



Agenda
Economic Development Committee Meeting
Monday, June 15, 2020
Zoom Meetings
Telephonic Access (833) 548-0282 (Toll Free) or (877) 853-5247 (Toll Free)

Note: Governor Inslee's Proclamation 20-28 prohibits meetings from being conducted in person. For this meeting, the Economic Development Committee will meet remotely. The public may attend this meeting remotely by calling the phone numbers provided.

Committee Members: Chair Bricker, Vice-Chair Kenney and Members Chacon, Higgins, Hughes, Holmberg, Newman and Sako

Liaisons: Council Liaison Christensen
Staff Liaison: Development Services Director Jensen

Regular Meeting - 4:00 p.m. via Zoom

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

February 24, 2020 Meeting Minutes

March 2, 2020 Meeting Minutes

Business:

- I. Wellsian Way and Stevens Drive Land Exchange
 - Darin Arrasmith, Planner
2. Repurchase Agreement for 10 Acres at City View
 - Darin Arrasmith, Planner
3. Purchase and Sale Agreement for Property Located at Wellsian Way and Stevens Drive
 - Darin Arrasmith, Planner
4. CFIP Application - Dovetail Joint
 - Amanda Wallner, Economic Development Marketing Specialist
5. CFIP Application - Frost Me Sweet
 - Amanda Wallner, Economic Development Marketing Specialist

Announcements: (3 Minutes)

Adjournment

The next Economic Development Committee Meeting is July 27, 2020

Richland City Hall is ADA accessible. 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 942-7389.



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/15/2020

Agenda Category: Approval of Minutes

Prepared By: Joe Jacobs, Economic Development Manager

Subject:

February 24, 2020 Meeting Minutes

Department:

Development Services

Recommended Motion:

Approve the minutes of the Economic Development Committee meeting held on February 24, 2020.

Summary:

Fiscal Impact:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Attachments:

1. 2020.02.24 Economic Development Committee Meeting Minutes DRAFT



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

Council Chambers – 625 Swift Blvd.

Monday, February 24, 2020 – 4:00 p.m.

CALL TO ORDER

No quorum present

ATTENDANCE

Chairman Bricker, Committee members Sako and Holmberg.

Also present were Council Liaison Christensen, Development Services Director Jensen, Economic Development Planner Arrasmith, Marketing Specialist Wallner and Administrative Assistant Follett.

Prepared by: Lynne Follett, Administrative Assistant II
Reviewed by: Joe Jacobs, Economic Development Manager



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/15/2020

Agenda Category: Approval of Minutes

Prepared By: Joe Jacobs, Economic Development Manager

Subject:

March 2, 2020 Meeting Minutes

Department:

Development Services

Recommended Motion:

Approve the minutes of the Economic Development Committee meeting held on March 2, 2020.

Summary:

Fiscal Impact:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Attachments:

1. 2020.03.02 Economic Development Committee Meeting Minutes DRAFT



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

Council Chambers – 625 Swift Blvd.

Monday, March 2, 2020 – 4:00 p.m.

CALL TO ORDER

Chairman Bricker called the meeting to order at 4:00 pm

ATTENDANCE

Chairman Bricker, Committee members, Sako, Newman, Kenney, Higgins, and Holmberg.

Also present were Development Services Director Jensen, Economic Development Manager Jacobs, Economic Development Planner Arrasmith, Marketing Specialist Wallner and Administrative Assistant Follett.

APPROVAL OF AGENDA

Chairman Bricker presented the agenda and asked if there were any additions or changes.

COMMITTEE MEMBER SAKO MOVED AND COMMITTEE MEMBER NEWMAN SECONDED THE MOTION TO APPROVE THE AGENDA AS WRITTEN. MOTION PASSED 6-0.

APPROVAL OF MINUTES

Chairman Bricker asked for a motion to approve the minutes for January 27th.

COMMITTEE MEMBER SAKO MOVED AND COMMITTEE MEMBER NEWMAN SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JANUARY 27TH MEETING AS WRITTEN. MOTION PASSED 6-0.

PUBLIC COMMENT PERIOD

Chairman Bricker noted no public in attendance.

BUSINESS

1. Commercial Improvement Program Application Review – Legacy Ju-Jitsu Academy

Ms. Wallner reviewed details of the application and provided clarification on specific items in the request. Committee members and Ms. Wallner discussed applicable procedures for review and approval of Commercial Façade Improvement Program applications in general. Several comments revolved around the applicability of funding signage as part of the project.

COMMITTEE MEMBER SAKO MOVED AND COMMITTEE MEMBER KENNEY SECONDED THE MOTION TO RECOMMEND APPROVAL OF THE COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION FOR LEGACY JU-JITSU ACADEMY. MOTION PASSED 6-0.

2. Commercial Improvement Program Application Review – Accent Signs

Chairman Bricker asked Ms. Wallner to give the staff report. Ms. Wallner outlined the project for Accent Signs. She also answered questions from the Committee relative to the overall project. Committee members held a brief discussion of the merits of the project.

COMMITTEE MEMBER KENNEY MOVED AND COMMITTEE MEMBER HOLMBERG SECONDED THE MOTION TO RECOMMEND APPROVAL OF THE COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION FOR ACCENT SIGNS. MOTION PASSED 6-0.

ANNOUNCEMENTS

Chairman Bricker reminded members to notify staff if they are not able to make a meeting.

ADJOURNMENT

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

Prepared by: Lynne Follett, Administrative Assistant II
Reviewed by: Joe Jacobs, Economic Development Manager



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/15/2020

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Wellsian Way and Stevens Drive Land Exchange

Department:

Development Services

Recommended Motion:

Motion to recommend Council approve a land exchange agreement with Martin Stout for property at Wellsian Way and Stevens Drive.

Summary:

The City owns approximately 42,000 square feet of commercial property comprised of two lots along the north and south side of Stevens Drive at the intersection with Wellsian Way.

Martin and Jacqueline Stout own approximately 41,200 square feet of commercial property comprised of two lots located along the north and south side of Stevens Drive and adjacent to the City's property.

