Agenda
Economic Development Committee Meeting
Monday, January 11, 2021
Zoom (253) 215-8782 or (206) 337-9723
Meeting ID 933 7513 0931

Pursuant to Resolution No. 100-20, this meeting will be conducted remotely via Zoom. The public may attend remotely by calling one of the numbers listed above.

Committee Members: Chair Bricker and Members Chacon, Hughes, Holmberg, Knight, Newman, Richardson and Spencer

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

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

November 23, 2020 Meeting Minutes

December 28, 2020 Meeting Minutes

Business: (30 Minutes)

1. Business License Reserve Fund Application Review
   - Amanda Wallner, Marketing Specialist

2. Purchase and Sale Agreement in Horn Rapids Industrial Park - John Watson
   - Darin Arrasmith, Planner

3. Declaration of Approximately 3,000 Square feet of City-Owned Property as Surplus and Vacation of a Public Access Easement
   - Joe Schiessl

Announcements: (3 Minutes)

Adjournment

The next Economic Development Committee Meeting is February 22, 2021

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: 1/11/2021 Agenda Category: Approval of Minutes

Prepared By: Joe Jacobs, Economic Development Manager

Subject:
November 23, 2020 Meeting Minutes

Department:
Development Services

Recommended Motion:
Approve the November 23, 2020 meeting minutes as written.

Summary:
Draft meeting minutes from the November 23rd meeting.

Fiscal Impact: n/a

Attachments:
1. 2020.11.23 Economic Development Committee Meeting Minutes DRAFT

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
VIA ZOOM
MONDAY, NOVEMBER 23, 2020 – 4:00 P.M.

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

ATTENDANCE
Chairman Bricker, Committee members, Newman, Hughes, Knight, Spencer, Richardson and Chacon. Member Holmberg joined during Items of Business.

Also present were Council Liaison Christenson, 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. Ms. Follett noted a discrepancy caused by an update to the agenda management software. The agenda shows the presentation item on the web version but not on the pdf version.

COMMITTEE MEMBER RICHARDSON MOVED AND COMMITTEE MEMBER HUGHES SECONDED THE MOTION TO APPROVE THE AGENDA WEB VERSION. MOTION PASSED 7-0

APPROVAL OF MINUTES
Chairman Bricker presented the minutes of the October 26, 2020 meeting for approval.

COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER RICHARDSON SECONDED THE MOTION TO APPROVE THE MINUTES OF THE OCTOBER 26, 2020 MEETING. MOTION PASSED 7-0.

ITEMS OF BUSINESS

1. **Purchase and Sale Agreement for Property Located in the Horn Rapids Industrial Park**

Mr. Arrasmith presented the details of the letter of intent and provided information about the proposed project. At the end of his overview committee members asked questions about the proposed project and the number of jobs the completed project was expected to bring to Richland. Member Spencer questioned Mr. Arrasmith about the reversionary clause. Mr. Arrasmith also provided clarification on the proposed purchase price.

DRAFT

COMMITTEE MEMBER NEWMAN MOVED AND MEMBER SPENCER SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE PURCHASE AND SALE AGREEMENT WITH D&I Investments, LLC. MOTION PASSED WITH 6 IN FAVOR, MEMBER HOLMBERG ABSTAINED BASED ON JOINING AFTER DISCUSSION OF THE ITEM.

ANNOUNCEMENTS

1. 2020 Real Estate Forum Recap

Ms. Wallner provided a recap of the recent Real Estate Forum and showed a pdf version of the PowerPoint used. At the conclusion of her presentation, Ms. Wallner fielded questions from committee members.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:38 p.m.

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

DRAFT

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2021 Agenda Category: Approval of Minutes

Prepared By: Joe Jacobs, Economic Development Manager

Subject:
December 28, 2020 Meeting Minutes

Department:
Development Services

Recommended Motion:
Approve the December 28, 2020 meeting minutes as written.

Summary:
Draft meeting minutes from the December 28th meeting.

Fiscal Impact: n/a

Attachments:
1. 2020.12.28 Economic Development Committee Meeting Minutes DRAFT

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
VIA ZOOM
MONDAY, DECEMBER 28, 2020 – 4:00 P.M.

CALL TO ORDER
Chairman Bricker called the meeting to order at 4:00 pm.

ATTENDANCE
Chairman Bricker, Committee Members, Hughes, Knight, Spencer, Richardson and Holmberg were present.

Also present were Council Liaison Christensen, 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.

COMMITTEE MEMBER HUGHES MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO APPROVE THE AGENDA WEB VERSION. MOTION PASSED 6-0.

APPROVAL OF MINUTES
No minutes were included with the packet. Ms. Follett informed the group the minutes were left out of the packet by mistake so they would be brought forward for approval at the next meeting.

ITEMS OF BUSINESS

1. **First Amendment to Purchase and Sale Agreement Contract No. 52-18 with AK's Investments, LLC**

Chairman Bricker read the item and asked Mr. Arrasmith for the staff report. Mr. Arrasmith showed maps and presented the details of the proposed amendment to the current Purchase and Sale Agreement with AK's Investments. He explained the circumstances that caused the delay in closing the original sale, provided details of the city's construction of a new roundabout along the property and clarified that the additional .5 acres would be sold at the current published price for land in the Commercial Center.

During discussion members asked about adjacent lots that construction of the new roundabout will open for development and if there was interest in those lots. Mr. Arrasmith answered questions and confirmed there was interest but no firm commitments yet.

DRAFT

COMMITTEE MEMBER RICHARDSON MOVED AND MEMBER SPENCER SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE FIRST AMENDMENT TO THE PURCHASE AND SALE AGREEMENT AK'S INVESTMENTS.
MOTION PASSED 7-0.

2. Declaring Certain Real Property Located at 840 Northgate Dr. Surplus to the City's Needs.

Chairman Bricker read the item and asked Mr. Jacobs for the staff report. Mr. Jacobs provided an aerial map showing the location of the property. He also provided background and discussed past use, restrictions on future uses, available parking and current interest in the property by Columbia Basin College. He explained that the city has no plans to utilize the building and talked about the recent liquidation of furniture from the building. He also noted there is no firm offer on the building, only potential interest. Mr. Jensen clarified that negotiations would be able to proceed with interested parties once council declared the property as surplus.

MEMBER RICHARDSON MOVED AND MEMBER HOLMBERG SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE SURPLUS OF 840 NORTHGATE. MOTION PASSED 6-0.

ANNOUNCEMENTS

1. January Meeting Date

Ms. Wallner explained to committee members the reason for holding a special meeting on January 11th in place of the regular meeting on January 25th. She noted the department's desire to present 2021 Business License Reserve Fund applications earlier in the month so Council could consider their recommendation and make awards as early as possible in the new year.

Members discussed their availability to meet at an alternate time to be sure a quorum could be met.

MEMBER HUGHES MOVED AND MEMBER SPENCER SECONDED THE MOTION TO HOLD A SPECIAL MEETING ON JANUARY 11, 2021 IN PLACE OF THE REGULAR JANUARY 25, 2021 MEETING. MOTION CARRIED 6-0.

2. 2021 BLRF Update

Ms. Wallner explained minor changes to the program for 2021 due to COVID-19 needs and restrictions. She said applications for events would be held for consideration later in the year if COVID restrictions were lifted and events were allowed to happen. Applications that would be brought forward in January would be for programs that were compatible with current guidance and regulations.

