

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be held remotely via Zoom. Members of the public may attend this meeting by selecting the Zoom link or by calling the phone numbers provided.



Agenda
Economic Development Committee Meeting
Monday, May 24, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 982-9303-9442

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

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)

April 26, 2021 Meeting Minutes

Public Comments: Please limit public comments to 3 minutes.

Business: (30 Minutes)

1. Proposed Land Surplus - Lawless and Thayer
- Pete Rogalsky, Public Works Director
2. Declaring Certain Real Property Located at 606 Jadwin Avenue Surplus to the City's Needs.
- Joe Jacobs, Economic Development Manager
3. BLRF2021-01 Live @ 5
- Amanda Wallner, Marketing Specialist
4. CFIP2021-005 601-614 The Parkway
- Amanda Wallner, Marketing Specialist

Announcements: (3 Minutes)

Adjournment

The next Economic Development Committee Meeting is June 28,2021

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: 5/24/2021

Agenda Category: Approval of Minutes

Prepared By: Lynne Follett, Executive Assistant

Subject:
April 26, 2021 Meeting Minutes

Department:
Development Services

Recommended Motion:
Approve the minutes of the Economic Development Committee meeting held on April 26, 2021.

Summary:

Fiscal Impact: N/A

Attachments:
1. 2021.04.26 Economic Development Committee Meeting Minutes DRAFT



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

MONDAY, APRIL 26, 2021 – 4:00 P.M.
VIA ZOOM

CALL TO ORDER

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

ATTENDANCE

Chairman Bricker, Committee Members Holmberg, Hughes, Knight, Newman, Spencer, and Richardson.

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 for approval. There were no changes or additions.

COMMITTEE MEMBER HUGHES MOVED AND COMMITTEE MEMBER NEWMAN SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 7-0.

APPROVAL OF MINUTES

Chairman Bricker introduced the meeting minutes from February 22, 2021. There was no discussion or changes suggested.

MEMBER SPENCER MOVED AND MEMBER RICHARDSON SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF FEBRUARY 22, 2021. MOTION PASSED 7-0.

PUBLIC COMMENTS

Chairman Bricker opened the public comment period at 4:03 p.m. Having no one request time to address the committee, Chairman Bricker closed the public comment period at 4:03 p.m.

ITEMS OF BUSINESS

1. CFIP2021-004 1022 Commercial Façade Improvement Program – 1022 Lee Blvd.

Chairman Bricker recognized Ms. Wallner to provide the staff presentation. Ms. Wallner gave a brief overview of the project and introduced Mr. Chad Lineback, Owner of the building at 1022 Lee Blvd. Mr. Lineback stated that the building has been vacant since 1999 and

needs renovations before a new tenant moves in. He also detailed other improvements he plans to make in addition to the exterior façade improvement.

At the conclusion of Mr. Linebeck's presentation several committee members asked questions and discussed the application.

COMMITTEE MEMBER SPENCER MOVED AND MEMBER HOLMBERG SECONDED THE MOTION TO RECOMMEND COUNCIL FUND CFIP2021-004 AS RECOMMENDED BY STAFF. MOTION PASSED 7-0.

2. CFIP2021-003 Commercial Façade Improvement Program – Dovetail Joint

Chairman Bricker asked Ms. Wallner to present the staff report. Ms. Wallner outlined the request and the amount requested. Ms. Maren McGowan, Owner of Dovetail Joint, discussed the project including past improvements to the building and planned improvements in addition to those outlined in the CFIP application. Ms. Wallner also indicated an updated sidewalk use license was already in the works.

Committee members asked questions and discussed the application. Several members applauded the plan.

MEMBER HOLMBERG MOVED AND MEMBER NEWMAN SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE CFIP2021-003 APPLICATION IN FULL AS PRESENTED BY STAFF. MOTION PASSED 7-0.

ANNOUNCEMENTS

Ms. Wallner stated the CFIP application is now available online.

Member Holmberg commented on the pending ADA lawsuits against several businesses in the Uptown.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:29 p.m.

Prepared by:

Lynne Follett, Administrative Assistant II

Reviewed by:

Joe Jacobs, Economic Development Manager

Approved by:

Brad Bricker, Chairman



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 5/24/2021

Agenda Category: Business

Prepared By: Pete Rogalsky, Public Works Director

Subject:

Proposed Land Surplus - Lawless and Thayer

Department:

Development Services

Recommended Motion:

Recommend City Council approve the surplus of property located at Lawless and Thayer Dr.

