,000 shall
30 implement the requirements of this section within three years of the
31 effective date of this act. Cities with a population of 50,000 or
32 greater shall implement the requirements of this act within 18 months
33 of the effective date of this act.

34 NEW SECTION. **Sec. 3.** A new section is added to chapter 35A.21
35 RCW to read as follows:

36 (1) A code city may not require more than 0.5 parking space per
37 multifamily dwelling unit or more than one parking space per single-
38 family home.

1 (2) A code city may not require more than two parking spaces per
2 1,000 square feet of commercial space.

3 (3) A code city may not require any minimum parking requirements
4 for:

5 (a) Residences under 1,200 square feet;

6 (b) Commercial spaces under 3,000 square feet;

7 (c) Affordable housing;

8 (d) Senior housing;

9 (e) Child care centers as defined in RCW 43.216.010 that are
10 licensed or certified by the department of children, youth, and
11 families;

12 (f) Ground level nonresidential spaces in mixed-use buildings;
13 and

14 (g) A building undergoing a change of use from a nonresidential
15 to a residential use or a change of use for a commercial use.

16 (4) For purposes of this section:

17 (a) "Affordable housing" has the same meaning as in RCW
18 36.70A.030.

19 (b) "Commercial use" means use for nonresidential business
20 purposes, including retail, office, wholesale, general merchandise,
21 and food services.

22 (5) This section does not apply to requirements for parking
23 spaces permanently marked for the exclusive use of individuals with
24 disabilities in compliance with the Americans with disabilities act.

25 (6) The provisions of this section do not apply:

26 (a) To code cities with a population of 30,000 or less, as
27 determined by the population estimate of the office of financial
28 management under RCW 43.62.030;

29 (b) If a code city submits to the department of commerce an
30 empirical study prepared by a credentialed transportation or land use
31 planning expert that clearly demonstrates, and the department finds
32 and certifies, that the application of the parking limitations of
33 this section will be significantly less safe for vehicle drivers or
34 passengers, pedestrians, or bicyclists than the code city's current
35 parking requirements; or

36 (c) To portions of code cities within a one-mile radius of a
37 commercial airport in Washington with at least 9,000,000 annual
38 enplanements.

1 (7) Code cities may require parking in excess of the limitations
2 in this section for religious organizations and parking requirements
3 for carpools.

4 (8) Code cities are not prohibited from requiring temporary or
5 time-restricted parking. Code cities are encouraged to consider the
6 adequacy of drop-off space, waiting space, and accessibility in the
7 design review process when considering the limitations on parking
8 requirements.

9 (9) Code cities that have adopted substantially similar policies
10 to the requirements established in this section may apply to the
11 department of commerce for a determination of compliance with the
12 requirements of this section. In determining what is substantially
13 similar, the department of commerce shall consider whether:

14 (a) The code city's parking requirements as of July 2025 have the
15 same or lower parking minimums than the requirements of this section;

16 (b) The code city's parking requirements are equal to the average
17 number of parking stalls required per residential unit and the
18 average number of parking stalls required per 1,000 square feet of
19 commercial space; and

20 (c) The code city's parking requirements for affordable housing,
21 senior housing, housing for people with disabilities, and child care
22 facilities are equivalent to the requirements of this section.

23 (10) Code cities may submit a request for a variance from the
24 requirements of this section to the department of commerce if
25 compliance with the requirements of this section would be hazardous
26 to the life, health, and safety of residents as confirmed by a
27 building official or fire marshal, or their designees. A request for
28 a variance may include requests to require additional parking spaces
29 permanently marked for the exclusive use of individuals with
30 disabilities beyond those required for compliance with the Americans
31 with disabilities act based on the planned or likely population,
32 location, or safety of a building, using objective standards.

33 (11) Code cities with a population between 30,000 and 50,000
34 shall implement the requirements of this section within three years
35 of the effective date of this act. Code cities with a population of
36 50,000 or greater shall implement the requirements of this act within
37 18 months of the effective date of this act.

38 NEW SECTION. **Sec. 4.** A new section is added to chapter 36.01
39 RCW to read as follows:

1 (1) A county may not require more than 0.5 parking space per
2 multifamily dwelling unit or more than one parking space per single-
3 family home.

4 (2) A county may not require more than two parking spaces per
5 1,000 square feet of commercial space.

