



Agenda
Economic Development Committee Meeting
Monday, March 16, 2026
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Public Comments: Public comments will be limited to 3 minutes per speaker.

Approval of Minutes: (Approved by Motion)

1. December 1, 2025 Economic Development Committee Special Meeting Minutes
- Shairra Rahseparian, Administrative Assistant II

Business: (30 Minutes)

Presentations: (10 Minutes)

2. 150 Keene Road Update
- Darin Arrasmith, Planner
3. Economic Development Committee Training Manual
- Rebecca Williamson, Economic Development Specialist

Economic Development Update

Real Estate Update

Announcements: (3 Minutes)

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/16/2026

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject

December 1, 2025 Economic Development Committee Special Meeting Minutes

Department

Development Services

Recommended Motion

Approve the December 1, 2025 Economic Development Committee Special Meeting Minutes

Summary

The December 1, 2025 Economic Development Committee Special Meeting Minutes are presented for the Committees review and approval.

Fiscal Impact

None.

Attachments

I. 2025.12.01 Economic Development Committee Special Meeting Minutes_Draft



MINUTES
ECONOMIC DEVELOPMENT COMMITTEE SPECIAL MEETING
Monday, December 1, 2025
Richland City Hall ~ Council Chambers
625 Swift Boulevard

CALL TO ORDER

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

ATTENDANCE

Attendance: Chair Bricker	Present
Vice-Chair Morasch	Present
Committee member Potts	Present
Committee member Rogalsky	Present
Committee member Spencer	Present
Committee member Griffin	Present
Committee member French	Present
Committee member Jackson	Present

Also present were Councilmember Jones, Development Services Director Rizzitiello, Economic Development Manager Wallner, Economic Development Specialist Williamson and Administrative Assistant II Kirkpatrick.

APPROVAL OF AGENDA

COMMITTEE MEMBER ROGALSKY MOVED AND COMMITTEE MEMBER FRENCH SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 8-0.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. October 20, 2025, Economic Development Committee Meeting Minutes

VICE-CHAIR MORASCH MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO APPROVE THE MEETING MINUTES FROM OCTOBER 20, 2025 ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES. MOTION PASSED 8-0.

ITEMS OF BUSINESS

2. Commercial Façade Improvement Program – Desert Veterinary Clinic Located at 42 Geothals Drive (CFIP2025-109)

Staff provided an overview of the Commercial Façade Improvement Program (CFIP), which supports exterior upgrades to commercial buildings to reduce blight and encourage reinvestment. Diana Thome, owner of Desert Veterinary Clinic at 42 Goethals Drive, is a major remodel that includes a new entrance, full siding replacement, updated windows, landscaping, and parking lot improvements. The total project cost is estimated at \$1,097,304, with \$63,841.30 attributed to new exterior siding. Because the siding is visible from the public right-of-way, the project is eligible for the program's maximum reimbursement of \$20,000. Staff recommended that the Committee forward a positive recommendation to City Council for approval of the funding request.

The applicant, Diana Thome, provided a brief history of the building and spoke on behalf of the proposal.

COMMITTEE MEMBER GRIFFIN MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO RECOMMEND THE CITY COUNCIL APPROVE THE APPLICATION FROM DESERT VETERINARY CLINIC FOR A COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GRANT FOR IMPROVEMENTS AS OUTLINED IN APPLICATION NOS. CFIP2025-109 FOR A TOTAL OF \$20,000. MOTION PASSED 8-0.

3. 2026 Business License Reserve Fund (BLRF) Applications

Economic Development Specialist Williamson presented an overview of the 2026 Business License Reserve Fund (BLRF) applications. Staff reported that the Economic Development Division received eight qualified applications for 2026 BLRF grants, submitted in accordance with RMC 5.04.385. The Economic Development Committee (EDC) is responsible for reviewing the applications and making funding recommendations to the City Council, which will make the final award decisions.

A total of \$167,370 is anticipated to be available for distribution in 2026, while requested funding exceeds available resources by \$145,875. Staff provided a detailed report on each application along with a funding matrix to support committee deliberations.

Stevens Media Group – Applying for \$20,000 to support the Live at 5 summer concert series, a free community event. The committee asked about the event's revenue sources, and the applicant explained that revenue varies each year and, because the event is free to attend, they rely heavily on vendor participation and business support. Advertising was noted as a significant cost.

Benton Franklin Workforce Development Council – Applying for \$20,000 to expand their micro-grant loans for small businesses.

Richland Chamber of Commerce – Applying for \$15,000 to restructure the Cool Desert Night’s Friday night drive to a “Car Crawl” format due to construction of the Downtown Loop.

Small Business Development Center (SBDC) – Applying for \$25,000 to increase one-on-one advising and training to Richland small businesses.

Washington State University Tri-Cities (WSU-TC) – Applied for \$15,000. Applicant was not present.

Uptown Business Improvement District (UBID) – Applying for \$34,805 to replace the original sign with a digital sign on George Washington Way and Jadwin Avenue. Applicant has two applications for BLRF funds and would prefer that if limiting funds that they be applied to only the sign application.