Summary:

Richland Municipal Code (RMC) Chapter 3.06 describes the required process for disposing of City-owned real property. The code-defined purposes for this process are:

1. Stimulate the development of the city's economic base to provide employment opportunities and tax revenues for the city and other local taxing entities;
2. Meet the financial obligations resulting from prior property transactions of the city;
3. Provide capital for economic development purposes, for parkland operations (planning, acquisition, design, construction and maintenance and operation), and such other purposes as the council determines are necessary and appropriate; and
4. Provide a source of general revenue to the city over and above the tax yields from such real property. .

Staff has received developer interest in several parcels of City-owned property off the south end of Thayer Drive. These properties are somewhat unusual in the City's property inventory in that they were acquired from the State Department of Transportation (WSDOT) and carry deed restrictions regarding both the ability to dispose of the property and the use of any sales proceeds. One parcel requires consent for any disposal and the properties carry the constraint that any sale proceeds must be used for the City's street program. Staff has sought WSDOT consent to disposal and anticipates receipt of that formal consent in the near future.

Given past street system changes that resulted in the construction of Lawless Drive and removal of the extension of Thayer Drive between Lawless Drive and Aaron Drive, and future improvements to the SR240 / Aaron Drive interchange staff believes these parcels to be surplus to any anticipated City purpose. For that reason, staff recommends designating these parcels as surplus to the City's needs.

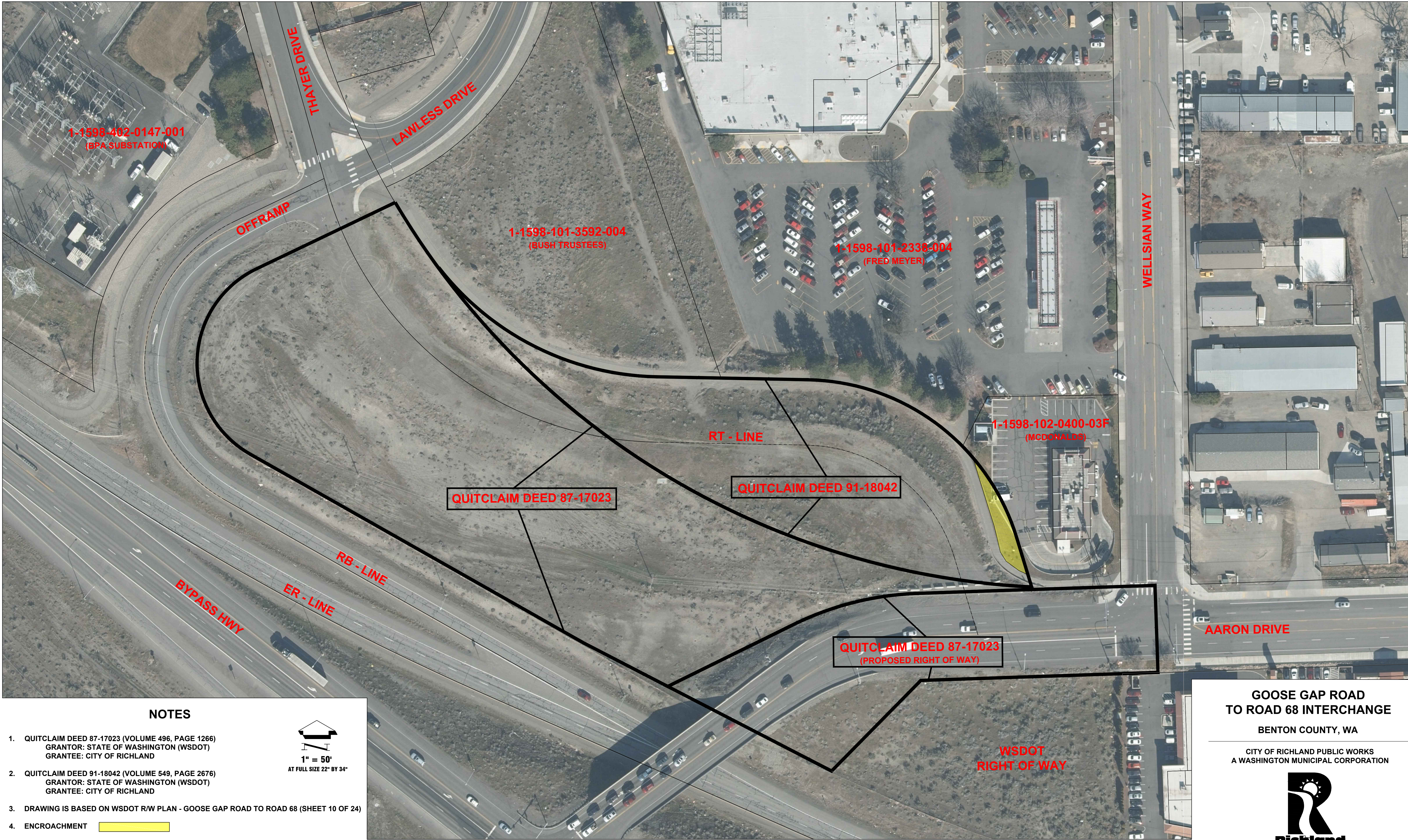
Council makes decisions regarding surplus and disposal of real property. RMC Chapter 3.06 provides that Council consider conformance with the Comprehensive Plan and recommendations from the Economic Development Committee and the Planning Commission. Staff is seeking the Economic Development Committee's recommendation regarding a decision to declare these parcels surplus to the City's needs.