The City's property and the Stout's property were both divided into two smaller lots after Stevens Drive was extended from Lee Boulevard to Wellsian Way as part of the City's Stevens Drive South Extension Project, which impacted the development opportunities for these parcels:

The City and the Stouts have agreed to exchange portions of their respective properties in order to accommodate future commercial development and to provide more efficient access off of Stevens Drive further distant from the intersection. The City desires to transfer 17,161 square feet of its property along the south side of Stevens Drive to the Stouts; and the Stouts desire to transfer 17,103 square feet of their property along the north side of Stevens Drive to the City.

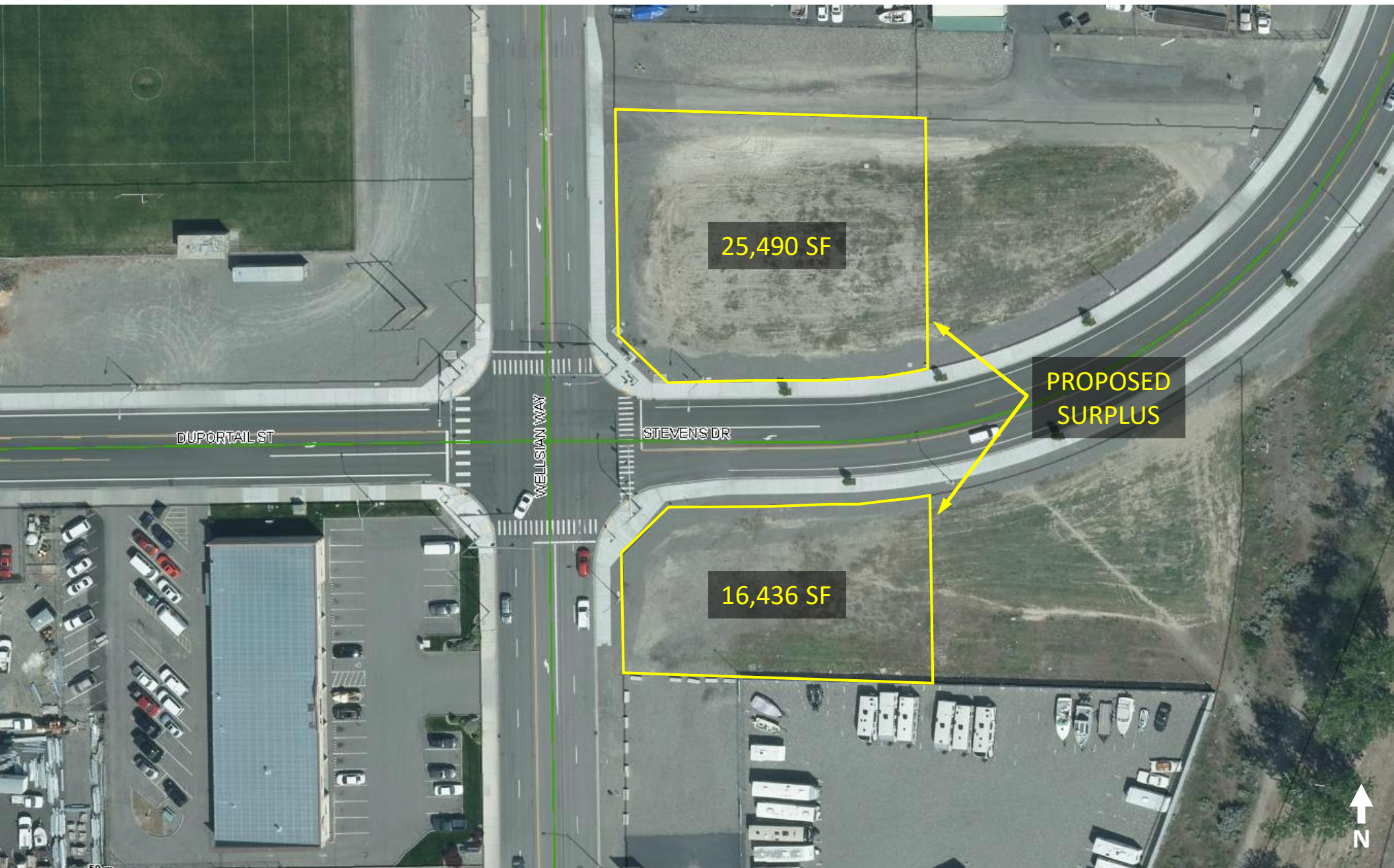
Both the City and the Stouts acknowledge and consider their respective properties involved in the exchange to be similar in both size and value. While the City's property is assessed at a slightly higher land value than the Stout's property, the market value of the City's property is greatly diminished due to the access restrictions off of Stevens Drive and Wellsian Way, and that the lot is not currently served with City sewer.

Fiscal Impact:

None. No money is being exchanged in this agreement.

Attachments:

1. Site Map
2. Survey Map



DUPORTAL ST

WELLSIAN WAY

STEVENS DR

25,490 SF

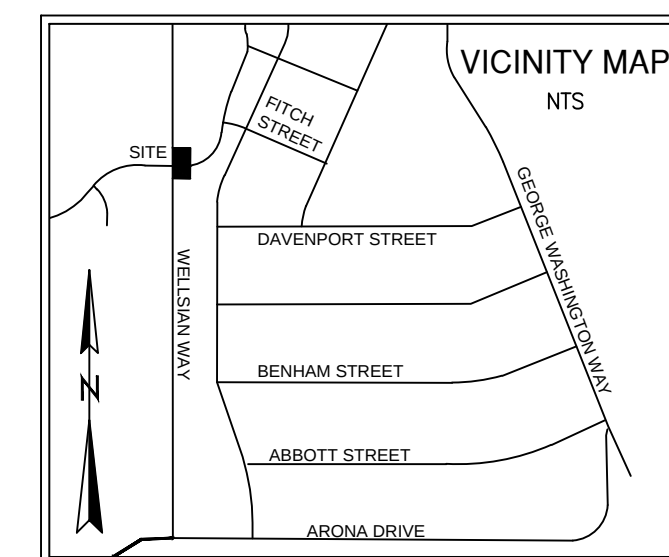
16,436 SF

PROPOSED
SURPLUS

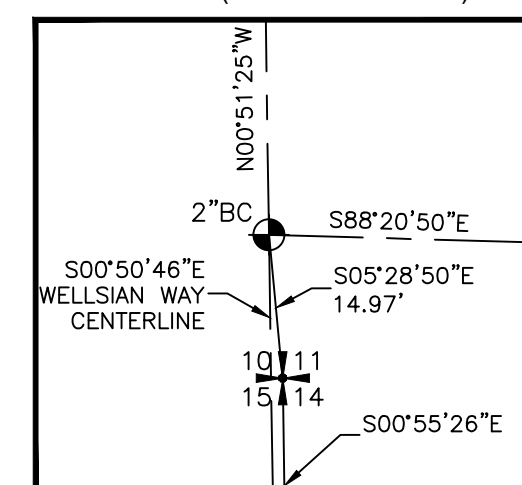


RECORD OF SURVEY NO. _____

FOR THE PURPOSES OF A BOUNDARY LINE ADJUSTMENT
FOR THE CITY OF RICHLAND
 A PORTION OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4
 OF SECTION 11, TOWNSHIP 09 NORTH, RANGE 28 EAST,
 AND A PORTION OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4
 OF SECTION 14 TOWNSHIP 09 NORTH, RANGE 28 EAST,
 WILLAMETTE MERIDIAN,
 CITY OF RICHLAND, BENTON COUNTY, WASHINGTON



DETAIL (NOT TO SCALE)

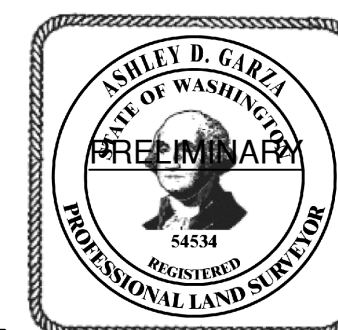


LEGEND

- FOUND BRASS CAP AS NOTED
 - FOUND 5/8" REBAR (NO CAP)
 - SET 5/8" REBAR & CAP
"PERMIT SURVEY PLS 54534"
 - (XXX.XX) GROUND DISTANCES
1. DATE OF SURVEY: NOVEMBER 26, 2019.
 2. BASIS OF BEARING: NAD83(11) WASHINGTON STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.
 3. UNITS OF MEASURE: US SURVEY FEET GRID DISTANCES. MULTIPLY GRID DISTANCES BY A COMBINED SCALE FACTOR OF 1.000087605 TO ACHIEVE GROUND DISTANCES. REFERENCE SURVEY DISTANCES AND LOT AREA ARE GROUND DISTANCES. MULTIPLY GROUND DISTANCES BY A COMBINED SCALE FACTOR OF 0.999912403 TO ACHIEVE SURVEYED GRID DISTANCES.
 4. EQUIPMENT/PROCEDURES: TOPCON HIPER GNSS, RTK METHOD. LINEAR CLOSURES MEET OR EXCEED STANDARDS CONTAINED IN WAC 332-130-090.
 5. REFERENCE DOCUMENT: CITY OF RICHLAND PUBLIC WORK CIVIL PLANS STEVENS DRIVE EXTENSION WELLSIAN WAY TO LEE BOULEVARD C4-140 (MARCH 2015).

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF THE CITY OF RICHLAND IN JANUARY 2020.

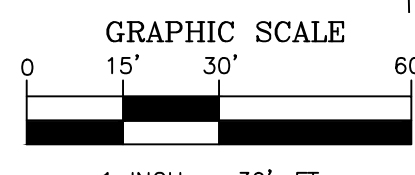
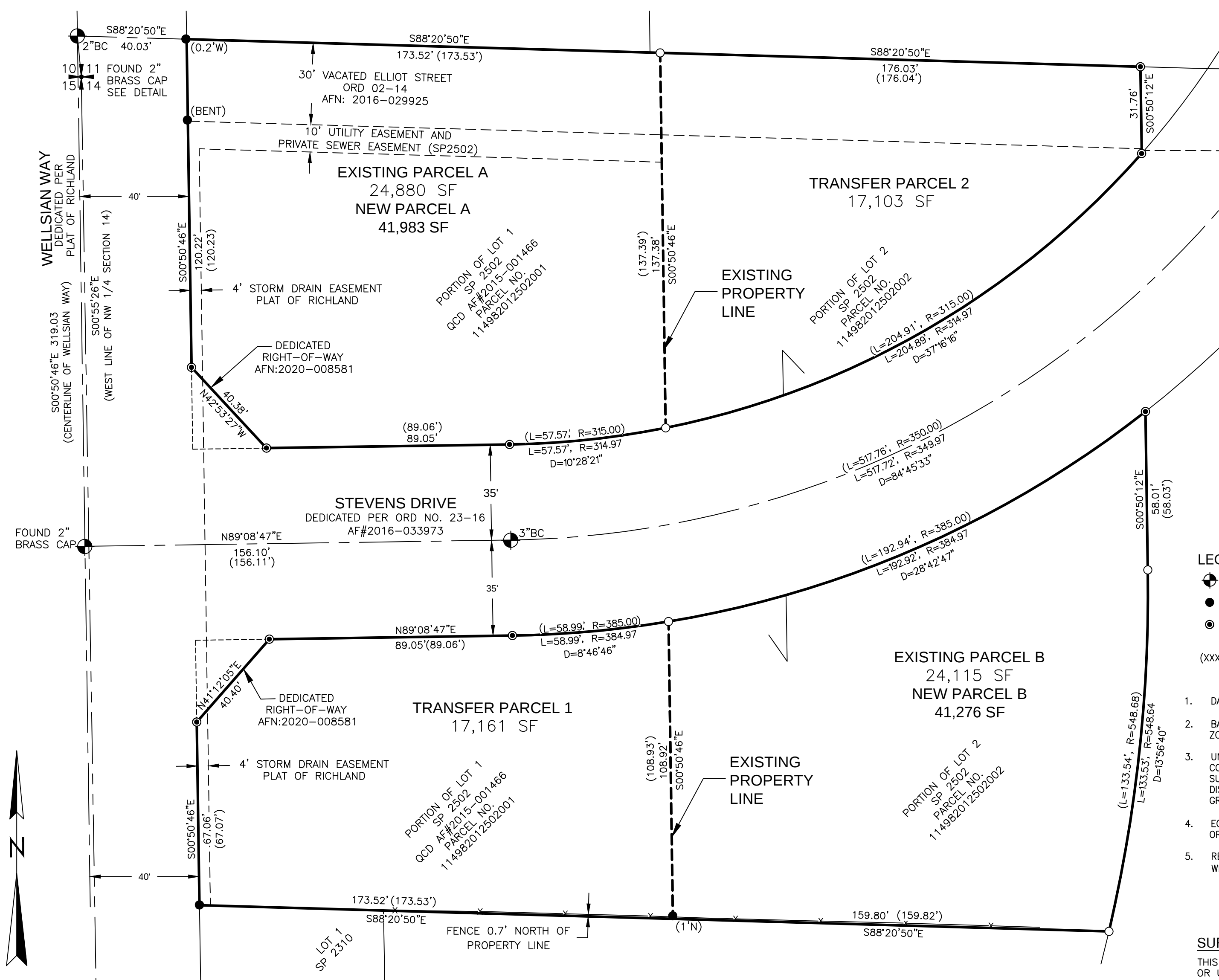


