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, August 23, 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.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

July 26, 2021 Meeting Minutes

Public Comments: Please limit public comments to 3 minutes.

Presentations: (10 Minutes)

1. Horn Rapids Development Update
   - Amanda Wallner, Marketing Specialist

Business: (30 Minutes)

1. CFIP2021-006 Application for 707 The Parkway, LLC
   - Amanda Wallner, Marketing Specialist

Announcements: (3 Minutes)

Adjournment

The next Economic Development Committee Meeting is September 27, 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

Richland Washington

Meeting Date: 8/23/2021

Agenda Category: Approval of Minutes

Prepared By: Kerwin Jensen, Development Services Director

Subject:
July 26, 2021 Meeting Minutes

Department:
Development Services

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

Summary:
Meeting minutes from the July 26, 2021 meeting.

Fiscal Impact: n/a

Attachments:
1. 2021.07.26 Economic Development Committee Meeting Minutes DRAFT

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
MONDAY, JULY 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 Hughes, Spencer, and Richardson.

Member Holmberg emailed a request to be excused.

Also present were Council Liaison Alvarez, Development Services Director Jensen, Marketing Specialist Wallner and Administrative Assistant II Follett.

APPROVAL OF AGENDA
Chairman Bricker presented the agenda for approval. There were no changes or additions.

COMMITTEE MEMBER HUGHES MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 4-0.

APPROVAL OF MINUTES
Chairman Bricker introduced the meeting minutes from June 28, 2021. There was no discussion.

MEMBER SPENCER MOVED AND MEMBER RICHARDSON SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF JUNE 28, 2021.
MOTION PASSED 4-0.

PUBLIC COMMENTS

Chairman Bricker opened the public comment period at 4:02 p.m. Having no one request time to address the committee, Chairman Bricker closed the public comment period at 4:02 p.m.

ITEMS OF BUSINESS

1. Proposed Purchase and Sale Agreement – Matson Properties, LLC

Chairman Bricker recognized Marketing Specialist Wallner to give the staff report. Ms. Wallner briefed committee members on the proposed purchase and use of the parcel. She also noted the requirements for development and the standard reversionary clause.

Committee members asked questions about the property and proposed use. The applicant was not present.

COMMITTEE MEMBER RICHARDSON MOVED AND MEMBER SPENCER SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE PURCHASE AND SALE AGREEMENT WITH MATSON PROPERTIES, LLC. MOTION PASSED 4-0.

2. Proposed Purchase and Sale Agreement – Brad Tapani

Chairman Bricker recognized Marketing Specialist Wallner to give the staff report. Ms. Wallner briefed committee members on the proposed purchase and use of the parcel. She showed a map and noted this was a correction to the meeting packet information. Ms. Wallner also noted the requirements for development and the standard reversionary clause.

Committee members discussed the proposal and asked questions about the size of the development proposed. Ms. Wallner clarified this is the last 5-acre parcel in the Horn Rapids Business Park.

MEMBER RICHARDSON MOVED AND MEMBER SPENCER SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE PURCHASE AND SALE AGREEMENT WITH BRAD TAPANI. MOTION PASSED 4-0.

3. Establishing New Pricing for City-owned Properties in the Horn Rapids Business Center, Horn Rapids Commercial Plaza and the Horn Rapids Industrial Park, and Implementing a biennial review process.

Chairman Bricker asked Mr. Jensen for the staff report. Mr. Jensen noted a few corrections to the proposed price list and showed a map depicting the 3 areas of pricing. He also highlighted the current uses in the area and the target markets for each of the Horn Rapids areas

At the conclusion of Mr. Jensen's presentation, committee members asked about comparable properties in the region and discussed the proposed pricing.

MEMBER HUGHES MOVED AND MEMBER SPENCER SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE NEW PRICING AS PROPOSED. MOTION PASSED 4-0.

ANNOUNCEMENTS

Ms. Wallner commented on the 2021 Live @ 5 advertisement and noted the inclusion of the City's logo this year.

Councilman Christensen commented about the speculation of buyers in the Horn Rapids Industrial and Business Parks and asked staff to provide an analysis of jobs created. Councilman Christensen also asked for an update to the EDC on Columbia Point Tracts D&E.

Chairman Bricker gave a quick update on the Small Modular Reactor (SMR) project with Energy Northwest.

Mr. Jensen announced that beginning in August, meetings will follow a hybrid model.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:47 p.m.