Fiscal Impact: Proceeds from the sale will be deposited in the city's Streets fund for street improvements.

Attachments:

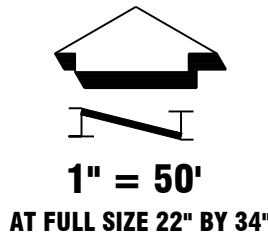
- 1. Thayer Drive Properties Exhibit

T.9N R.28E S.15 W.M.



NOTES

1. QUITCLAIM DEED 87-17023 (VOLUME 496, PAGE 1266)
GRANTOR: STATE OF WASHINGTON (WSDOT)
GRANTEE: CITY OF RICHLAND
2. QUITCLAIM DEED 91-18042 (VOLUME 549, PAGE 2676)
GRANTOR: STATE OF WASHINGTON (WSDOT)
GRANTEE: CITY OF RICHLAND
3. DRAWING IS BASED ON WSDOT R/W PLAN - GOOSE GAP ROAD TO ROAD 68 (SHEET 10 OF 24)
4. ENCROACHMENT



GOOSE GAP ROAD
TO ROAD 68 INTERCHANGE
BENTON COUNTY, WA

CITY OF RICHLAND PUBLIC WORKS
A WASHINGTON MUNICIPAL CORPORATION





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 5/24/2021

Agenda Category: Business

Prepared By: Joe Jacobs, Economic Development Manager

Subject:

Declaring Certain Real Property Located at **606 Jadwin Avenue** Surplus to the City's Needs.

Department:

Development Services

Recommended Motion:

Motion to recommend the surplus of certain real property located at 606 Jadwin Avenue., Richland WA; as illustrated in the map attached.

Summary:

In preparation to resolve an encroachment of a storage building onto City property that took place some time ago, staff is proposing the surplus of 625 sq. ft. of property at the South end of the Richland Players theatre facility in downtown. This property is a part of the Parks and Public Facilities inventory and has been identified as not needed for future City development; they are agreeable to the surplus.

This surplus is pursuant to the Richland Players' interest in the future purchase of this piece of property instead of removal of the existing storage facility.

Fiscal Impact:

The surplus action, alone, has no fiscal impact on the City's budget. The fiscal impact resulting from the sale of this property will be approximately \$1,531.00

Attachments:

1. 606 Jadwin Ave. Surplus- MAP

606 Jadwin Avenue Surplus Area Map





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 5/24/2021

Agenda Category: Business

Prepared By: Amanda Wallner, Marketing Specialist

Subject:
BLRF2021-01 Live @ 5

Department:
Development Services

Recommended Motion:
Staff recommends approval of the \$10,000 request for sponsorship of the stage and security expenses related to the event.