6 (3) A county may not require any minimum parking requirements
7 for:

8 (a) Residences under 1,200 square feet;

9 (b) Commercial spaces under 3,000 square feet;

10 (c) Affordable housing;

11 (d) Senior housing;

12 (e) Child care centers as defined in RCW 43.216.010 that are
13 licensed or certified by the department of children, youth, and
14 families;

15 (f) Ground level nonresidential spaces in mixed-use buildings;
16 and

17 (g) A building undergoing a change of use from a nonresidential
18 to a residential use or a change of use for a commercial use.

19 (4) For purposes of this section:

20 (a) "Affordable housing" has the same meaning as in RCW
21 36.70A.030.

22 (b) "Commercial use" means use for nonresidential business
23 purposes, including retail, office, wholesale, general merchandise,
24 and food services.

25 (5) This section does not apply to requirements for parking
26 spaces permanently marked for the exclusive use of individuals with
27 disabilities in compliance with the Americans with disabilities act.

28 (6) The provisions of this section do not apply:

29 (a) If a county submits to the department of commerce an
30 empirical study prepared by a credentialed transportation or land use
31 planning expert that clearly demonstrates, and the department finds
32 and certifies, that the application of the parking limitations of
33 this section will be significantly less safe for vehicle drivers or
34 passengers, pedestrians, or bicyclists than the county's current
35 parking requirements; or

36 (b) To portions of counties within a one-mile radius of a
37 commercial airport in Washington with at least 9,000,000 annual
38 enplanements.

1 (7) A county may require off-street parking if the county's roads
2 are not developed to the standards for streets and roads adopted by
3 the cities within that county.

4 (8) Counties may require parking in excess of the limitations in
5 this section for religious organizations and parking requirements for
6 carpools.

7 (9) Counties are not prohibited from requiring temporary or time-
8 restricted parking. Counties are encouraged to consider the adequacy
9 of drop-off space, waiting space, and accessibility in the design
10 review process when considering the limitations on parking
11 requirements.

12 (10) A county may submit a request for a variance from the
13 requirements of this section to require additional parking spaces
14 permanently marked for the exclusive use of individuals with
15 disabilities beyond those required for compliance with the Americans
16 with disabilities act based on the planned or likely population,
17 location, or safety of a building, using objective standards.

18 (11) Counties that have adopted substantially similar policies to
19 the requirements established in this section may apply to the
20 department of commerce for a determination of compliance with the
21 requirements of this section. In determining what is substantially
22 similar, the department of commerce shall consider whether:

23 (a) The county's parking requirements as of July 2025 have the
24 same or lower parking minimums than the requirements of this section;

25 (b) The county's parking requirements are equal to the average
26 number of parking stalls required per residential unit and the
27 average number of parking stalls required per 1,000 square feet of
28 commercial space; and

29 (c) The county's parking requirements for affordable housing,
30 senior housing, housing for people with disabilities, and child care
31 facilities are equivalent to the requirements of this section.

32 (12) Counties with a population between 30,000 and 50,000 shall
33 implement the requirements of this section within three years of the
34 effective date of this act. Counties with a population of 50,000 or
35 greater shall implement the requirements of this act within 18 months
36 of the effective date of this act.

37 NEW SECTION. **Sec. 5.** A new section is added to chapter 19.27
38 RCW to read as follows:

1 The state building code council shall research and, if necessary,
2 adopt by rule updated accessible parking space requirements in the
3 state building code promulgated under this chapter to align with
4 current research on disability rates among drivers.

5 NEW SECTION. **Sec. 6.** RCW 36.70A.620 (Cities planning under RCW
6 36.70A.040—Minimum residential parking requirements) and 2020 c 173 s
7 3 & 2019 c 348 s 5 are each repealed.

8 NEW SECTION. **Sec. 7.** This act may be known and cited as the
9 parking reform and modernization act.

 Passed by the Senate April 17, 2025.
 Passed by the House April 11, 2025.
 Approved by the Governor May 7, 2025.
 Filed in Office of Secretary of State May 12, 2025.