Uptown Business Improvement District (UBID) – Applying for \$28,440 for replacement of benches. Preference for funding is for full funding for signage.

Commercial Façade Improvement Program (CFIP) – Applying for \$100,000 and per code this is the funding source for this program.

Discussion between staff and committee members on guidance for deeming businesses Eligible. Eligibility requirements are listed out on the application. There are two entities that the committee must move to make them eligible before awarding funds, and they are Stevens Media Group and Benton Franklin Workforce Development Council.

COMMITTEE MEMBER ROGALSKY MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO DEEM STEVENS MEDIA GROUP AN ELIGIBLE ENTITY. MOTION PASSED 8-0.

COMMITTEE MEMBER FRENCH MOVED AND COMMITTEE MEMBER GRIFFIN SECONDED THE MOTION TO DEEM BENTON FRANKLIN WORKFORCE DEVELOPMENT COUNCIL AN ELIGIBLE ENTITY. MOTION PASSED 8-0.

The committee members discussed funding amounts and strategies considering the reduced funding availability.

COMMITTEE MEMBER ROGASLKY MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO RECOMMEND THE CITY COUNCIL APPROVE AWARD FUNDING FOR THE 2026 BUSINESS LICENSE RESERVE FUND AS DETAILED IN THE FUNDING MATRIX DOCUMENT AND THE CITY COUNCIL APPROVE ANY ADDITIONAL FUNDING FOR 2026 BEYOND WHAT IS ACCOUNTED FOR IN THE FUNDING MATRIX GOES TO THE COMMERCIAL FAÇADE IMPROVEMENT PROGRAM. MOTION PASSED 8-0.

4. Proposed Amendments to RMC 23.54 Off-Street Parking and Landscaping

Development Services Director Rizzitiello gave a brief history and recap of the parking code amendments and introduced consultant Robert Finnley with Kimley-Horn. He gave a brief overview of three proposed changes that are currently being considered.

Discussion amongst Committee members consisted of off-street parking, future growth, impact on businesses and long-term effects of the decision. Committee members also discussed with the consultant and staff the differences in the alternatives and the requirements.

COMMITTEE MEMBER FRENCH MOVED, AND COMMITTEE MEMBER GRIFFIN SECONDED, TO RECOMMEND THAT THE CITY COUNCIL ADOPT ONLY THE MINIMUM REQUIREMENTS OF STATE BILL 5184. THE MOTION PASSED 7-1, WITH CHAIR BRICKER OPPOSING.

ECONOMIC DEVELOPMENT UPDATE

Economic Development Manager Wallner provided updates on the following:

- Small Business Passport (Support small business)
- Committee members have interest in a January or February Workshop in place of a meeting if there are no items for meetings?

REAL ESTATE UPDATE

None.

ANNOUNCEMENTS

Development Services Director Rizzitiello will be bringing more items that may go to Planning to this committee for consideration as they may have an economic development component to them. He also stated that he has secured grant funds for the creation of a Masterplan for the Horn Rapids area and the Richland Innovation Center (RIC) property.

ADJOURNMENT

Chair Bricker adjourned the meeting at 6:18 p.m.

Prepared by:

Carly Kirkpatrick, Administrative Assistant II

Approved by:

Brad Bricker, Chairman



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/16/2026

Agenda Category: Presentations

Prepared By: Darin Arrasmith, Planner

Subject

150 Keene Road Update

Department

Development Services

Recommended Motion

None.

Summary

The City owns 2.12 acres of surplus park property located at 150 Keene Road along the Keene Road Trail corridor (adjacent to and north of two retail center properties located at 112-120/130-138 Keene Road).

On February 16, 2026, City staff received a Letter of Intent from Dr. Harprit Nijjer, D.C., and Dr. Bryson Bunch, D.C., to acquire the 2.12-acre property. Dr. Nijjer and Dr. Bunch are chiropractors at Lifestyle Healthcare at 134 Keene Road, located adjacent to the property.

The subject property was involved in a previous purchase and sale agreement in 2023, but the prospective buyer reconsidered and backed out of the land sale.

Dr. Bunch is the husband of a city employee who works in the Energy Services Department. City staff have not engaged in negotiations with this city employee on the purchase price or any deal points for this proposal, only with Dr. Nijjer and Dr. Bunch, specifically.

A short plat is presently being prepared to formally create the 2.12-acre lot for the land sale. City staff will present the proposed purchase and deal points to the Economic Development Committee once the short plat is recorded.

Fiscal Impact

None.

Attachments

1. 150 Keene Purchase - Site Map

150 KEENE
PROPOSED PURCHASE
MARCH 16, 2026

PROPOSED
ACCESS EASEMENT

KEENE ROAD

LESLIE ROAD

2.12 ACRES

LIFESTYLE HEALTHCARE

VERIZON

ACE
HARDWARE

ROUND TABLE
PIZZA





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/16/2026

Agenda Category: Presentations

Prepared By: Rebecca Williamson, Economic Development Specialist

Subject

Economic Development Committee Training Manual

Department

Development Services

Recommended Motion

None.

Summary

Staff will briefly review changes to the Economic Development Committee Binders and provide copies to update member binders.

Fiscal Impact

None.

Attachments