Members asked questions and voiced a desire to get more information on the BLRF program ahead of the next meeting. Ms. Wallner agreed to get new members a copy of the EDC member binder as soon as possible.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:39 p.m.

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

DRAFT

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2021 Agenda Category: Business

Prepared By: Amanda Wallner, Marketing Specialist

Subject:
Business License Reserve Fund Application Review

Department:
Development Services

Recommended Motion:
The Economic Development Committee recommends that City Council approve the Business License Reserve Fund awards as presented in the attached document.

Summary:
The Business License Reserve Fund is funded from eighteen percent of revenues the City receives from business license fees. Seven local agencies are eligible to apply for the funds; Small Business Development Center (SBDC), SCORE of the Mid-Columbia, Tri-City Regional Chamber of Commerce, Visit Tri-Cities, the Uptown Business Improvement District (UBID), and the Downtown Business Improvement District (DBID). Applications are made to the EDC for recommendation to Council for funding.

For this year, all applications for events or projects that are not ready for funding will be held until restrictions on in-person events are lifted. This hold on in-person event applications is meant to ensure funds are available to help areas of need within our community. Once COVID-19 restrictions are changed, applicants may submit applications for those events if funding is available.

Fiscal Impact:	A minimum of $36,000 is being carried over from 2020 with additional funding available in 2021 from 2020 Business License fees collected by the City. At the time the agenda was published the total fund balance was not available. Staff expects to have final available dollar amounts at the time meeting.

Attachments:
1. 2021 BLRF Presentation Staff Recommendations
2. Richland BRLF 2021 - SBDC App
3. TCRC EG Application
4. UBID BLRF Application 2020
5. BLRF Application 005 -CFIP
6. 2021 BLRF Selection Matrix round 1.1
7. BLRF FAQ 1-20

2021 BLRF Presentations and Staff Summary

BLRF2020-002 Small Business Development Center Business Resiliency Program (NEW)

Amount of Request: $25,000

Details to note:

- This proposal offers a way for the SBDC to provide service in the area remotely assisting businesses with recovery and building their businesses.
- This service is administered by SBDC in other locations.
- The funds are required to stay in Richland and be spent on Richland businesses.
- Success of this program will ensure future growth of this program within the community and neighboring areas
- The intention of using BLRF to start this program would be to transition the cost to other sources in the future as funding wages and salaries is not the intent of BLRF.
- This request is scalable.

Staff Recommendation: $25,000. Staff recommends full support of this program to help small businesses in our community recover from COVID and grow the programming for future assistance.

BLRF2020-003 Chamber – Economic Gardening

Amount of Request: $14,000

Details to note:

- This project will be in the 6th year and they have requested funds
- In 2020 we sponsored Highland Organic Market and Malley's participation in the program.
- Staff is working to help get the businesses identified well in advance to have a pipeline for going through the program.
- Staff has requested a breakdown of administrative services, typically and historically wages are not eligible expenses for BLRF.
- This request is scalable.

Staff Recommendation: $14,000. This is consistent with previous years funding. Full reporting of expenses is required before payment is sent. Also noting that over half of the ask is to fund salaries and benefits which is not the intention of BLRF.

BLRF2020-004 Uptown Business Improvement District (UBID) Art at the Uptown

Amount of Request: $6,000

Details to note:

- This is a proposal that only includes the alley art project instead of both mural programs as you saw last year.
- This includes a match with BID funds
- The BID also provides some matching funds to both programs
- This request is scalable.

Staff Recommendation: $6,000. This more than doubles the amount granted in 2020 and adds a commissioned art component that still needs to be detailed and submitted prior to the issuance of funds.

BLRF2019-005 Commercial Façade Improvement Program

Amount of Request: $100,000

Details to note:

- This would allow for a minimum of five projects work toward starting the reserve.
- A lot of interest in this program to renovate old downtown buildings from new applicants.
- This is the designated funding source for the CFIP program.
- Administration would like to see this program grow.
- This program is a direct prevention of blight, core improvement and economic development program.
- There is no other funding source identified.
- This request is scalable.

Staff Recommendation: $100,000. We have the unique opportunity to have additional funding this year because of unspent 2020 dollars. The additional funding for this program would allow for a minimum of five projects to be completed and the start of a reserve.

Business License Reserve Program

Application

Eligible Applicant Agency	
☐ Tri-City Regional Chamber of Commerce	☐ Downtown Business Improvement District
☐ Tri-City Visitor and Convention Bureau	☐ Uptown Business Improvement District
☐ SCORE of the Mid-Columbia	☒ Small Business Development Center
☐ Commercial Façade Improvement Program	

Agency Address	Click or tap here to enter text.	**Agency Telephone**	Click or tap here to enter text.
Contact Person	Duane Fladland	**Contact Title**	State Director
Contact Phone	509-358-7763	**Contact Email**	Duane.fladland@wsbdc.org
Project Title	Washington SBDC Business Resiliency Program	**Amount Requested**	$10,000, $15,000 OR $25,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Washington Small Business Development Center is a network of more than 35 business advisors working in 25 communities across the state to help small business owners and entrepreneurs start, grow, or buy/sell a business. SBDC advising is confidential and available at no cost to any business owner at any phase of business development who is ready, willing, and able to move forward. (The only small businesses we are unable to work with are gambling enterprises and the marijuana industry.) The Washington SBDC is one of the oldest SBDC networks in the country and was established in 1980 through a cooperative agreement between Washington State University and the U.S. Small Business Administration. SBDC advisors provide assistance with all aspects of starting and operating a business including, but not limited to: financial literacy, recordkeeping, business planning, marketing, access to markets, access to capital and credit, legal structures, risk management, leases, succession planning, partnership strategies, human resources and international trade. The Washington SBDC also offers a robust schedule of webinars and online training at no cost on a range of topics including cash flow management, social media strategies, Labor and Industries regulations, marketing, eCommerce, cybersecurity, and business resiliency. While the SBDC does not have a physical presence in the City of Richland currently, SBDC advisors do assist business owners via Zoom, phone calls, emails, and other technology. During the past five years, SBDC advisors have provided 1,176 hours of confidential, no-cost advising to 141 businesses in the City of Richland and those business owners credit the SBDC with helping them create or save more than 242 jobs and access more than $1.4 million in capital. SBDC advisors have helped Richland business owners create business plans, develop marketing strategies, apply for loans, set up business systems, develop succession plans and more. Over the past 10 years, more than 97 percent of respondents said SBDC services are beneficial and 97 percent of pre-venture clients said they would recommend SBDC services to a friend.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

This proposal seeks funding to increase SBDC visibility among economic development stakeholders in Richland and build partnerships within the small business ecosystem that will foster small business success, especially in Richland's Central Business District and among underserved community groups. With this funding proposal, we seek to establish the SBDC as an integral part of the small business support system in Richland. We are proposing three optional levels of funding support with corresponding deliverables. At the $10,000/year level, we will provide the City of Richland with quarterly reports on the number of Richland businesses served and our standard economic milestones associated with those businesses. At the $15,000/year level, we will provide the City of Richland with quarterly reports and include an item in our quarterly newsletter to stakeholders about the City's support of SBDC services. At the $25,000/year level, we will provide quarterly reports to the City of Richland, mention the City's support of SBDC services in our stakeholder newsletter and create marketing collateral to build awareness of SBDC services among business owners in the Central Business District, including the Uptown Business Improvement District and the

Downtown Business Improvement District. We will also complete one success story that the City could share with stakeholders as appropriate and we will publish on our website and promote through social media.