--- END ---

City of Richland

- Future Functionally Classified Street Network

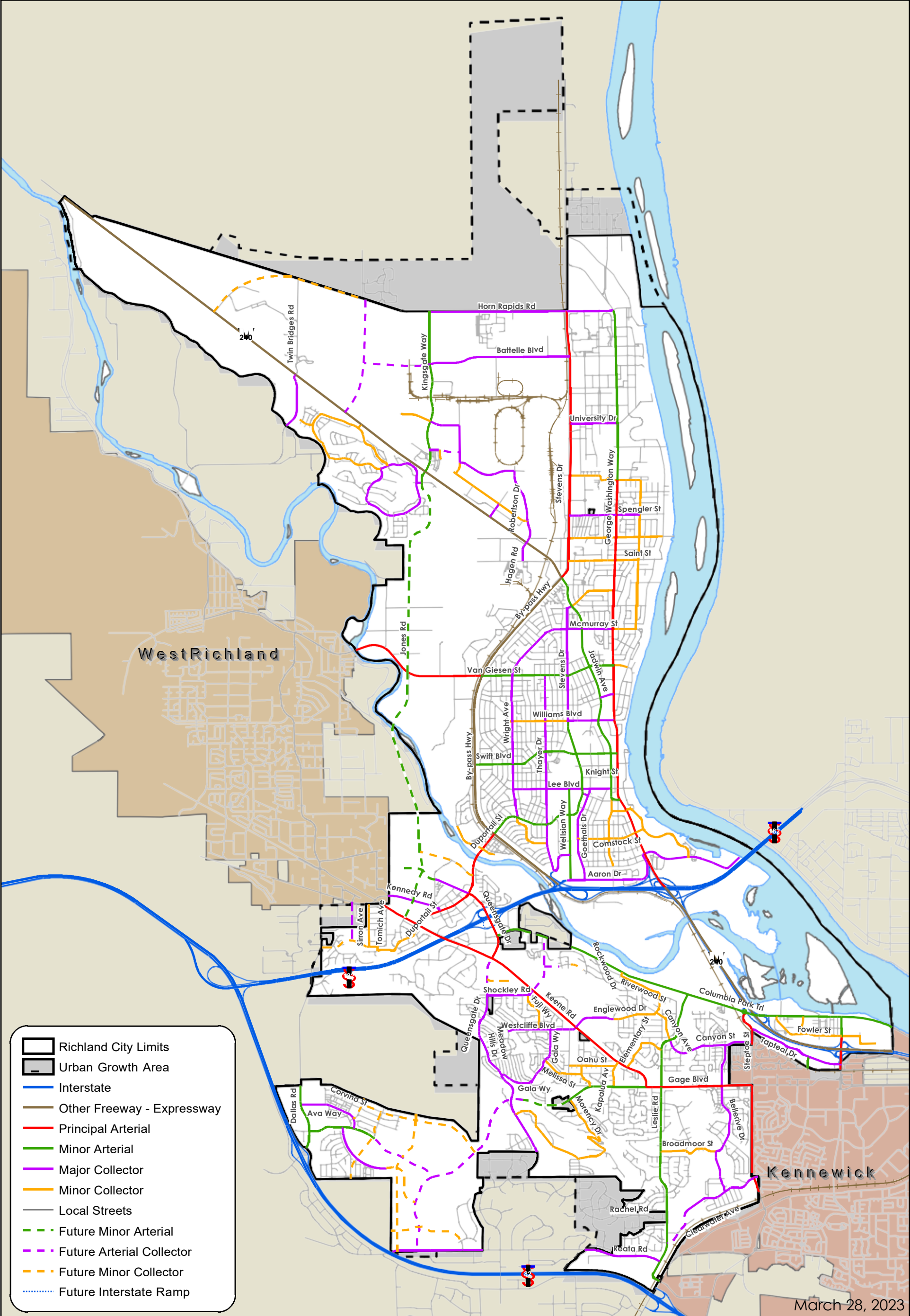