Prepared by: ______________________________
Lynne Follett, Administrative Assistant II

Reviewed by: ______________________________
Kerwin Jensen, Development Services Director

Approved by: ______________________________
Brad Bricker, Chairman

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/23/2021

Agenda Category: Presentations

Prepared By: Amanda Wallner, Marketing Specialist

Subject:
Horn Rapids Development Update

Department:
Development Services

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/23/2021 | Agenda Category: Business

Prepared By: Amanda Wallner, Marketing Specialist

Subject:
CFIP2021-006 Application for 707 The Parkway, LLC

Department:
Development Services

Recommended Motion:
Motion to recommend City Council approval of the request of $8,172 from the Commercial Facade Improvement Program for 707 The Parkway to complete the work outlined in their request.

Summary:
707 The Parkway LLC is the owner of 707 The Parkway (former Pink Pearl building). The project includes replacing the windows and doors on both the Parkway and Jadwin sides of the building. These improvements will increase accessibility as well as the visual appeal of the building and meet the objectives of the facade program. The request meets the program guidelines and required quotes were submitted.

This is the first of a few phases of improvements planned for the building. This project is valued at $16,344. Future phases will include a new awning, replacing siding as well as interior upgrades.

The applicant's owners (Brian and Katie Mair) are participants in a previous request for another building project that was granted funds. However, this is a new entity and project.

The applicants and/or their contractor will apply for the required permits and approvals needed to move forward.

Fiscal Impact: Approval of this request in full, at $8,172, will leave $28,824 remaining in the program for future projects.

Attachments:
1. Commercial_Fa__ade_Improvement_Program_Application__1NNvRAOTlJbEXb
2. Attachment 1 - Improvements and Plan
3. Original Picture
4. 20210610-20210728-Elevation Concept

Commercial Façade Improvement Program

Application

Applicant Name	Katie and Brian Mair	**Applicant Title**	Owners
Applicant Phone	509-430-4821	**Applicant Email**	b_mair@comcast.net
Applicant Mailing Address	1681 April Loop, Richland, WA 99354		
Applicant Relationship to Business	Owner (Landlord leased to Gelato Shop)		
Business Name	707 Parkway LLC	**Business Phone**	5094304821
Age of Building	75	**UBI Number**	604-774-258
Project Physical Address	707 The Parkway, Richland, WA 99354		
Project Cost	$ $16,344.30	**Amount Requested**	$ $8,172.15

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.

See attachments.

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 Sewer/Water Permits
- ☐ City of Richland Right-of-Way 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.

Greg Sullivan - Richland Energy Consultant has performed an initial energy evaluation of the building.

5) Can the project be completed within 12 months? Please explain.
Yes, the estimated timeframe is 6-12 weeks from date of ordering doors and windows.

Revenue (Attach additional pages as necessary)	
Source	**Amount**
City Matching Funds	$ $8,172.15
Owner will fund with personal funds	$ $8,172.15
	$
	$
	$
	$
Total	$ $16,344.30

Expenses (Attach additional pages as necessary)	
Source	**Amount**
Windows/Doors Contractor (equipment and installation)	$ $16,344.30
	$
	$
	$
	$
	$
Total	$ $16,344.30

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

eSigned via SeamlessDocs.com
Katie Mair
Key: 2cbec5583122e25d0971227cd603c64b

Signature

Katie Mair

Printed Name

08/13/2021

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:

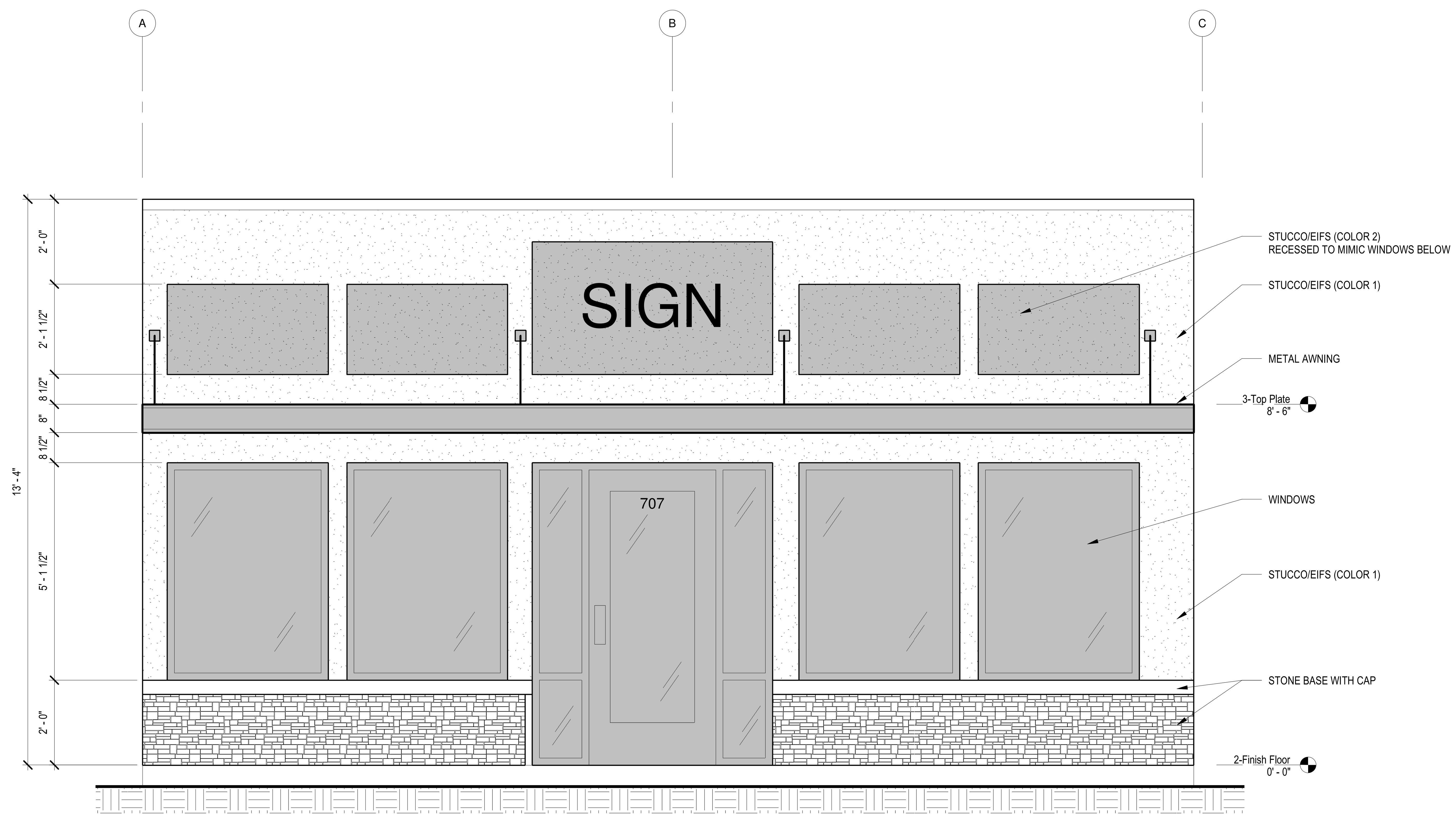
- Applications that are handwritten may be sent via email, dropped off, or mailed
- If sent via email, please legibly scan your document as a PDF
- If dropped off, bring to 625 Swift Blvd. in Richland: Attn: Mandy Wallner
- If mailed, mail to:

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

Replace windows on the both the Parkway and Jadwin facing sides of building with Commercial Grade windows. Replace door on the Parkway side of building with Commercial Grade door. Replacing the door will increase the height and width, allowing for a more accessible access into the building. The current door is more of a residential door. The farmer's market is located in front of the building, replacing the windows and doors will increase the visual appeal of the building.

This is the first phase of a multi-phase improvement to the building. Future improvements will include adding an awning, replacing old siding with either new siding or stucco. Inside of building will be improved with adding a second ADA compliant bathroom, updated flooring, ceiling replacement, roof replacement, paint, etc.

707
PINK PEARL
PINK PEARL



1 EAST ELEVATION Concept Sketch
SK-1.0 SCALE: 1/2" = 1'-0"

MARK	DATE	DESCRIPTION	BY

REVISIONS

PRELIMINARY
NOT FOR
CONSTRUCTION

DKEI
Architectural
Services
1630 LUCCA LN.
RICHLAND, WA 99352
(509) 336-9716
DKEI.PLLC@GMAIL.COM
WWW.DKEIPLLC.COM

CLIENT: BRIAN MAIR
PROJ. LOC.: 707 THE PARKWAY, RICHLAND, WA 99352
707 THE PARKWAY AS-BUILTS

ELEVATIONS

PROJECT NUMBER:
20210610
ISSUE DATE:
XX/XX/XXXX

SK-1.0
Sheet of

Bar Measures 1 inch