3) What business activities does the proposed project promote? Check all that apply.

☒ Core Development	☒ General Economic Development
☒ Tourism	☐ Prevention of Blight
☐ Capital Expenditures for Community Improvements	☒ Small business development program (Richland)

3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.

Core Development: The SBDC proposes to contribute to the development of Richland's Central Business District core by publicizing our confidential, no-cost business advising services to businesses in the Uptown and Downtown Business Improvement Districts, the redevelopment area near the Swift Boulevard corridor and outlying nodal areas of commerce. While infrastructure upgrades can dramatically improve a business environment, infrastructure upgrades cannot save a business with an outdated business plan or poor cash flow management, especially in today's economic environment. SBDC business advisors are a tremendous resource for business owners who are ready, willing, and able to move forward and need the advising, education, or research that an SBDC advisor can provide. The Washington SBDC network has advisors who can assist businesses in every industry and at every phase of business development.

Tourism: The tourism and hospitality industries have been decimated by the pandemic. SBDC advisors provide advising, education and research to help business owners pivot or restructure their business to adapt to the current economy. The value of having an objective, expert business advisor to talk through decisions with either virtually or in person cannot be overstated. In addition to one-to-one advising, SBDC advisors also offer webinars in collaboration with resource partners including the Washington Hospitality/Restaurant Association to provide integrated, tourism-specific webinars. We also collaborate with the Washington Retail Association and other industry groups.

General Economic Development: Statewide, about 70 percent of SBDC clients are from the following industries: Service Establishments, Manufacturer/Producer, Retail, Accommodation & Food Service, Professional-Technical and Health Care businesses. This mirrors the business landscape of the City of Richland where more than 18,000 jobs (pre-pandemic) were in those industries.

Small Business Development: Every SBDC advisor must undergo a rigorous six-month certification process to ensure a thorough understanding of all phases of business development, best practices for business advising and the highest level of service across the network. Consistent with other communities across the country, more than 95 percent of businesses in Richland are small businesses. SBDC advisors can help with every stage of business development, from startup to succession.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

Currently SBDC services to the Tri-Cities area are being subsidized by local funding from other communities. This funding proposal will enable us to provide more targeted attention to resource partners and stakeholders in Richland so that we can ensure that business owners experience a seamless transition from one resource partner to another.

4) How does this project support Richland's business community?

Our database shows that 141 businesses in Richland have received SBDC assistance in the past five years. Of the business owners that have disclosed ethnicity or gender, 13 percent were women-owned, and 22 percent were from underserved populations. Also, of note, in 2020, due to disaster related COVID assistance for small businesses, SBDC advising supported 154 full-time jobs and 58 part-time jobs in the city of Richland. Three new business start-ups were assisted through COVID assistance in Richland.

When small businesses succeed, communities thrive. For many small businesses, the difference between sustainability and bankruptcy can be paper thin. SBDC advisors are experts at helping business owners analyze profit and loss statements to figure out how to cut expenses and increase profits. Since the beginning of mandated business restrictions because of COVID, SBDC advisors have been critical in helping business owners pivot their business and respond to changing conditions. SBDC advisors have also been instrumental in helping their clients apply for EIDL loans, PPP loans and Working Washington grants. We have clients who work with an advisor for several weeks to accomplish one specific goal, like getting a loan, and other clients who have an ongoing relationship with their advisor and seek assistance throughout the lifecycle of their business. Having that kind of resource available to small business owners in Richland will promote business sustainability and strengthen the entire small business support system. Our proposal to provide quarterly reports to the city will help raise awareness of the availability of SBDC services.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Collaboration is one of the key values of the Washington SBDC. (The other two are innovation and integrity.) Our focus on collaboration has intensified since the pandemic. Business advising is always a collaboration because no one person or one agency has all the answers. Within our network, advisors collaborate constantly to leverage the specific expertise of different advisors. For instance, we have internal expertise in banking, leases, social media, government contracting, export, etc., and those advisors are always willing to share their expertise with other advisors. We also collaborate across resource partners. We send out a Washington SBDC Biz Buzz newsletter to more than 700 resource partners across the state to keep them informed about new initiatives and resources they can use. Our network is very connected to Washington Economic Development Association (WEDA) and we are constantly seeking opportunities to partner with them to support small businesses. We also work closely with Inland Northwest Partners and the Association of Washington Businesses. Many of our SBDC advisors are co-located with economic development agencies which fosters ongoing collaboration as well. At the Lead Office level, we are currently collaborating with the WA Department of Commerce to assist people who are applying for the Working Washington 3 small business grants. People who contacted Commerce via email or phone were forwarded to our network and our intake team responded to thousands of calls and emails over 10 days. We also have an ongoing collaboration going with the WA Department of Labor & Industries to help publicize and educate people about L&I requirements. Since starting L&I webinars in Q2 2020 through the end of this year, we have presented 18 webinars that were attended by more than 8,000 people. We also collaborate with the Washington Department of Agriculture to help small businesses start and expand import and export trade. We create partnerships between the producer and the buyer through in-person meetings and/or virtual B2B trade missions to foreign trade markets.

6) Will the project be completed by December 30? Please explain.

SBDC advising is ongoing, but the deliverables described in this proposal will be completed by Dec. 30, 2021.

Revenue (Attach additional pages as necessary)

Source	Amount
Small Business Admin., OSBDC	**$6,500,000**
Washington State, L&I	**$100,000**
Washington State, Commerce	**$125,000**
Washington State University	**$525,000**
Various institutions of Higher Education	**$875,000**
Various EDC, regional ports, chambers of commerce	**$375,000**
Total	**$8,500,000**

Expenses (Attach additional pages as necessary)	
Source	**Amount**
Salaries & Wages	**$14,000**
Benefits	**$4,848**
Local Travel	**$993**
Indirect Costs	**$5,159**
Click or tap here to enter text.	**$**Click or tap here to enter text.
Click or tap here to enter text.	**$**Click or tap here to enter text.
Total	**$25,000**

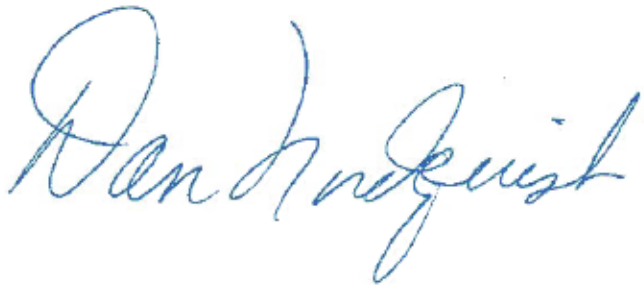
You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓	CRITERIA CONSIDERED
Physical	
☒	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☒	The project is accessible to or benefits all members of the public
☒	The project improves or does not otherwise inhibit access to any Richland business
☒	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☒	The project enhances existing plans, strategies, and development by the City of Richland
Programmatic Goals	
☒	The project promotes social and cultural diversity
☒	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
Relationship Building	
☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
☒	The project promotes collaboration between multiple regional entities
Legal	
☒	The project does not violate any Richland Municipal Code
☒	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ☐ Have read the Business License Reserve Program Guidelines and Procedures document
- ☐ Are aware of the program permissions and limitations
- ☐ 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
- ☐ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☐ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☐ Understand that all information provided is public