ASHLEY D. GARZA
 CERTIFICATE NO. 54534
 DATE _____

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, 2020 AT _____ M.,
 AND RECORDED IN VOLUME _____ OF SURVEY'S, PAGE _____ AT THE REQUEST OF
 ASHLEY D. GARZA
 BENTON COUNTY AUDITOR _____
 FEE NO. _____

	DATE: 04/28/2020
	SCALE: 1"=30'
	DRAWN BY: ADG
	APPROVED BY: CCA
2245 Robertson Drive Richland, Washington 99354	Office 509-375-4123 Fax 509-371-0999
PROJECT: 19163	
SHEET 1 OF 1	



DESCRIPTION (EXISTING)

EXISTING PARCEL A
 THE LAND IN THE COUNTY OF BENTON, STATE OF WASHINGTON, DESCRIBED AS FOLLOWS:
 LOT 1, SHORT PLAT NO. 2502, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2000-014210, RECORDS OF BENTON COUNTY, WASHINGTON, TOGETHER WITH THAT PORTION OF ELLIOTT ST. VACATED BY CITY OF RICHLAND ORDINANCE NO. 02-14 AND RECORDED ON OCTOBER 4, 2016 UNDER AUDITORS FILE NO. 2016-029925, A RE-RECORD OF 2014-001618, EXCEPT FOR THAT PORTION OF STEVENS DRIVE DEDICATED PER ORDINANCE NO. 23-16, RECORDED UNDER AUDITOR'S FILE NUMBER 2016-033973, RECORDS OF BENTON COUNTY, WASHINGTON.

EXISTING PARCEL B
 THE LAND IN THE COUNTY OF BENTON, STATE OF WASHINGTON, DESCRIBED AS FOLLOWS:
 LOT 2, SHORT PLAT NO. 2502, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2000-014210, RECORDS OF BENTON COUNTY, WASHINGTON, TOGETHER WITH THAT PORTION OF ELLIOTT ST. VACATED BY CITY OF RICHLAND ORDINANCE NO. 02-14 AND RECORDED ON OCTOBER 4, 2016 UNDER AUDITORS FILE NO. 2016-029925, A RE-RECORD OF 2014-001618, EXCEPT FOR THAT PORTION OF STEVENS DRIVE DEDICATED PER ORDINANCE NO. 23-16, RECORDED UNDER AUDITOR'S FILE NUMBER 2016-033973, RECORDS OF BENTON COUNTY, WASHINGTON.

DESCRIPTION (NEW)

NEW PARCEL A
 THE LAND IN THE COUNTY OF BENTON, STATE OF WASHINGTON, DESCRIBED AS FOLLOWS:
 THAT PORTION OF LOT 1 AND LOT 2, SHORT PLAT NO. 2502, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2000-014210, RECORDS OF BENTON COUNTY, WASHINGTON LYING NORTH OF STEVENS DRIVE DEDICATED PER ORDINANCE NO. 23-16, RECORDED UNDER AUDITOR'S FILE NUMBER 2016-033973, RECORDS OF BENTON COUNTY, WASHINGTON.

NEW PARCEL B
 THE LAND IN THE COUNTY OF BENTON, STATE OF WASHINGTON, DESCRIBED AS FOLLOWS:
 THAT PORTION OF LOT 1 AND LOT 2, SHORT PLAT NO. 2502, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2000-014210, RECORDS OF BENTON COUNTY, WASHINGTON LYING SOUTH OF STEVENS DRIVE DEDICATED PER ORDINANCE NO. 23-16, RECORDED UNDER AUDITOR'S FILE NUMBER 2016-033973, RECORDS OF BENTON COUNTY, WASHINGTON.

DESCRIPTION (TRANSFER)

TRANSFER PARCEL 1
 THE LAND IN THE COUNTY OF BENTON, STATE OF WASHINGTON, DESCRIBED AS FOLLOWS:
 THAT PORTION OF LOT 1, SHORT PLAT NO. 2502, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2000-014210, RECORDS OF BENTON COUNTY, WASHINGTON LYING NORTH OF STEVENS DRIVE DEDICATED PER ORDINANCE NO. 23-16, RECORDED UNDER AUDITOR'S FILE NUMBER 2016-033973, RECORDS OF BENTON COUNTY, WASHINGTON.

TRANSFER PARCEL 2
 THE LAND IN THE COUNTY OF BENTON, STATE OF WASHINGTON, DESCRIBED AS FOLLOWS:
 LOT 2, SHORT PLAT NO. 2502, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2000-014210, RECORDS OF BENTON COUNTY, WASHINGTON LYING NORTH OF LYING NORTH OF STEVENS DRIVE DEDICATED PER ORDINANCE NO. 23-16, RECORDED UNDER AUDITOR'S FILE NUMBER 2016-033973, RECORDS OF BENTON COUNTY, WASHINGTON. TOGETHER WITH THAT PORTION OF ELLIOTT ST. VACATED BY CITY OF RICHLAND ORDINANCE NO. 02-14 AND RECORDED ON OCTOBER 4, 2016 UNDER AUDITORS FILE NO. 2016-029925, A RE-RECORD OF 2014-001618.



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/15/2020

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Repurchase Agreement for 10 Acres at City View

Department:

Development Services

Recommended Motion:

Motion to recommend Council approve a repurchase agreement with Energy Northwest for 10 acres at City View.