Summary:
This application is for \$10,000 from BLRF to be used for sponsorship of the stage. The applicant has been notified that they will need to apply under the Chamber and Live @ 5 is working on obtaining the proper signature(s). The Chamber has agreed to sponsor this application.

Live @ 5 applied for funds in January of 2021; however, their application was held due to COVID restrictions. Since we are now open to Phase 3, the event will be moving forward starting in June. The event has been supported by this fund for over ten years in some capacity.

Event dates are as follows: June 10th, 17th, 24th, July 1st, 8th, 15th, 22nd, 29th and Aug 5th.

The Tri-City Regional Chamber is the applicant for this request and the application is being revised in that fashion. This update is required before any contract will be finalized.

Staff is in full support of the application to sponsor the stage and security expenses at \$10,000.

Fiscal Impact: The fund balance is \$16,690 prior to the application request. If approved, the fund balance will be \$6,690.

Attachments:
1. BLRP 2021 Application



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 |
| ☐ City of Richland Department | |

If a City Department, indicate which department, division, and committee.

Click or tap here to enter text.

Agency Address	4304 W 24th Ave Suite 200 Kennewick Wa 99338	Agency Telephone	509-783-0783
Contact Person	Jennifer Little	Contact Title	Events & Promotions Manager
Contact Phone	253-670-3522	Contact Email	Jennifer.little@smgnational.com
Project Title	Live@5	Amount Requested	\$15,000

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.

Live@5 has been a staple in our community for 17 years. Giving locals a great family night out. Live@5 is about entertainment, food, and family friendly fun. This event also helps our local businesses grown and new businesses to get their start. Each year we invite new businesses and returning local businesses to be a part of the 9 week event. Families can come out to John Dam Plaza and bring a blanket, have dinner, enjoy the music, do a little shopping and we even provide an entire kids zone with cotton candy, face painting, knockerball and other games. For the adults we have a beer and wine garden where they can enjoy a nice cold beer or glass of wine on a warm summer day and listen to some great music. Live@5 continues to improve the City of Richland's downtown area by providing an event that appeals to a wide range of marketing segments and community entertainment. This event draws out thousands of people every year and in coordination with the City of Richland has become a community favorite.

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

The Live@5 summer concert series has been running for 17 years. This years dates will be Thursday May 20, 2021 through Thursday, July 15, 2021 (every Thursday) for a total of 9 weeks. It's a series of free live evening concerts where bands perform on the HAPO Community stage while local restaurants, retail shops and non profit organizations set up in the park for patrons to frequent. Participating sponsors and vendors provide giveaways for attendees. We are continuing with our beer and wine garden hosted by Knights of Columbus, a non profit organization. Live@5 encourages other non profit organizations in our area to participate and raise funds and awareness for their cause.

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 Improvement | |

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

Our annual event brings in 2,000-4,000 people each week and continues to grow as a well known event for the City of Richland. Multiple surrounding cities reach out to our group each year asking us to do the same event for their city. The event attracts new people as well as return customers that look forward to this event each spring. We are bringing people into Richland, increasing business traffic which is family friendly and fun for everyone.

3b) If a City Department, please explain the program or capital expenditure and note whether other sources of revenue are being utilized.

Click or tap here to enter text.

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

Live@5 invites local businesses to take part in our annual event. Allowing them to showcase their business each week. This gives them advertising and revenue. We encourage businesses to share the event on their social media which in turn drives even more traffic into the city.

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

The Tri City Chamber of Commerce collaborates with the City of Richland and Stephens Media Group. Sponsors/Vendors Live@5 2021 (First Right of Refusal) *HAPO Community Credit Union *Smasne Wine Cellars *Legends Casino *Prestige Motors *A Cut Above Vending *LuLaRoe Kara Kirk *Fast and Curryous *Dunkaroo *Maui Juice *Gourmet Soul *WASPP *Bacon Wrapped Dogs *Hot Tamales *TSP Bakery *Ice Harbor Brewing *Pita Pit *Grubbins *Country Financial *Gourmet Grub Bus *Encore Wellness 4life *Best Funnel Cake *Knockerball Tri Cities *Don Taco *Kettle Corn Factory *Designed Life Chiropractic *Tri Cities Cancer Center *Jr Falcons Youth Football *Tri City Cotton Candy *Retro Riders *American Legion Auxiliary *Trish's Pit Bull Pen * Illusions Face Painting

6) Can the project be completed within the award year? Please explain.