Signature

Dan Nordquist, Associate Vice President

Printed Name

12/16/2020

Date

Application Submittal

Applications completed digitally:

- ☐ Applications that were completed digitally may be saved and sent via email to awallner@ci.richland.wa.us
- ☐ 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
- ☐ If mailed, mail to:

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

Business License Reserve Program

Application

Eligible Applicant Agency	
☒ Tri-City Regional Chamber of Commerce	☐ Downtown Business Improvement District
☐ Tri-City Visitor and Convention Bureau	☐ Uptown Business Improvement District
☐ SCORE of the Mid-Columbia	☐ Small Business Development Center
☐ Commercial Façade Improvement Program	

Agency Address	7130 W. Grandridge Blvd., Ste. C, Kennewick, WA 99336	**Agency Telephone**	(509) 736-0510
Contact Person	Logan LaPierre	**Contact Title**	Program Manager
Contact Phone	(509) 491-3234	**Contact Email**	Logan.lapierre@tricityregionalchamber.com
Project Title	Economic Gardening	**Amount Requested**	$14,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Tri-City Regional Chamber of Commerce is the voice of business. The Chamber promotes regional prosperity and strengthens our member businesses through advocacy, leadership, networking and innovative business programs. Our mission is simple: to engage stakeholders, build capacity, and lead the region. The Chamber hosts various programs, such as Ask the Experts, which connect local business owners, managers, and employees with industry experts from a variety of industries. In addition, the Chamber has five LEARN (Leads, Exchange and Referral Network) groups that meet weekly. The Chamber also offers all members a full suite of advertising options through our weekly V.O.I.C.E. email, e-blast emails on Fridays, as well as in our monthly newsletter (print publication) and our annual publication, Momentum. Lastly, the Chamber hosts monthly membership luncheons that provides an opportunity for our members to come together, albeit virtually, for a keynote presentation given on a topic that impacts their business, or an update from cities, counties, ports or congress. The Tri-City Regional Chamber is the catalyst, convener, and champion for community and business prosperity.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

Economic Gardening is one of the oldest and best tested entrepreneurial economic development programs in the country. It provides strategic research and frameworks to help local companies scale up, adding jobs and wealth to the community and local economy. It complements economic development efforts that focus on startups or recruitment/retention of major companies by offering support to companies in the middle. The Chamber partners with the National Center for Economic Gardening to provide second-stage businesses access to database research, search engine optimization, geographic information systems, and listening posts to find new markets, provide competitive intelligence and industry trends, assess digital marketing efforts and find qualified sales leads. In this aspect, we target second-stage businesses that employ 10-99 employees, generate $1MM-$50MM in annual revenue, and provide goods or services beyond the local area. Each engagement costs $7000, with $4290 going to the National Center for Economic Gardening, and $2710 covering costs within the Chamber associated with tasks taken on by various staff members, most notably, executive oversight, program management and reporting, communications and marketing. In total, this equates to roughly 60 man hours of time per each company that enters the program.

3) What business activities does the proposed project promote? Check all that apply.

☐ Core Development	☒ General Economic Development
☐ Tourism	☐ Prevention of Blight
☐ Capital Expenditures for Community Improvements	☒ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

Economic Gardening is a unique economic development process that focuses on second-stage companies already located in our community rather than assisting a startup or recruiting a new business. It is an entrepreneurial approach to traditional economic development strategies and provides companies with resources they might not otherwise know about or be able to afford. It allows small, second stage businesses the ability to grow from within.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

N/A.

4) How does this project support Richland's business community?

Economic Gardening will provide the selected Richland businesses access to otherwise inaccessible data. They be able to identify new markets, possible investment opportunities, new marketing techniques, and other vital information. In conducting follow up with previous Richland businesses, the Chamber observed one business experienced a 40% increase in staff, and another who invested in a new, 25,000 square foot warehouse to contain new expansion. In the latest round, Malley's Compounding Pharmacy developed strategies to use to partner with local health systems. Additionally, they began work on a new, modern website to strengthen their presence online. Concrete details and outcomes should be available in 2021.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

2021 marks the 6th year the Chamber has offered this program. While Economic Gardening received private funding through 2017, Partnering with the City of Richland in 2018, 2019, 2020 and beyond has allowed for a level of collaboration that wasn't previously known and has been an exclusive partnership the Chamber has with the City.

6) Will the project be completed by December 30? Please explain.

The Chamber has set goals to ensure the 2021 program has concluded no later than 12/31/2021: We aim to secure funding for two companies by March 30th, 2020, begin preliminary recruitment in December 2020 and have final selections by June 1st, 2021. This timeline allows the companies to spend up to 6 months to complete the program, but should take no longer than 6-8 weeks.

Revenue (Attach additional pages as necessary)	
Source	**Amount**
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Total	$Click or tap here to enter text.

Expenses (Attach additional pages as necessary)	
Source	**Amount**
Company 1, Economic Gardening from the City of Richland, Economic Development	**$7,000**
Company 2, Economic Gardening from the City of Richland, Economic Development	**$7,000**
Click or tap here to enter text.	$Click or tap here to enter text.

Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Total	**$$14,000**

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 CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓	CRITERIA CONSIDERED
	Physical
☒	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☐	The project is accessible to or benefits all members of the public
☒	The project improves or does not otherwise inhibit access to any Richland business
☒	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☒	The project enhances existing plans, strategies, and development by the City of Richland
	Programmatic Goals
☐	The project promotes social and cultural diversity
☒	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
	Relationship Building
☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
☒	The project promotes collaboration between multiple regional entities
	Legal
☒	The project does not violate any Richland Municipal Code
☒	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- € Have read the Business License Reserve Program Guidelines and Procedures document
- € Are aware of the program permissions and limitations
- € 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
- € Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- € Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- € Understand that all information provided is public

Signature

Logan LaPierre
Printed Name

12/16/2020
Date

Application Submittal

Applications completed digitally:

- € Applications that were completed digitally may be saved and sent via email to awallner@ci.richland.wa.us
- € 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
- € If mailed, mail to:

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

Business License Reserve Program

Application

Eligible Applicant Agency	
☐ Tri-City Regional Chamber of Commerce	☐ Downtown Business Improvement District
☐ Tri-City Visitor and Convention Bureau	☒ Uptown Business Improvement District
☐ SCORE of the Mid-Columbia	☐ Small Business Development Center
☐ Commercial Façade Improvement Program	

Agency Address	PO 2279	**Agency Telephone**	Click or tap here to enter text.
Contact Person	Gus Sako	**Contact Title**	Click or tap here to enter text.
Contact Phone	5099460077	**Contact Email**	oldoctopus@hotmail.com
Project Title	Click or tap here to enter text.	**Amount Requested**	6000.00

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Uptown BID exists to improve the Uptown experience. Assessments are collected from all the resident businesses and then spent on promotional events, beautification, maintenance and similar expenditures meant to benefit the area as a whole.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

The Art in the Alley program is an offshoot of our highly successful mural program. The basic idea is to leverage the unique space of the Uptown alleyway by creating an artistic experience. The program matches spaces with artists to create murals on the otherwise ignored back walls. The program has already visibly increased the number of people taking photos in the Uptown. This art enhancement of the Alley is also a first step in a long term goal of utilizing the Alley as an event space.