Summary:

In June 2014, the City Council authorized the City Manager to enter into a Purchase and Sale Agreement with Energy Northwest for the purchase of 5.1 acres in City View north of Vintner Square for the construction of an emergency operations center. The property closed on August 12, 2014. Paragraph 9.13 of the amended sale agreement grants repurchase right to the City if Energy Northwest fails to submit building plans by December 31, 2019, or fails to begin constructions by December 31, 2020. On December 23, 2019, Energy Northwest notified the City that they do not plan on developing the property due to a change in their emergency planning strategy, and requested that the City repurchase the property.

The repurchase price would be at the original purchase price of \$555,400. Based on the reasons stated by Energy Northwest, staff is recommending repurchase of the property based on the following:

1. The property is still undeveloped and will be worth more today than when it was first sold in 2014.
2. If the property were to be sold by Energy Northwest to a potential developer, the City would have less supervisory capability over the type of business or development that may potentially be located or constructed on the property.
3. There have been a steady number of inquiries about City View properties and its anticipated that staff will be able to re-sell this property at a higher price, especially once construction of the Duportail Bridge is completed.

Fiscal Impact:

Cost to repurchase will be at the original purchase price of \$555,400 plus closing costs. Funds for this purchase are available in other expense/reserves of the Industrial Development Fund. The Industrial Development Fund will be reimbursed when the property is resold in the future.

Attachments:

1. ENW_City View - Site Map
2. ENW_Repurchase Request Letter_12 23 19
3. PSA NO. 125-14 Reversionary Clause_Section 9.13



ENERGY NORTHWEST
5.1 ACRE PURCHASE

BCES

DESERT GREEN

INTERMECH

CITY VIEW
MINI STORAGE

CITY SHOPS

FIRE STATION

KFC/A&W

PANERA BREAD

© 2019 Google



**ENERGY
NORTHWEST**

Brent J. Ridge
Columbia Generating Station
P.O. Box 968, PE01
Richland, WA 99352-0968
Ph. 509.377-8776
bridge@energy-northwest.com

December 23, 2019

City of Richland
Attn: Mr. Darin Arrasmith
Office of Economic Development
505 Swift Boulevard, P.O. Box 190
Richland, WA 99352

Re: 5.1 acre parcel; corner of Truman Avenue and City View Drive

Dear Mr. Arrasmith,

As you are aware, Energy Northwest purchased the above referenced property from the City of Richland in June, 2014. An Amendment to the Purchase and Sale Agreement in 2016 modified Section 9.13 Reversionary Clause and Option to Repurchase/Reclaim. Pursuant to that amendment, if Energy Northwest ("Purchaser") fails to submit application to the City of Richland ("Seller") for approval of building plans by December 31, 2019, Seller reserves the right to reclaim title to the Property. This letter serves to notify the City of Richland that Energy Northwest does not plan to submit application for approval of building plans by the December 31, 2019 deadline. Energy Northwest therefore seeks to inquire if the City of Richland wishes to reclaim title to the property by refunding the original purchase price (without interest) to Energy Northwest.

Should the City wish to reclaim the Property by refunding the original purchase price of five hundred fifty-five thousand, four hundred dollars and no cents (\$555,400.00), without interest, Energy Northwest will pay all closing costs and agrees to reconvey title within sixty (60) days of receipt of notice of the City's decision to seek reconveyance. Please respond to this correspondence and advise of the City's desire with regard to taking action on the Reversionary Clause.

Thank you –

Brent Ridge
Vice President, Corporate Services &
Chief Financial Officer

Cc: Tim Nies, ES&D General Manager
Angel Rains, Assistant General Manager/Assistant General Counsel
Sherri Schwartz, Procurement Officer III

EXHIBIT A

SECTION 9.13 – PURCHASE AND SALE AGREEMENT NO. 125-14

9.13. Reversionary Clause and Option to Repurchase/Reclaim. This Property is being sold to Purchaser in anticipation of a commercial office building. If Purchaser fails to submit an application to Seller for approval of building plans within thirty-six (36) months of Closing, the Seller reserves the right to reclaim title to this Property. If Purchaser does not initiate construction within forty-eight (48) months of Closing, Seller reserves the right to reclaim title to this Property. The Seller shall reclaim this Property by refunding the original Purchase Price of five hundred fifty-five thousand, four hundred dollars and no cents (\$555,400) for approximately 5.1 acres of property (the "Purchase Price"), without interest. The Purchaser and Seller shall each pay for one-half of the closing costs related to the repurchase of the property. Other than closing costs, the Seller will not assume any liability for expenses incurred by Purchaser in conducting this transaction. Purchaser agrees to reconvey title to the Seller within sixty (60) days of receipt of notification of Seller's decision to seek reconveyance of Property. This reversionary right is exclusive to the Seller and shall be exercised at the sole discretion of the Seller. This reversionary right survives sixty months (60) months after closing or until such time as building commences, whichever is earlier. The Seller shall be under no obligation to exercise this reversionary right. Purchaser agrees that Seller must grant approval to any resale of the Property by Purchasers to any third party within the thirty-six (36) month reversionary period. This reversionary clause shall survive the delivery of the Deed.



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/15/2020

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Purchase and Sale Agreement for Property Located at Wellsian Way and Stevens Drive

Department:

Development Services

Recommended Motion:

Motion to recommend Council approve a Purchase and Sale agreement with BTKM Enterprises, LLS for property at Wellsian Way and Stevens Drive.

Summary:

Barnes BTKM Enterprises, LLC, owners of Dutch Bros. Coffee, is proposing to purchase 41,983 square feet of property along the north side of Stevens Drive east of Wellsian Way.

Dutch Bros. plans to construct a coffee stand with a drive-thru at the northeast corner of the Wellsian Way-Stevens Drive intersection.

The purchase price for the 41,983 square feet of property is \$335,864.

The City will retain a repurchase right if Dutch Bros. has not submitted an application for approval of building plans to the City within eight (8) months of closing, and if they do not begin construction of their coffee stand and drive-thru within eighteen (18) months of closing.

The sale is subject to a 3% Finder's Fee with Rob Ellsworth of SVN|Retter & Company.

Fiscal Impact:

Purchase Price is \$335,864 for the 41,983 square feet of property. Net Proceeds after closing will be distributed to the City's Industrial Development Fund.