Yes, the event runs 9 weeks. May 20th-July 15th 2021

Revenue (Attach additional pages as necessary)

Source	Amount
TBD 2021 Sponsors are not yet confirmed	\$0.00
1st right of refusal happens March 2021	\$0.00
Click or tap here to enter text.	\$0.00
Click or tap here to enter text.	\$0.00
Click or tap here to enter text.	\$0.00
Click or tap here to enter text.	\$0.00
Total	\$0.00

Expenses (Attach additional pages as necessary)

Source	Amount
Advertising \$173,409,City Business License \$200, Vendor Fees \$100	\$173,709.00
Bands \$6,100, Audio \$8,809.21,	\$14,909.21
BMI Contract \$225, Security \$10,647.50	\$10,872.50
Staffing \$10,472, Supplies \$1,160.60	\$11,632.60

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	\$211,123.31

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 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

Jennifer Little
Printed Name

December 1, 2020
Date

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 840 Northgate Drive in Richland
- If mailed, mail to:

Richland BEDO
Attn: Marketing Specialist – Economic Development
505 Swift Boulevard, MS-18
Richland, WA 99352



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 5/24/2021

Agenda Category: Business

Prepared By: Amanda Wallner, Marketing Specialist

Subject:

CFIP2021-005 601-614 The Parkway

Department:

Development Services

Recommended Motion:

Staff is in support of this application, and recommends the full funding request of \$7,835.50.

Summary:

Brian Mair is the owner of 610-614 The Parkway. He is requesting half the project cost to repair the soffit along the Parkway frontage for these buildings. The cost requested is \$7,835.50 and total project cost is \$15,671. His buildings are occupied by Thrive Dance, Parkway Tattoo, Senior Helpers, and Legacy Barbershop and they are fully occupied. The total cost of all the renovations is over \$120,000 that has been invested in these buildings during the past year.

The project scope is removing and re-installing new soffits over the walkway in front of these businesses on the Parkway side of the building. The current soffits have been in place since the building was built in the 1950s and have seen some wear and damage. The refresh would update the look of the soffit and create better cover for the walkway below. The soffits are currently dilapidated and need repair from water and weather damage over the years.

The applicant has been advised they will need to seek a building permit for the repairs and work through both the building and planning departments as they incorrectly answered that question in the application.

Fiscal Impact: Total remaining in fund if approved is \$36,996.

Attachments:

1. Application CFIP2021-005
2. photos of current soffit
3. New Soffit Example



Commercial Façade Improvement Program

Application

Applicant Name	Brian Mair	Applicant Title	Owner
Applicant Phone	509-475-6431	Applicant Email	b_mair@comcast.net
Applicant Mailing Address	1681 April Loop		
Applicant Relationship to Business	Managing Member		
Business Name	Parkway Dream LLC	Business Phone	5094756431
Age of Building	50 years	UBI Number	604-573-560
Project Physical Address	610-616 The Parkway		
Project Cost	\$ \$15,671.00	Amount Requested	\$ \$7,835.50
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.			
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.			
Replace the damaged dilapidated soffit on the Parkway side of 610, 612, 614, and 616 the Parkway with new metal soffit. The space is occupied by Thrive Dance, Legacy Barber, Parkway Tattoo, and Senior Helpers. The Richland Farmers Market is held in the Parkway in front of the space and this overhang of the building provides shade and cover from rain.			
Pictures of current condition are attached along with pictures of like metal soffit.			
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.			

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

Yes, the project is only to replace the soffit on the Parkway side.

Revenue (Attach additional pages as necessary)

Source	Amount
Rent (monthly)	\$ \$2,500.00
	\$
	\$
	\$
	\$
	\$
Total	\$ \$2,500.00

Expenses (Attach additional pages as necessary)

Source	Amount
Mortgage (monthly)	\$ \$1,900.00
Property Taxes (monthly)	\$ \$231.99
Other Building Maintenance (monthly)	\$ \$100.00
	\$
	\$
	\$
Total	\$ \$2,231.99

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

Brian Mair
eSigned via SeamlessDocu.com
 Key: 2c0ec5583122e25d0971227cd803c64b

Signature

Brian Mair

Printed Name

04/22/2021

Date

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