3) What business activities does the proposed project promote? Check all that apply.

☒ Core Development	☒ General Economic Development
☒ Tourism	☒ Prevention of Blight
☒ Capital Expenditures for Community Improvements	☒ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

This project will benefit the Uptown in the City's core by creating another experience to draw locals and tourists (no really) to the Uptown. Any increase in traffic through the Uptown has the possibility of benefitting the resident small businesses.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

Additional funding as required will come from BID assessments

4) How does this project support Richland's business community?

The Uptown is a collection of vibrant small businesses. Unfortunately, the Uptown is also all too often overlooked or passed by for newer and more corporate shopping areas. This project seeks to bring people to the Uptown and have them interact with the area. As people explore the Uptown businesses will have the opportunity to invite them inside.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Randy has had informal talks with members of Richland Parks about a mural to be painted by kids. This project also connects us to local artists

6) Will the project be completed by December 30? Please explain.

December 30th will be the end of this year's phase of this project. We anticipate seeking art and artists and development of the alley to be a project spanning multiple years

Revenue (Attach additional pages as necessary)	
Source	**Amount**
BLRF Grant	**$6000**
UBID Matching Funds	**$6000**
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Total	**$12,000**

Expenses (Attach additional pages as necessary)	
Source	**Amount**
Valspar Seasonal Flex Paint & Primer	**$1150**
Brushes Pans Rollers Et Cet	**$250**
Labor	**$600**
Commissioned Artwork (Children's Mural& Commissioned Pieces)	**$3000**

Artist Reimbursements for noncommissioned Pieces	**$1000**
Click or tap here to enter text.	$Click or tap here to enter text.
Total	**$6000**

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.

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✓	CRITERIA CONSIDERED
	Physical
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☒	The project promotes social and cultural diversity
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	Relationship Building
☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
☐	The project promotes collaboration between multiple regional entities
	Legal
☒	The project does not violate any Richland Municipal Code
☒	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

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- ☐ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☐ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☐ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☐ Understand that all information provided is public

Douglas Sako

Click or tap here to enter text.

Printed Name

Click or tap here to enter text.

Date 12/18/2020

Application Submittal

Applications completed digitally:

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City of Richland
Economic Development
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Business License Reserve Program

Application

Eligible Applicant Agency	
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☐ Tri-City Visitor and Convention Bureau	☐ Uptown Business Improvement District
☐ SCORE of the Mid-Columbia	☐ Small Business Development Center
☒ Commercial Façade Improvement Program	

Agency Address	625 Swift Blvd., MS 18	**Agency Telephone**	509.942.7595
Contact Person	Mandy Wallner	**Contact Title**	Program Administrator
Contact Phone	509.942.7595	**Contact Email**	mwallner@ci.richland.wa.us
Project Title	Commercial Façade Improvement Program	**Amount Requested**	$100,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Business License Reserve Program directly provides the funding for the Commercial Façade Improvement Program by Ordinance 50-19 amending Champter 5.04. The City of Richland Business and Economic Development Office (BEDO) is charged with the direct support of the local business community through its core mission. BEDO executes programs and projects designed to support local businesses and improve the built environment of the Central Business District and outlying nodal areas of commerce.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

The Commercial Façade Improvement Program (CFIP), has been an important tool to help leverage private investment funds to reinvest in deteriorating property and structures throughout the city, and update aging buildings. This type of project supports the core mission of prevening blight directly. The CFIP is an ongoing program through the economic development office that provides matching funds they invest in eligible permanent exterior enchancements to their buildings and storefronts. In 2020 the rules are changing to accommodate requests up to $20,000 (for a project total of $40,000) and offer 12 months for project completion. The eligible expenses were also further defined and enhanced for clarity and are outlined in the attached guidelines and available on the website. Applications are accepted for this program throughout the year until the funds are depleated. Please refer to the attached application guidelines that outline the program in more detail. It is the desire of the department and the City to expand and grow this program.

3) What business activities does the proposed project promote? Check all that apply.

☒ Core Development	☒ General Economic Development
☐ Tourism	☒ Prevention of Blight
☒ Capital Expenditures for Community Improvements	☐ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

Public/Private investment in the rehabilitation or redevelopment of Richland's businesses is a tangible investment in core (central business district) development, general economic development, and directly preventing blight. In most cases, but for the City's investment in these projects, the business or property owner would not choose or be able to improve their building without detriment in other aspects of their business. This program also encourages a completion timeline for reimbursement to keep exterior projects from lingering on.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

This program is an annual program entirely funded from the Business License Reserve Fund. The nature of this program's guidelines require the applicant to pay for the entire cost of the improvement; the program then reimburses up to 50% of completed project expenses within the allowable guidleines provided. While the minimum participation by the applicant is 50%, most applicants expend more than required to receive the maximum reimbursement and on average carry 70% of the project cost.

4) How does this project support Richland's business community?

The CFIP promotes all objectives of the BLRF program, and encourages business and property owners to make investments in their Richland properties to the benefit of themselves, the City, neighboring businesses and residents. The purpose of the funding is to provide direct investment that improves curb appeal and aesthetic quality of Richland's business districts.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

The project is a public/private partnership, with the business or property owner participating in at least 50% of the project cost.

6) Will the project be completed by December 30? Please explain.

This program operates entirely separate from the BLRF fund once funds are awarded, and the due date is not required because unspent funds remain in the CFIP program until the following year.

Revenue (Attach additional pages as necessary)	
Source	**Amount**
Applicant Match – Private Investment	**$140,000**
Commercial Façade Improvement Program	**$100,000**
Click or tap here to enter text.	**$**Click or tap here to enter text.
Click or tap here to enter text.	**$**Click or tap here to enter text.
Click or tap here to enter text.	**$**Click or tap here to enter text.
Click or tap here to enter text.	**$**Click or tap here to enter text.
Total	**$240,000**

Expenses (Attach additional pages as necessary)	
Source	**Amount**
Click or tap here to enter text.	**$**Click or tap here to enter text.
Click or tap here to enter text.	**$**Click or tap here to enter text.
Click or tap here to enter text.	**$**Click or tap here to enter text.
Click or tap here to enter text.	**$**Click or tap here to enter text.

Click or tap here to enter text.	$Click or tap here to enter text.
Click or tap here to enter text.	$Click or tap here to enter text.
Total	$Click or tap here to enter text.