Attachments:

1. Site Map
2. 19163_BLA_exhibitA-new parcel A
3. COR-Barnes LOI



TOWS R US

P&K/TRI CITY TOWING

U HAUL

ALA CART
GOLF CARTS

DUTCH BROS.
41,983 SF

DUPORTAIL ST

WELLSIAN WAY

STEVENS

COETHALS DR

DOUGLASS AVE

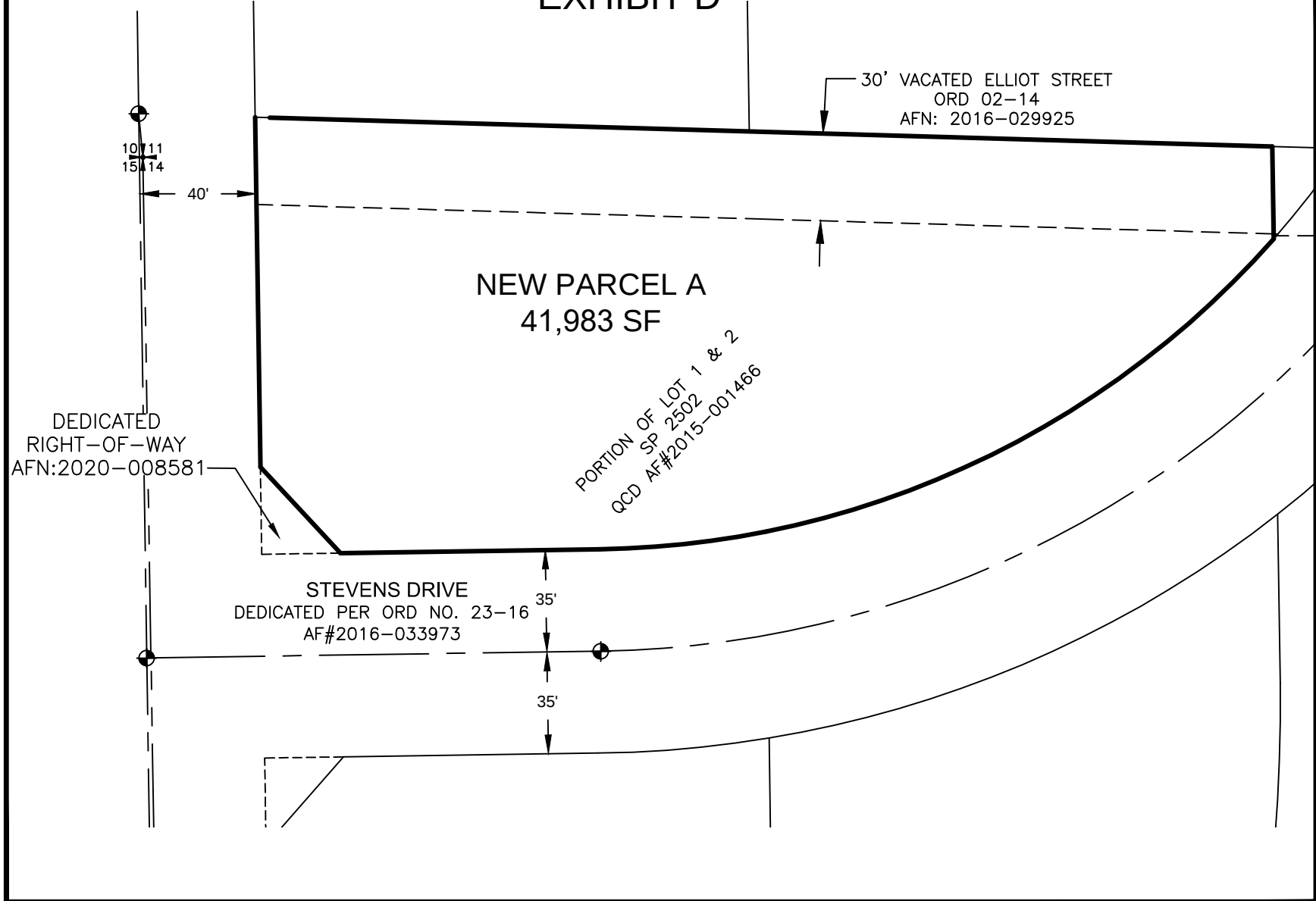
AMERICAN RED CROSS

KIM'S NAILS

THE FOLDED PIE

GLASS NOOK

EXHIBIT D



Letter of Intent to Purchase



If terms of this Letter of Intent (LOI) are acceptable, both parties agree to move forward to prepare and execute a fully binding Purchase and Sale Agreement (PSA).

This LOI is non-binding and to be used to negotiate terms of a proposed PSA between Buyer and Seller described herein. Any conflicts between this LOI and the PSA, shall be controlled by the PSA.

Seller	City of Richland
Buyer	DB Barnes Pasco LLC &/or assigns
Property	Portion of Parcel #1.1498.201.2502.001, north of Stevens Drive, Richland, WA [approx. 25,326 sf].
Purchase Price	\$202,608 [\$8 sf] to be adjusted based on the actual sf of the lot
Earnest Money	\$5,000
Site Use	Site will be developed into a Dutch Bros Coffee stand. Stand will employ 30-40 new jobs at this location and have gross monthly sales of \$120k - \$150k.
Development Plan/ Timeline	Buyer will be ready to submit for permits within 90 days of closing and will start construction upon approval of permits. Construction time to be 180-270 days from permitting for completion.
Due Diligence	90 days from Mutual Acceptance
Other Contingencies	None
Closing Date	Within 30 days of satisfaction of due diligence.
Response Date	12.2.19
Agency	Rob Ellsworth, SVN Retter & Company represents buyer.
Commission	Seller agrees to pay commission to Broker equal to 3% of sale price.

DocuSigned by:

Brad Barnes

9BE3992C3A2E4D1...

Buyer

12/3/2019

Date

Letter of Intent to Purchase

Seller

Date



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/15/2020

Agenda Category: Business

Prepared By: Amanda Wallner

Subject:
CFIP Application - Dovetail Joint

Department:
Development Services

Recommended Motion:
Motion to recommend Council approve an award of \$17,500 to Dovetail Joint for Commercial Facade Improvements.