Figure LU-4: Critical Areas Map

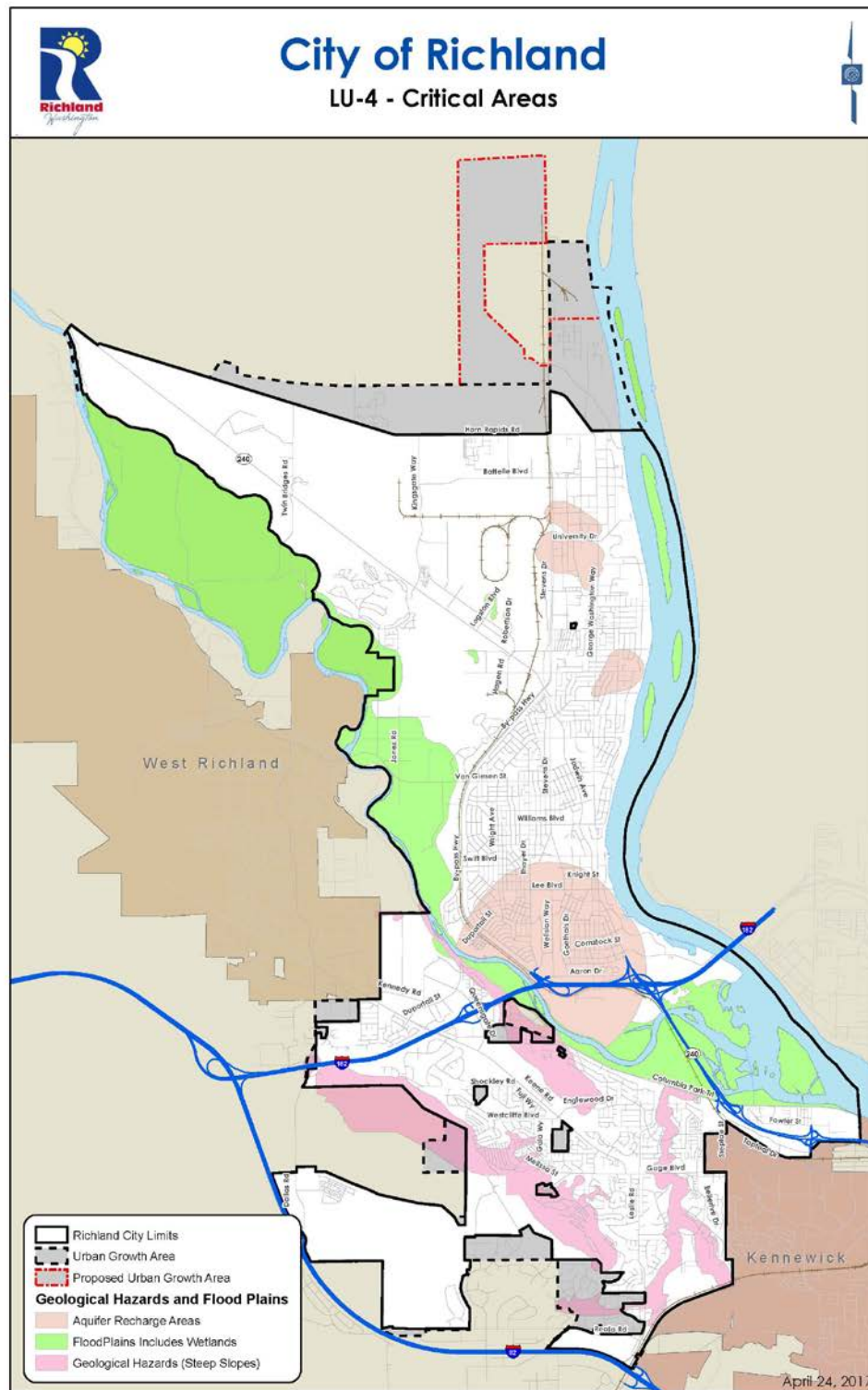
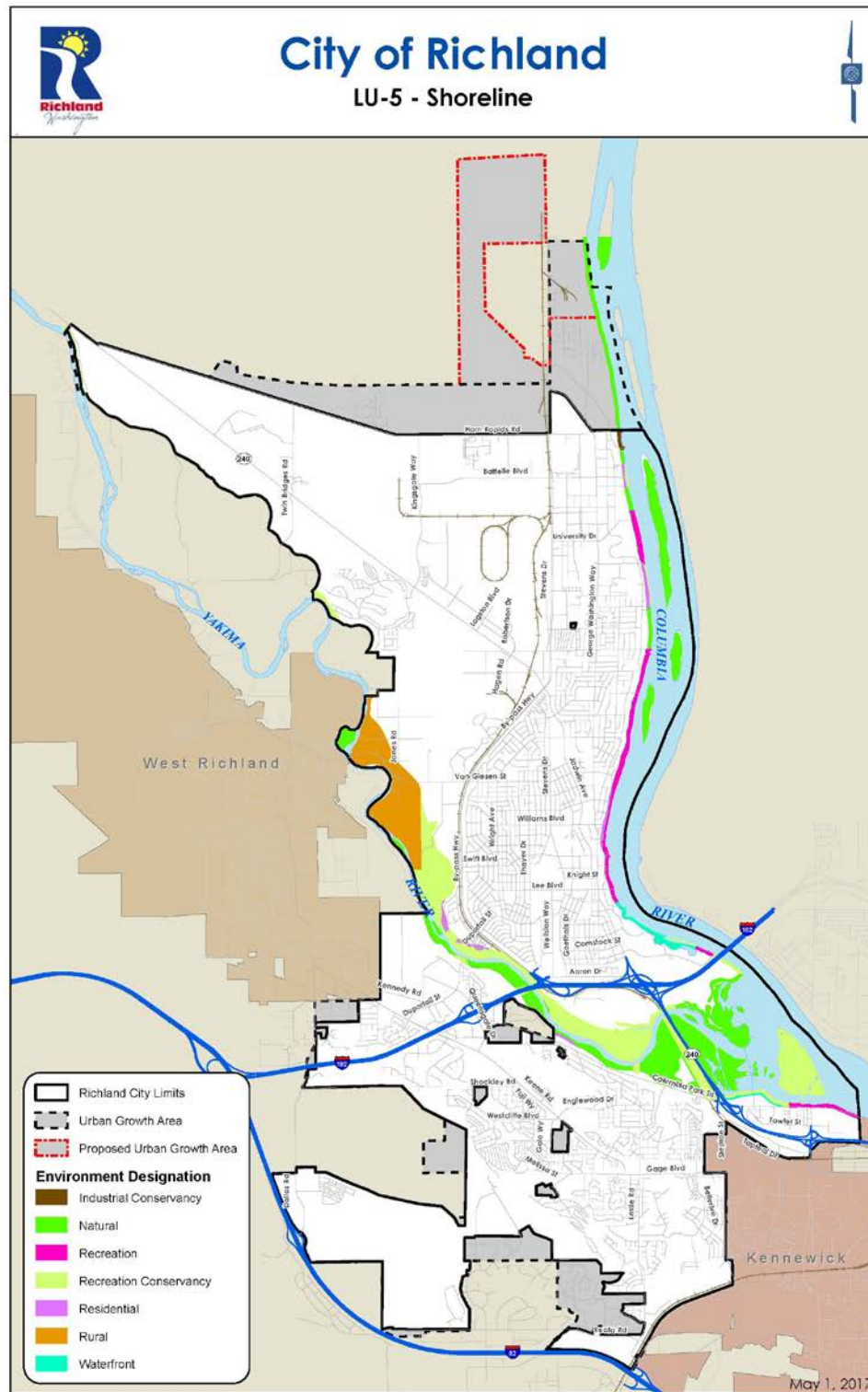