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☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
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	Legal
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☒	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

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- ☐ Understand that all information provided is public

Signature

Mandy Wallner
Printed Name

12/10/20
Date

Application Submittal

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

2021 BLRF Selection Matrix

Funds are properly utilized to promote business activities for the purpose of:

1) Core development
2) Tourism
3) General economic development
4) Capital expenditures
5) Community improvements

Instructions:

1) Consider the mix of projects before ranking them all 1-4 (1 being top priority)
2) Be sure each of the projects meets one or more of the above activities
3) Keep in mind the estimated funding for the year
4) Consider projects that have been funded historically
5) Determine whether the project is scalable and if the request could benefit from partial funding

2020 estimated carryover $36,000 / Total for 2021 $__TBD_____

Description	Applicant	Amount	Ranking Priority (1-4)	Full or Partial Fund	Previously Funded
Live at 5 (001)	Chamber	ON HOLD			X
Business Resiliency Program (002)	SBDC	$25,000			NEW
Economic Gardening (003)	Chamber	$14,000			X
Alley Mural Program (004)	UBID	$6,000			X
CFIP (005)	--	$100,000			X
	Total	$145,000			

FAQ Business License Reserve Fund

Q: What does BLRF stand for?

A: Business License Reserve Fund.

Q: Do BLRF funds come from taxes? What is the source of the funding?

A: No. This fund is replenished annually with 18% of the business license fees paid for business licenses in the City of Richland from the prior year. This also explains why amount available varies slightly.

Q: When is the application period?

A: The applications are made available the beginning of November and close December 31, each year, with an occasional mid-year cycle.

Q: Who can apply for these funds?

A: As outlined in City ordinance, the agencies that can apply for these funds are Visit Tri-Cities, The Tri-City Regional Chamber of Commerce, Uptown Business Improvement District, Downtown Business Improvement District (Parkway), SCORE of the Mid-Columbia and the Small Business Development Council of the Mid-Columbia.

Projects that meet the requirements of the fund can be applied for in partnership with one of the above agencies.

Q: Who decides how the money is spent?

A: The applications are reviewed by staff for eligibility and completeness. Once they are accepted, they go to the Economic Development Committee (EDC) who hears presentations from each applicant. The committee will deliberate and make a recommendation to City Council. City Council will make the final award decisions.

Q: What can the funds be used for?

A: Funds are to be used for core development, general economic development, prevention of blight within the City, tourism, and capital expenditures. The basis for the fund is to support projects that benefit small business and prevent blight in Richland.

Q: When was the fund established?

A: The original ordinance was signed in 1990, revised in 1991 and re-written in 2018.

Pictured (top to bottom): Small Business Saturday, Chalk Art at the Uptown, Uptown Mural Program, Hapo Stage/ John Dam Plaza upgrades.

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2021 Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:
Purchase and Sale Agreement in Horn Rapids Industrial Park - John Watson

Department:
Development Services

Recommended Motion:
Motion to recommend Council approve a purchase and sale agreement with John Watson for 64,805 square of property in the Horn Rapids Industrial Park.

Summary:
John Watson, owner of Fluid Controls and Components, Inc. in the Horn Rapids Industrial Park, is proposing to purchase 64,805 square feet in the Horn Rapids Industrial Park along the north side of the newly extended Battelle Blvd. at the northwest of Kingsgate Way for the expansion of their business located adjacent to and north of the subject property. John Watson plans to develop the site with up to 10,000 square feet of commercial/light industrial buildings. The expansion will bring an additional 10-20 employees in the near future.

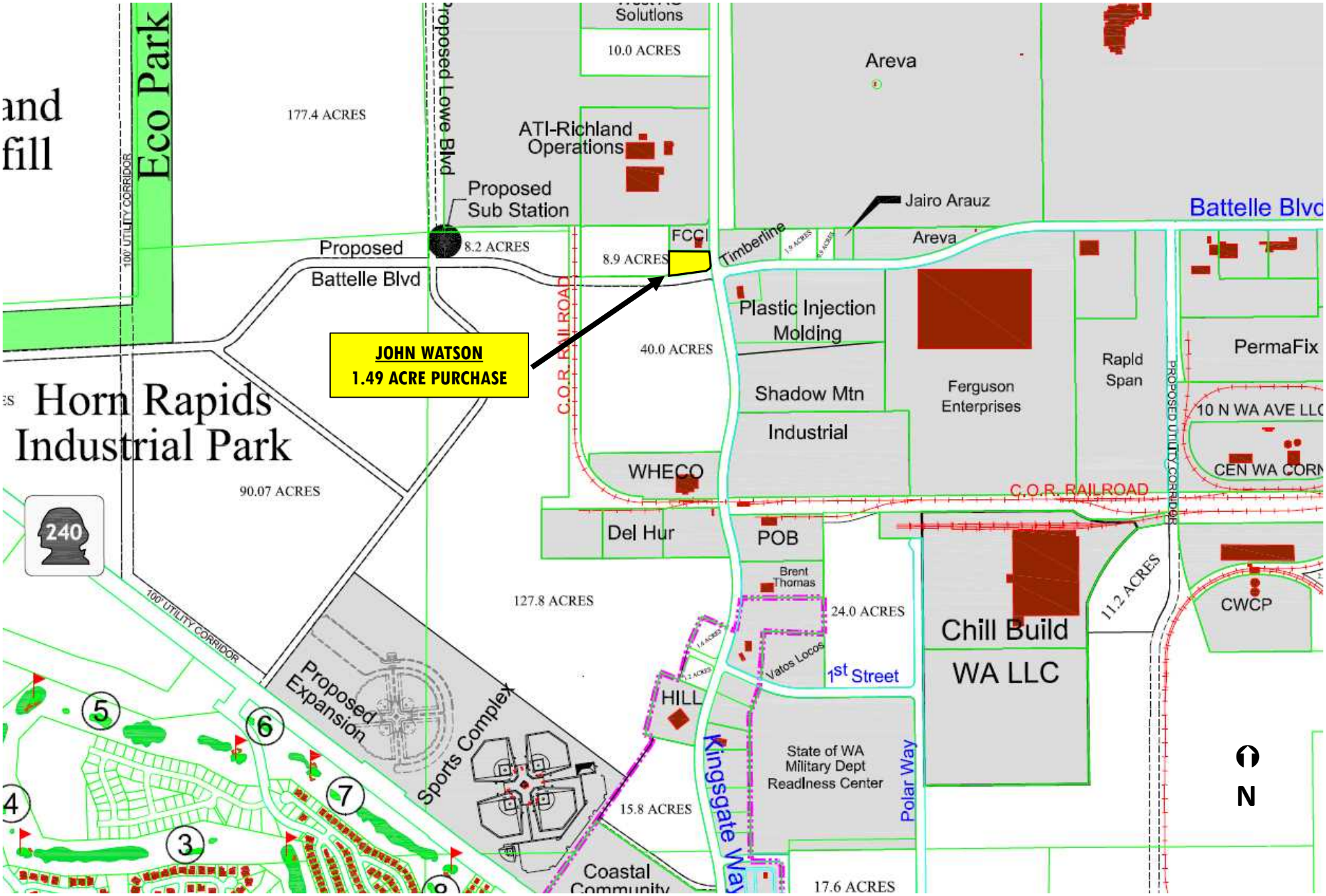
The purchase price is $54,500 per acre for the 64,805 square feet of property, amounting to estimated gross proceeds of $81,205. The purchase price is consistent with the City of Richland's Resolution No. 158-18, which established pricing within the Horn Rapids Industrial Park on November 20, 2018.

FCCI, Inc. is an existing Richland business that specializes in the nuclear, oil, gas, chem-demil and power industry. They provide nuclear certified piping materials, valves, instrumentation, machined components and fasteners.