Summary:
Dovetail Joint - located in the 2nd breezeway of the Uptown Shopping Center is seeking funds to add an outdoor dining area to include patio fence and pergola to create an outside dining area. This is phase II of the project as phase I focused on the opening of their restaurant in the fall of 2019. They have had a lot of success at the Uptown in spite of the COVID-19 setbacks.

Additionally they want to replace the north facing windows and west facing new door area.

The request also includes installation of bike racks out front.

All required estimates for the project have been received and the sidewalk use licence has been obtained.

Fiscal Impact: Awarding this grant would leave \$19,500 in the fund for other projects in 2020.

 The awardee would have 12 months from the contract date to spend the funds.

- Attachments:
1. 2020_CFIP Application - Dovetail Joint_signed
 2. Project outline phase II
 3. patio drawing



Commercial Façade Improvement Program

Application

Applicant Name	MAREN MCGOWAN	Applicant Title	owner, officer
Applicant Phone	541-490-5466	Applicant Email	INFO@DOVETAILJOINTRESTAURANT.COM
Applicant Mailing Address	1368 Jadwin Ave, Richland, WA 99354		
Applicant Relationship to Business	owner, officer		
Business Name	Dovetail Joint Restaurant	Business Phone	509-578-1919
Age of Building	1951	UBI Number	602-715-169
Project Physical Address	1368 Jadwin Ave, Richland WA		
Project Cost	\$ approx. \$35,000	Amount Requested	\$ approx. \$17,500

Amount of funding requested may not exceed 50% of project cost, and the maximum grant reimbursement is \$20,000.00 per enclosed unit (see graphic within guidelines and procedures document).

Is the property owner different than the business owner? ☒ Yes ☐ No (If yes, complete section in yellow below)

Owner Name	MSR Properties	Property Manager	Craig Armstrong, owner/officer
Owner Phone	805-237-3831	Owner Email	carmstrong@arbiter.com
Owner Mailing Address	1324 Vendels Circle #121, Paso Robles, CA 93446		

Have you obtained permission to complete this project from the property owner? ☒ Yes ☐ No

1) Have you used this program before? ☒ Yes ☐ No (If yes, complete section 1a)

1a) For what purpose or project did you use this program in the past? Please indicate the year utilized, and the funding amount you received. Attach one photo of the completed project to this application.

Phase I of exterior improvements on our project. Work in Phase I completed in 2019.
One panel of windows replaced on north side, new siding on upper exterior, new sign on exterior.
New fence installed in back along alley.

2) Provide a brief description of the proposed improvements and note how you believe they will enhance the area surrounding your business. Attach a photo, rendering, or sketch of the proposed improvement to this application. Attach additional pages as necessary.

Install patio fence and pergola for outside dining area. Replace remaining windows on north side and replace windows plus door area on west side. Install bike racks out front.

See addendum for overall description of project.

3) Will the project require any permits? ☒ Yes ☐ No (If yes, complete section 3a)

3a) Please indicate which permits you may need to obtain.

☒ City of Richland Building Permits	☐ City of Richland Right-of-Way Permits
☐ City of Richland Sewer/Water Permits	☒ Washington State Liquor Licensing

4) Have you consulted with Richland Development Services? ☒ Yes ☐ No

4a) If yes, which building division official did you speak with? If no, please email building@ci.richland.wa.us to set a consultation appointment.

Shane O'Neill, Planning Department — worked with Shane to get the sidewalk use permit, and to discuss the fence placement permit.
Already consulted with WA State liquor regarding the addendum for the patio.

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

Windows can be completed in one day. Patio and overhead will be a multi-day install. Bike racks can be installed in one day.

Revenue (Attach additional pages as necessary)	
Source	Amount
Expenses for all items will be paid with business funds and credit card.	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Expenses (Attach additional pages as necessary)	
Source	Amount
Please see attached bids	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

Application Requirements

Please check the box beside each item to note that you have met that requirement.

☒	Requirements for Submittal
☒	The business applicant has a current Richland Business License
☒	The applicant has available funds to complete the project before requesting reimbursement from the City
☒	The project complies with Richland Municipal Code and all applicable building and life safety codes
☒	The project improvements are clearly visible to the general public
☒	The reimbursement request is no more than 50% of total project cost
☒	The project requests reimbursement of no more than \$20,000 per enclosed unit in this application
☒	The project is well designed, and the applicant provided a sketch or rendering of the proposal
☒	The project is permanent and long lasting
☒	The applicant provided two (2) estimates for the project

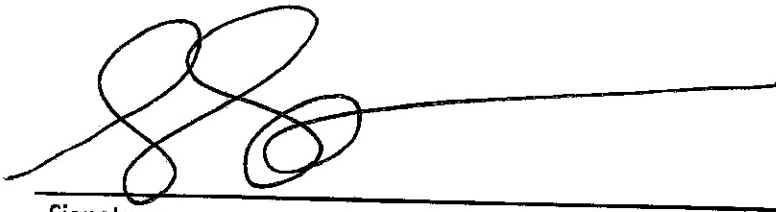
Application Review Criteria

In order to encourage applicants to incorporate multiple improvements into a given project, it is recommended that all projects submitted attempt to ***fulfill some or all of the criteria listed below***. It is not required that a project fulfill each criterion, but projects that fulfill multiple criteria will be looked upon more favorably. The Economic Development Committee reserves the right to reject or table applications for further review if they do not meet the criteria described.

☒	CRITERIA CONSIDERED
Physical	
☒	The project enhances the building and surrounding neighborhood
☒	The project enhances existing historical or architectural features
☒	The project is designed in consistency with the surrounding area
☒	The project enhances the immediate common area shared by two or more businesses
☒	The project is decorative and/or artfully designed in compatibility with its surrounding area
☒	The project improvements replace existing aging or decaying exterior appurtenances
Programmatic Goals	
☒	The project clusters two or more on-site improvements
☐	It is the first application awarded at the project site
☒	The improvements are in an area identified as a priority funding area
☒	The project narrative describes the project's positive economic impact on the business
Relationship Building	
☒	The project encourages favorable aesthetics in a shopping strip or center with adjacent retail/commercial vacancies
☐	The project is performed in tandem with another demonstrated economic development effort in the immediate area, or is made by two or more adjacent businesses

By signing below, you are affirming that you:

- Have read the **Commercial Facade Improvement Program Guidelines and Procedures** document
- Are aware of the limitations of this program
- Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- You understand that use of funds is subject to audit by the State of Washington
- Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract



Signature

Click or tap here to enter text.

Printed Name

Maren McGowan

Click or tap here to enter text.

Date

3/13/20

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- Applications that are handwritten may be sent via email, dropped off, or mailed
- If sent via email, please legibly scan your document as a PDF
- If dropped off, bring to 625 Swift Blvd. in Richland: Attn: Mandy Wallner
- If mailed, mail to:

Richland BEDO
Attn: Mandy Wallner, Economic Development
625 Swift Boulevard, MS-18
Richland, WA 99352

PHASE II:

- Fence and pergola for outside dining space, plus planters along fence perimeter. This will be located on the north side of the building in the breezeway. Fence and pergola will be custom built by local contractor and meet all building permit requirements.
- Window replacement — entire west side windows and entrance door will be replaced for better overall appearance and efficiency. Remainder of north side windows will also be completed.
- Install bike racks out front of business, encouraging more non-car travel to the establishment. We have many guests already telling us they like to bike or walk to the restaurant.

*****SIDEWALK USE PERMIT HAS ALREADY BEEN OBTAINED/APPROVED*****

All of the planned renovations will enhance the Uptown Plaza area. We are improving the outside appearance of the building in general. Some of these improvements are structural upgrades to increase the longevity of the building (i.e. siding, paint and windows). Other changes are aesthetic, such as the outdoor dining area. When finished, all of the work will communicate pride of ownership and increase overall appeal. This will draw more attention to our business and also increase traffic in the Uptown Plaza business area. The patio fence will include planters around the exterior, which will add ambiance to our outside dining space as well as the breezeway area. The fence in the back will provide security, as well as a more decorative cover to the outside storage area. Our ultimate goal is not just to have a successful business in The Uptown, but rather be a member of the business community there and its success as a whole.

Red brick area

Grass area

Paule bench

Paule bench

72"

48"

← bench seating

→ bench seating

TBL TBL TBL TBL TBL TBL TBL TBL

chair chair chair chair chair chair chair chair

108" deep along window area

Windows N. side of building

Front of building
1368 Admin

36' long

door from restaurant
interior onto patio

99" deep



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/15/2020

Agenda Category: Business

Prepared By: Amanda Wallner

Subject:

CFIP Application - Frost Me Sweet

Department:

Development Services

Recommended Motion:

Motion to recommend Council approve an award of \$20,000 to Frost Me Sweet for Commercial Facade Improvements.

Summary:

Frost Me Sweet is seeking facade funds to update the facade of both her buildings on the Parkway side of 710 including an awning and other permanent fixtures. The facade on the George Washington Way side would also be updated in the process.

** Note the application states funds were previously received in 2019 and it was actually in 2018.

If this project is approved it would leave \$17,000 in the fund.

Fiscal Impact:

If the Dovetail Joint Project is also approved, that would leave the fund balance at zero utilizing carryover funds from 2019 in the amount of \$500, which is available.

This would exhaust the \$65,000 available in 2020.

Attachments:

1. Application



Commercial Façade Improvement Program

Application

Applicant Name	Frost Mc Sweet	Applicant Title	Megan Savely - Owner
Applicant Phone	509-308-1442	Applicant Email	med@frostinesweet.com
Applicant Mailing Address	710 The Parkway Suite A / 710 The Parkway		
Applicant Relationship to Business	Owner		
Business Name	Frost Mc Sweet	Business Phone	509-308-420-4704
Age of Building	109 years / 95 years	UBI Number	
Project Physical Address	Same as mailing		
Project Cost	\$59,300.00	Amount Requested	\$20,000.00
Amount of funding requested may not exceed 50% of project cost, and the maximum grant reimbursement is \$20,000.00 per enclosed unit (see graphic within guidelines and procedures document).			
Is the property owner different than the business owner? ☐ Yes ☒ No (If yes, complete section in yellow below)			
Owner Name		Property Manager	
Owner Phone		Owner Email	
Owner Mailing Address			
Have you obtained permission to complete this project from the property owner? ☐ Yes ☐ No			
1) Have you used this program before? ☒ Yes ☐ No (If yes, complete section 1a)			
1a) For what purpose or project did you use this program in the past? Please indicate the year utilized, and the funding amount you received. Attach one photo of the completed project to this application.			
2019 - Façade improvements to 710.5 (aka 710 Suite A the Parkway)			
2) Provide a brief description of the proposed improvements and note how you believe they will enhance the area surrounding your business. Attach a photo, rendering, or sketch of the proposed improvement to this application. Attach additional pages as necessary.			
Updates to the Façade on the Parkway Side of 710 including an awning & other permanent fixtures to bring our 109 year old building a more up-to-date image more cohesive w/ the surrounding buildings. Façade improvements to 710 & 710 suite A on G.W.W. side to be more attractive w/ a cleaner & more up to date look			
3) Will the project require any permits? ☒ Yes ☐ No (If yes, complete section 3a)			
3a) Please indicate which permits you may need to obtain.			
☒ City of Richland Building Permits		☐ City of Richland Right-of-Way Permits	
☐ City of Richland Sewer/Water Permits		☐ Washington State Liquor Licensing	
4) Have you consulted with Richland Development Services? ☐ Yes ☒ No my contractor may have			
4a) If yes, which building division official did you speak with? If no, please email building@ci.richland.wa.us to set a consultation appointment.			

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

Yes.

Revenue (Attach additional pages as necessary)	
Source	Amount
FROST MC SWEET BAKERY & BROTRO	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$29,650.00
Expenses (Attach additional pages as necessary)	
Source	Amount
Facade improvements to 710.5 & 710 on G.W.N side	\$ 31,800.00
Facade improvements to 710 The Parkway side	\$ 22,500.00
	\$
	\$
	\$
	\$
Total	\$20,000.00

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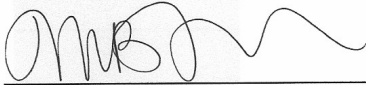
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Signature

Megan Savery

Click or tap here to enter text.

Printed Name

3/20/2021

Click or tap here to enter text.

Date

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