Figure LU-5: Shoreline Map



The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer

Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald

The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
51422	IPL0263930	Legal Ad - IPL0263930	SEPA-PLN-2025-00308	1.0	43.0L

ATTENTION: CITY OF RICHLAND/LEGALS IP
625 SWIFT BLVD. MS-11
RICHLAND, WA 99352
janderson@ci.richland.wa.us;tclark@ci.richland.wa.us;purchasing@ci.richland.wa.us

CITY OF RICHLAND
NOTICE OF SEPA
DETERMINATION

Date Notice Issued: August 17, 2025, per WAC 197-11-340(2)
File #: PLN-T1-2025-00308
Proponent: Mike Rizzitiello, Development Services Director, City of Richland, 625 Swift Blvd, Richland, WA 99352
Proposal: The City of Richland is proposing to amend Richland Municipal Code (RMC) Chapter 23.54, Off-Street Parking and Landscaping, to remove all minimum requirements for the number of off-street parking spaces required within the City.
Location of Proposal(s): This code change would affect all land within the City of Richland's municipal boundaries.
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: August 20, 2025
Contact: Mike Stevens, Planning Manager
625 Swift Boulevard, MS-35
Richland, WA 99352
mstevens@ci.richland.wa.us

Date Published: Sunday, August 17, 2025
IPL0263930
Aug 17 2025

COUNTY OF BENTON)
SS
STATE OF WASHINGTON)
the undersigned, 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, and that said newspaper was regularly distributed to its subscribers during all of this period.

1.0 insertion(s) published on:
08/17/25 Print

[Print Tearsheet Link](#)

[Marketplace Link](#)

Sherry Chasteen

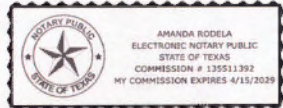


Sherry Chasteen

Amanda Rodela



Sworn to and subscribed before me on Aug 18, 2025, 10:03 AM ED



Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNIX*

**CITY OF RICHLAND
NOTICE OF SEPA
DETERMINATION**

Date Notice Issued: August 17, 2025, per WAC 197-11-340(2)

File #: PLN-T1-2025-00308

Proponent: Mike Rizzitiello, Development Services Director, City of Richland, 625 Swift Blvd, Richland, WA 99352

Proposal: The City of Richland is proposing to amend Richland Municipal Code (RMC) Chapter 23.54, Off-Street Parking and Landscaping, to remove all minimum requirements for the number of off-street parking spaces required within the City.

Location of Proposal(s): This code change would affect all land within the City of Richland's municipal boundaries.

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:

August 20, 2025

Contact:

Mike Stevens, Planning Manager
625 Swift Boulevard, MS-35
Richland, WA 99352
mstevens@ci.richland.wa.us

Date Published: Sunday, August 17, 2025

IFL0263930

Aug 17 2025



Exhibit 5

STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

09/02/2025

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--2025-S-9808--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 amendment to Richland Municipal Code (RMC) Chapter 23.54, Off-Street Parking and Landscaping, to remove all minimum requirements for the number of off-street parking spaces required within the City.

We received your submittal on 09/02/2025 and processed it with the Submittal ID 2025-S-9808. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 11/01/2025.

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, or call Chaz Bates, (509) 606-3501.

Sincerely,

Review Team
Growth Management Services

Exhibit 6

From: [Rodgers, Deborah \(CONTR\) - TERR-TRI CITIES RMHQ](#)
To: [Stevens, Mike](#)
Cc: [Kinch, James L \(BPA\) - TERR-BELL-1](#); [Connell, Valorie L \(BPA\) - TERR-PASCO](#)
Subject: RE: City of Richland Parking Code Text Amendment PLN-T1-2025-00308 SEPA
Date: Thursday, August 28, 2025 12:25:53 PM
Attachments: [image001.png](#)

[EXTERNAL EMAIL] Exercise caution before clicking links or opening attachments.

Mike,

Bonneville Power Administration (BPA) has had the opportunity to review City of Richland Parking Code Text Amendment PLN-T1-2025-00308 SEPA. In researching our records, we have found that this proposal will not directly impact BPA facilities. BPA does not have any objections to the approval of this request at this time.

If you have any questions or need additional information, please feel free to contact Luke Kinch at (509) 468-3095 or by email at JLKInch@bpa.gov.

Thank you for the opportunity to review this application.

Deborah Rodgers

[BONNEVILLE POWER ADMINISTRATION](#)

[DEPARTMENT OF ENERGY](#)

(CONTR) Actalent

Realty Technician 3 | Real Property Field Services | TERR/Tri-Cities-RMHQ

dxrodgers@bpa.gov | O: 509-544-4749 | C: 360-624-0566

From: Stevens, Mike <mstevens@CI.RICHLAND.WA.US>

Sent: Wednesday, August 13, 2025 3:47 PM

To: Castle, Angela C (CONTR) - TERR-PASCO <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>; chaz.bates@commerce.wa.gov <chaz.bates@commerce.wa.gov>; city@basindisposal.com; Corrine Camuso, Yakama Nation <Corrine_Camuso@Yakama.com>; Craig Hamilton <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>; Davis, Deanna <d.davis@bces.wa.gov>; Rodgers, Deborah (CONTR) - TERR-TRI CITIES RMHQ <dxrodgers@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 <jmcsbane@kid.org>; Jessica Lally, Yakama Nation <Jessica_Lally@Yakama.com>; Kinch,James L (BPA) - TERR-BELL-1 <JLKinch@bpa.gov>; Jodeer@bfhd.wa.gov; John Lyle <john.lyle@bentoncleanair.org>; Junior Campos <junior.campos@charter.com>; Katherine Cichy <katherine.cichy@ziply.com>; Kelly Cooper <kelly.cooper@doh.wa.gov>; Ken Gosney <ken.gosney@rsd.edu>; Kevin Knodel <kevin.knodel@rsd.edu>; Kevin Sliger <KSliger@bft.org>; KID Development <development@kid.org>; KID Webmaster <webmaster@kid.org>; Kramer, Steve <skramer@ci.richland.wa.us>; 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, Mizaal <macevedo@CI.RICHLAND.WA.US>; Cummings,Nicole M (BPA) - TERR-TRI CITIES RMHQ <NMCummings@bpa.gov>; 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; 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>; Schluter, Shaun <sschluter@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>; Tyler Thompson-Benton County Clean Air <tyler.thompson@bentoncleanair.org>; 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>; Zanin, Heather <hzanin@ci.richland.wa.us>

Subject: City of Richland Parking Code Text Amendment PLN-T1-2025-00308 SEPA

Hello Everybody,

The City of Richland is proposing to amend its Parking and Landscaping regulations by removing all minimum parking requirements for new developments within the City, as well as make other minor modifications to the parking/landscaping requirements. The proposed amendment would apply citywide and is anticipated to go before the Planning Commission for an open-record hearing on Wednesday, September 24, 2025. Please review the attached materials relative to your agency's regulations and submit any comments pertaining to SEPA (environmental impacts) no later than 5:00 PM on Friday, August 29, 2025. Comments may be submitted via e-mail to planning@ci.richland.wa.us or mailed to: Richland Development Services Department, 625 Swift Boulevard, MS #35, Richland, WA 99352.

If you are unable to open the attachment you may also view the materials online at: <https://www.ci.richland.wa.us/home/showpublisheddocument/18168>

Thank you,

Mike Stevens



Planning Manager

625 Swift Blvd., MS-35 | Richland, WA 99352

509.942.7596

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From: [Chris Sittman](#)
To: [Stevens, Mike](#)
Cc: [Wendy Durado](#)
Subject: RE: City of Richland Parking Code Text Amendment PLN-T1-2025-00308 SEPA
Date: Tuesday, August 19, 2025 2:53:33 PM
Attachments: [image001.png](#)

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KID has no comments.

Chris D. Sittman
Engineering Dept./CAD Specialist
Kennewick Irrigation District
2015 S. Ely St.
Kennewick, WA 99337
Desk: 509-460-5435
Cell: 509-873-1123

From: Stevens, Mike <mstevens@CI.RICHLAND.WA.US>
Sent: Wednesday, August 13, 2025 3:47 PM
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>; chaz.bates@commerce.wa.gov <chaz.bates@commerce.wa.gov>; city@basindisposal.com; Corrine Camuso, Yakama Nation <Corrine_Camuso@Yakama.com>; Craig Hamilton <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>; Davis, Deanna <d.davis@bces.wa.gov>; Deborah Rodgers <dxrodders@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@ziplly.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>; Junior Campos <junior.campos@charter.com>; Katherine Cichy <katherine.cichy@ziplly.com>; Kelly Cooper <kelly.cooper@doh.wa.gov>; Ken Gosney <ken.gosney@rsd.edu>; Kevin Knodel <kevin.knodel@rsd.edu>; Kevin Sliger <KSliger@bft.org>; Development <development@kid.org>; Matthew Berglund <MBerglund@kid.org>; Kramer, Steve

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Mattheus, Pamela <pmattheus@CI.RICHLAND.WA.US>; Michael Tovey <michael.tovey@ziply.com>;
Acevedo, Mizaal <macevedo@CI.RICHLAND.WA.US>; NMCummings@bpa.gov; Noah Oliver, Yakama
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<gonsetp@wsdot.wa.gov>; PublicWorks@co.benton.wa.us; Quentin Wright
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<R3Planning@dfw.wa.gov>; Westphal, Nichole <nwestphal@ci.richland.wa.us>; Whittier, John
<jwhittier@CI.RICHLAND.WA.US>; WSDOT Aviation <AviationLandUse@wsdot.wa.gov>; Zanin,
Heather <hzanin@ci.richland.wa.us>

Subject: City of Richland Parking Code Text Amendment PLN-T1-2025-00308 SEPA

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.

Hello Everybody,

The City of Richland is proposing to amend its Parking and Landscaping regulations by removing all minimum parking requirements for new developments within the City, as well as make other minor modifications to the parking/landscaping requirements. The proposed amendment would apply citywide and is anticipated to go before the Planning Commission for an open-record hearing on Wednesday, September 24, 2025. Please review the attached materials relative to your agency's regulations and submit any comments pertaining to SEPA (environmental impacts) no later than 5:00 PM on Friday, August 29, 2025. Comments may be submitted via e-mail to planning@ci.richland.wa.us or mailed to: Richland Development Services Department, 625 Swift Boulevard, MS #35, Richland, WA 99352.

If you are unable to open the attachment you may also view the materials online at:
<https://www.ci.richland.wa.us/home/showpublisheddocument/18168>

Thank you,



Mike Stevens

Planning Manager

625 Swift Blvd., MS-35 | Richland, WA 99352

509.942.7596

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From: [Lora Rathbone](#)
To: [Stevens, Mike](#)
Subject: SEPA determination RE off street parking and landscaping comment
Date: Wednesday, August 20, 2025 8:30:20 PM

You don't often get email from ldrathbone@outlook.com. [Learn why this is important](#)

[EXTERNAL EMAIL] Exercise caution before clicking links or opening attachments.

I hope I didn't wait too long to send this.

I think it's a great idea to remove requirement for minimum number of parking spaces in Richland. It likely will have a positive environmental impact by allowing for more green space and potentially less driving and more walking.

Lora Rathbone
538 Fuller St
Richland, WA 99354



CITY OF RICHLAND NOTICE OF APPLICATION AND PUBLIC HEARING (PLN-T4-2025-00003)

The City of Richland is proposing to amend the Richland Municipal Code (RMC) Chapter 23.54, Off-Street Parking and Landscaping, to remove all minimum requirements for the number of off-street parking spaces required within the City.

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, September 24, 2025 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 August 13, 2025 (PLN-T1-2025-00308).

Any person desiring to express his views 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 Wednesday, September 17, 2025 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 beginning Thursday, September 18, 2025.

Comment Period Begins: September 2, 2025

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
51422	IPL0269718	Legal Ad - IPL0269718	PC PHN PLN-T4-2025-00003	1.0	52.0L

ATTENTION: CITY OF RICHLAND/LEGALS IP
625 SWIFT BLVD. MS-11
RICHLAND, WA 99352
janderson@ci.richland.wa.us;tclark@ci.richland.wa.us;purchasing@ci.richland.wa.us

CITY OF RICHLAND
NOTICE OF APPLICATION,
PUBLIC HEARING

Notice: The City of Richland is proposing to amend Richland Municipal Code (RMC) Chapter 23.54, OffStreet Parking and Landscaping, to remove all minimum requirements for the number of off-street parking spaces required within the City.

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Date Published: Sunday, September 7, 2025
IPL0269718
Sep 7 2025

COUNTY OF BENTON)
SS
STATE OF WASHINGTON)
the undersigned, 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, and that said newspaper was regularly distributed to its subscribers during all of this period.

1.0 insertion(s) published on:
09/07/25 Print

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Mary Castro

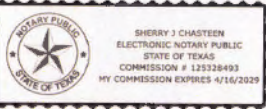


Mary Castro

Sherry J Chasteen



Sworn to and subscribed before
me on Sep 8, 2025, 10:25 AM EDT



Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNIX®

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NOTICE OF APPLICATION,
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Date Published: Sunday, September 7, 2025
IFL0269718
Sep 7 2025



Richland

RE: KIMLEY HORN PARKING OPTIMIZATION PROJECT FINDINGS STAFF SUMMARY

DATE: 9/9/2025

Parking Optimization Project Findings were presented to City Council on July 22, 2025.

Kimley Horn was contracted by the City of Richland (City) to review Richland's Municipal Code (RMC) with the goals of complying with Washington State Senate Bill (SB) 5184 and increasing housing, mixed-use development, density, urban infill, and economic development.

Presented three options and recommended Option 2:

I. Option 1: Meet SB 5184: The Parking Reform and Modernization Act

- A. Effective 7/27/2025, should be adopted by municipalities with populations in excess of 50,000 within 18 months of effective date
- B. A city may not require **more than**
 - 1. 0.5 parking space per multifamily dwelling unit
 - 2. one parking space per single-family home
 - 3. two parking spaces per 1,000 square feet of commercial space
- C. A city may **not require any** minimum parking requirements for
 - 1. Residences under 1,200 square feet
 - 2. Commercial spaces under 3,000 square feet
 - 3. Affordable housing (RCW 36.70A.030.17)
 - 4. Senior housing
 - 5. Child care centers as defined in RCW 43.216.010 that are licensed or certified by the department of children, youth, and families
 - 6. Ground level nonresidential spaces in mixed-use buildings
 - 7. A building undergoing a change of use from a nonresidential to a residential use or a change of use for a commercial use
- D. Cities may require parking in excess of the above limitations for religious organizations and parking requirements for carpools.

II. Option 2: Central Business District Parking Minimums abolished, additional code revision

- A. Meet SB 5184, outlined in Option 1
- B. Code Adjustments

1. Bicycles: RMC 23.54.050
 - a) Prioritize bike parking near building entrance
 - b) Increase bike parking minimum from 5 to 10 spaces
 - c) Consider of end-of-trip bike facility requirements for high intensity uses
 2. Joint Use of Parking Facilities: RMC 23.54.070 & .080
 - a) Allow off-site parking to be a permitted shared facility without board of adjustment review
 - b) Off-site parking should be a predetermined distance from development (500 feet)
 3. Layout Plan: RMC 23.54.120
 - a) Encouraging placement of parking in the rear
 - b) Limit number of driveways to minimize conflict with pedestrians
- C. Code Additions
1. Electric Vehicle Charging Stations
 - a) EV charging stations should count towards parking requirements
 - b) Code should also outline definitions, design guidelines, and accessibility considerations
 2. In-Lieu Parking Fee
 - a) Developers can pay fee for not meeting parking requirements
 - b) Fee should be based on the cost of building the lot
 - c) Fee should not exceed predetermined % of total parking requirement
 3. Valet Parking
 - a) Added to RMC 23.54.070 & 0.80
 - b) Management strategy that is a recommended tool for developments using off-site parking
 - c) Tandem or stacked parking can allow for efficient use of limited space

III. Option 3: All City-wide Parking Minimums Abolished