The City will retain a repurchase right if John Watson has not submitted an application for approval of building plans to the City within eight (8) months of closing, and if he does not begin construction of a light industrial building on the lot within eighteen (18) months of closing.

Fiscal Impact:	Purchase price is $54,500 per acre with estimated gross proceeds of $81,205 for the 64,805 square feet (1.49 acres) of property. Net proceeds after closing will be distributed to the City's Industrial Development Fund.

Attachments:
1. Site Map - John Watson
2. Short Plat No. 3641

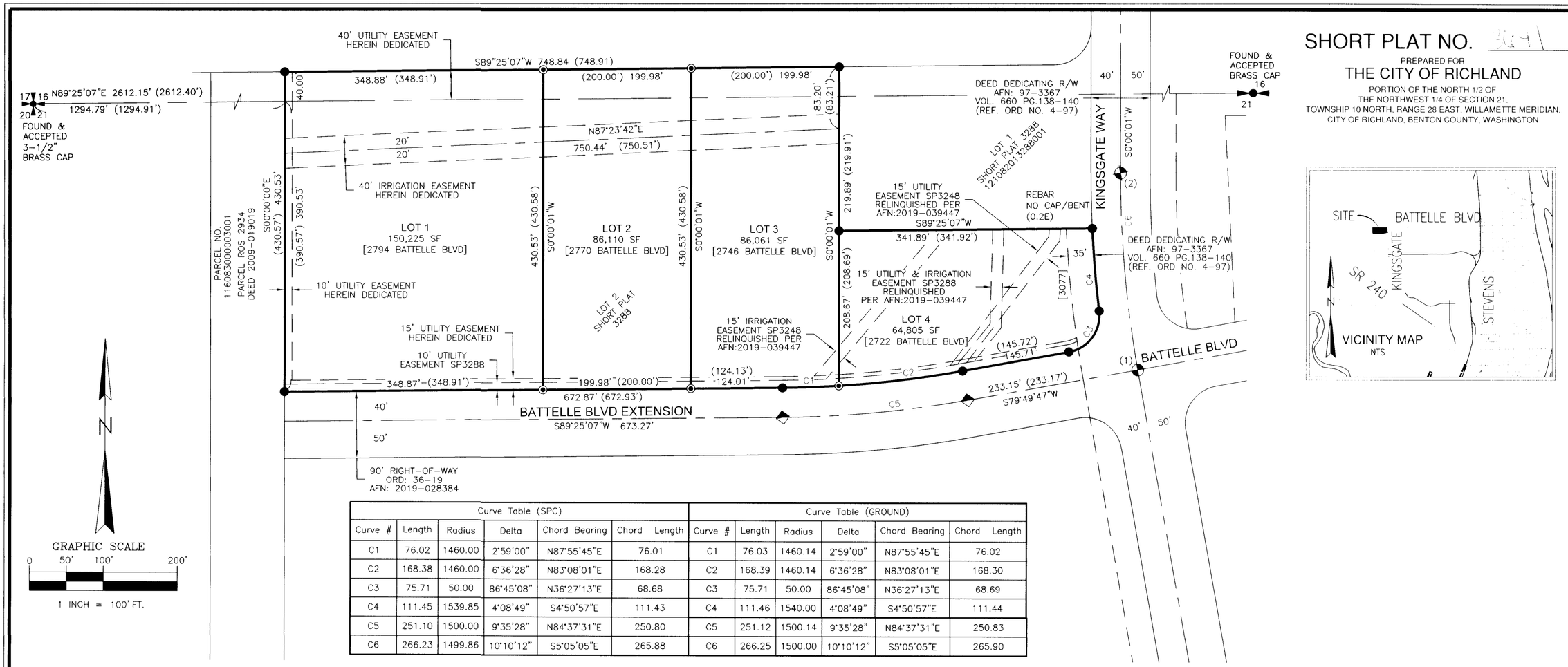

Eco Park
100' UTILITY CORRIDOR
177.4 ACRES
Proposed Lowe Blvd
Solutions
10.0 ACRES
ATI-Richland Operations
Areva
Proposed Sub Station
Jairo Arauz
Battelle Blvd
Proposed Battelle Blvd
8.2 ACRES
FCCI
8.9 ACRES
Timberline
Areva
JOHN WATSON
1.49 ACRE PURCHASE
C.O.R. RAILROAD
40.0 ACRES
Plastic Injection Molding
Ferguson Enterprises
Rapid Span
PermaFix
Shadow Mtn Industrial
10 N WA AVE LLC
Horn Rapids Industrial Park
90.07 ACRES
WHECO
CEN WA CORN
C.O.R. RAILROAD
PROPOSED UTILITY CORRIDOR
Del Hur
POB
Brent Thomas
127.8 ACRES
24.0 ACRES
11.2 ACRES
CWCP
Chill Build WA LLC
Vatos Locos
1st Street
HILL
Proposed Expansion
Sports Complex
State of WA Military Dept Readiness Center
Kingsgate Way
Polar Way
15.8 ACRES
Coastal Community
17.6 ACRES
N

SHORT PLAT NO. 3641

PREPARED FOR

THE CITY OF RICHLAND

PORTION OF THE NORTH 1/2 OF
THE NORTHWEST 1/4 OF SECTION 21,
TOWNSHIP 10 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN,
CITY OF RICHLAND, BENTON COUNTY, WASHINGTON



GRAPHIC SCALE
0 50' 100' 200'
1 INCH = 100' FT.

Curve Table (SPC)						Curve Table (GROUND)					
Curve #	Length	Radius	Delta	Chord Bearing	Chord Length	Curve #	Length	Radius	Delta	Chord Bearing	Chord Length
C1	76.02	1460.00	2°59'00"	N87°55'45"E	76.01	C1	76.03	1460.14	2°59'00"	N87°55'45"E	76.02
C2	168.38	1460.00	6°36'28"	N83°08'01"E	168.28	C2	168.39	1460.14	6°36'28"	N83°08'01"E	168.30
C3	75.71	50.00	86°45'08"	N36°27'13"E	68.68	C3	75.71	50.00	86°45'08"	N36°27'13"E	68.69
C4	111.45	1539.85	4°08'49"	S4°50'57"E	111.43	C4	111.46	1540.00	4°08'49"	S4°50'57"E	111.44
C5	251.10	1500.00	9°35'28"	N84°37'31"E	250.80	C5	251.12	1500.14	9°35'28"	N84°37'31"E	250.83
C6	266.23	1499.86	10°10'12"	S5°05'05"E	265.88	C6	266.25	1500.00	10°10'12"	S5°05'05"E	265.90

SURVEYOR'S NOTES

1. DATE OF SURVEY/MONUMENTS VISITED: OCTOBER 2018 AND MAY 2019
2. BASIS OF BEARING: NAD83(2011) 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 1.0000964167 TO ACHIEVE GROUND DISTANCES. REFERENCE DESCRIPTION DISTANCES AND AREA ARE GROUND DISTANCES. MULTIPLY GROUND DISTANCES BY A COMBINED SCALE FACTOR OF 0.999907592 TO ACHIEVE SURVEYED GRID DISTANCES.
4. EQUIPMENT/PROCEDURES: TOPCON GR3 GNSS, RTK METHOD. LINEAR CLOSURES MEET OR EXCEED STANDARDS CONTAINED IN WAC 332-130-090.
5. (XXX.XX) GROUND DISTANCES.

CITY OF RICHLAND NOTES

1. PRIOR TO DEVELOPMENT OF INDIVIDUAL LOTS, A GEOTECHNICAL STUDY MAY BE REQUIRED AND CONDUCTED IN ACCORDANCE WITH 2015 IBC SECTION 1803. A GRADING PERMIT MAY BE REQUIRED AND FINAL OBSERVATION CONDUCTED BY CITY OF RICHLAND AND THE GEOTECHNICAL ENGINEER OF RECORD.
2. AUTHORIZATION OF THIS SHORT PLAT DOES NOT GUARANTEE THE ISSUANCE OF ANY FUTURE DEVELOPMENT PERMITS, INCLUDING, BUT NOT LIMITED TO: BUILDING PERMITS, COMPREHENSIVE PLAN AMENDMENTS OR ZONING AMENDMENTS.
3. ADDRESSES SHOWN IN BRACKETS ARE SUBJECT TO CHANGE BY THE CITY OF RICHLAND, ZIP CODE 99354

APPROVALS

I HEREBY CERTIFY THAT THE TAXES ON THE LAND DESCRIBED HEREON HAVE BEEN PAID TO AND INCLUDING THE YEAR 2020. PARCEL NO. 121082013288002

Kenneth Spencer by Heather Hutchison 1/10/2020
BENTON COUNTY TREASURER DATE

THE ANNEXED SHORT PLAT IS HEREBY APPROVED BY AND FOR THE CITY OF RICHLAND, STATE OF WASHINGTON.

ENGINEER, CITY OF RICHLAND DATE 1/8/2020

OWNER'S CERTIFICATE

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE TRACT OF LAND DESCRIBED HEREON, THAT WE HAVE CAUSED SAID LAND TO BE SURVEYED AND SHORT PLATTED INTO LOTS AS SHOWN AND THAT THE EASEMENTS ON THE SHORT PLAT ARE HEREBY GRANTED AND DEDICATED FOR THE USES AS SHOWN THEREON.

CITY OF RICHLAND

CYNTHIA D. REENTS, CITY MANAGER 1/8/2020
DATE

ACKNOWLEDGMENT

STATE OF WASHINGTON
COUNTY OF BENTON

ON THIS 8th DAY OF Jan., 2020 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED CYNTHIA D. REENTS, TO ME KNOWN TO BE THE CITY MANAGER, OF THE CITY OF RICHLAND, WASHINGTON, THE CORPORATION THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CORPORATION, FOR THE USES AND PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT THEY ARE AUTHORIZED TO EXECUTE THE SAID INSTRUMENT AND THAT THE SEAL AFFIXED IS THE CORPORATE SEAL OF SAID MUNICIPAL CORPORATION.

WITNESS MY HAND AND OFFICIAL SEAL AFFIXED THE DAY AND YEAR FIRST ABOVE WRITTEN.

Tori Dutton
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT: Benton County, WA

MY COMMISSION EXPIRES: 9-5-2022

DESCRIPTION

LOT 2, SHORT PLAT 3288, RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 3288, UNDER AUDITOR'S FILE NUMBER 2010-034035, RECORDS OF BENTON COUNTY, WASHINGTON.

MONUMENT NOTES

(1) 2" BRASS CAP IN ASPHALT(.23E)
(2) 2" BRASS CAP IN ASPHALT

LEGEND

- FOUND 3" BRASS CAP AS NOTED
- FOUND 5/8" REBAR & CAP "PERMIT SURVEY PLS 45774", OR AS OTHERWISE NOTED
- SET 5/8" REBAR & CAP "PERMIT SURVEY PLS 54534"
- SET 2.5" BRASS CAP IN MONUMENT CASE "45774"

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, 20___ A.D. AT _____ MINUTES PAST _____M., AND RECORDED IN VOLUME ___ OF SHORT PLATS, PAGE _____ AT THE REQUEST OF ASHLEY D. GARZA.

BENTON COUNTY AUDITOR BRENDA CHILTON

FEE NO. _____

SURVEYOR'S CERTIFICATE

I, ASHLEY D. GARZA, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF WASHINGTON, BASED ON MY KNOWLEDGE, INFORMATION, AND BELIEF, HEREBY CERTIFY THAT THE SHORT PLAT AS SHOWN HEREON IS BASED ON AN ACTUAL FIELD SURVEY OF LAND DESCRIBED AND THAT ALL CORNERS AND DIMENSIONS ARE CORRECTLY SHOWN AND THAT SAID SHORT PLAT IS STAKED ON THE GROUND AS INDICATED HEREON.

ASHLEY D. GARZA, STATE OF WASHINGTON, 54534, REGISTERED PROFESSIONAL LAND SURVEYOR, 01/07 2020

Ashley Garza
ASHLEY D. GARZA
CERTIFICATE NO. 54534

PERMIT SURVEYING INC
2245 Robertson Drive
Richland, Washington 99354
Office 509-375-4123
Fax 509-371-0999

DATE:	01/07/2020
SCALE:	1"=50'
DRAWN BY:	ADG
APPROVED BY:	CCA
PROJECT:	19056
SHEET	1 OF 1

2020-001023 B: 01 P: 3641 SP
01/10/2020 01:31:24 pm Pages: 1 Fee: $187.50
Benton County Auditor's Office

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/11/2021 Agenda Category: Business

Prepared By: Joe Schiessl, Parks & Public Facilities Director

Subject:
Declaration of Approximately 3,000 Square Feet of City-Owned Property as Surplus and Vacation of a Public Access Easement.

Department:
Parks & Public Facilities

Recommended Motion:
Move to recommend that the Richland City Council declare approximately 3,000 acres of parcel number 102882070000069, within the plat of Reata Heights, consistent with the associated exhibit map, as surplus to the City pursuant to RMC 3.06.

Summary:
The City of Richland owns a parcel on the south slope of Little Badger Mountain intended to provide access to a portion of the "Rivers to Ridges" trail. The original acquisition of the 43,633 square foot (1.002 acres) parcel included a small portion (approximately 3,000 square feet) of the top of Little Badger Mountain. The top of Little Badger Mountain in the vicinity of the City's parcel has developed into single-family houses in the Falconcrest plat and a portion of the City's parcel is now unusable because it lies in a pie shape between two houses' rear yards. The remainder of the parcel is suitable for the City's park and trail purposes.

Additionally, there is a public access easement recorded upon the private property adjacent to the City's parcel that was acquired at the time of subdivision platting to provide access to the "Rivers to Ridges Trail, but was recorded before the acquisition of the City's park property. The access easement similarly is not practical because it is located partially upon the flat portion of two houses' rear yards. This easement is no longer necessary and is recommended to be vacated. The remaining City parcel in this vicinity is suitable for the City's park and trail purposes.

A declaration of surplus is bound by the requirements of RMC 3.06 and requires Council passage of a resolution preceded by recommendations by both the Parks and Recreation Commission and the Economic Development Committee. The City Council will host a public hearing on this item prior to consideration of a resolution.

Fiscal Impact: Declaring city-owned property as surplus has no fiscal impact. A future sale of surplus land will require market-based pricing and the proceeds will benefit the City's Park Reserve Fund.

Attachments: