



Agenda
Economic Development Committee Meeting
Monday, July 25, 2022
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Committee Members: Chair Bricker and Members Holmberg, Hughes, Knight, Newman, Potts, Spencer and Warner

Council Liaison: Jones
Council Alternate: Mayor Pro Tem Christensen

Staff Liaison: Wallner

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Public Comments: Please limit public comments to 3 minutes.

Approval of Minutes: (Approved by Motion)

May 23, 2022 Meeting Minutes

Presentations: (10 Minutes)

- I. July Training Topics - BLRF & CFIP
 - Lynne Follett, Economic Development Specialist

Business: (30 Minutes)

- I. Commercial Facade Improvement Program Application - Habitat for Humanity
 - Lynne Follett, Economic Development Specialist
2. Commercial Facade Improvement Program Application -707 The Parkway (Brian Mair)
 - Lynne Follett, Economic Development Specialist

Announcements: (3 Minutes)

Adjournment

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



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/25/2022

Agenda Category: Approval of Minutes

Prepared By: Amanda Wallner, Economic Development Manager

Subject:
May 23, 2022 Meeting Minutes

Department:
Development Services

Recommended Motion:
Motion to approve the minutes of the May 23, 2022 Economic Development Committee meeting.

Summary:
May 23, 2022 Meeting Minutes

Fiscal Impact: n/a

Attachments:
1. 2022.05.23 Economic Development Committee Meeting Minutes DRAFT - Copy



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

MONDAY, MAY 23, 2022 – 4:00 P.M.
VIA ZOOM

CALL TO ORDER

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

ATTENDANCE

Chairman Bricker, Vice-Chair Hughes, Committee Members Knight, Spencer, and Warner. Committee Member Newman arrived at 4:04 P.M. after approval of Minutes.

Also present were Development Services Director Jensen, Planner Arrasmith, Economic Development Manager Wallner, Economic Development Specialist Follett, and Administrative Assistant II Kirkpatrick. Council Liaison Jones was present via Zoom.

APPROVAL OF AGENDA

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

COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER WARNER SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 5-0.

APPROVAL OF MINUTES

1. April 25, 2022 Minutes

Chairman Bricker introduced the meeting minutes from April 25, 2022. There were no changes or discussion.

VICE-CHAIR HUGHES MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF MARCH 28, 2022. MOTION PASSED 5-0.

PUBLIC COMMENTS

Chairman Bricker opened the public comment period at 4:04 p.m. Having no one request time to address the committee, Chairman Bricker closed the public comment period at 4:04 p.m.

ITEMS OF BUSINESS

2. Proposed Surplus – Property Encroachment at Claybell Park

Chairman Bricker recognized Parks & Public Facilities Director Joe Schiessl to present the proposal to the Committee. Mr. Schiessl showed a map depicting the proposed surplus area. He stated that the encroachment is presumed to pre-exist the City's acquisition of Tract C on April 8, 1980 as the building permit for 341 Gleneagles Court was issued on September 1, 1976 and there are no records of known encroachment. At the conclusion of his presentation, he answered questions from committee members.

COMMITTEE MEMBER SPENCER MOVED ADDING THAT PROCEEDS SHOULD GO TO PARKS AND RECREATION DEPARTMENT AND COMMITTEE MEMBER NEWMAN SECONDED THE MOTION TO RECOMMEND THE ECONOMIC DEVELOPMENT COMMITTEE MAKE A POSITIVE RECOMMENDATION TO THE RICHLAND CITY COUNCIL TO DECLARE THE SUBJECT PROPERTY SURPLUS AND GIVE SPECIAL CONSIDERATION OF SELLING THE LAND TO THE ABUTTING LANDOWNER. MOTION PASSED 6-0.

PRESENTATIONS

3. EDC Training: Project and Site Plan Review

Chairman Bricker recognized Planner Arrasmith to present the training topic. Mr. Arrasmith gave a presentation outlining City's policy to determine whether the project promotes and supports the best interests of the City, and what the City uses to determine the return on investments for proposed projects. At the conclusion of his presentation, Mr. Arrasmith answered questions. At the conclusion of presentation Chairman Bricker requested a pdf of the presentation for records.

ANNOUNCEMENTS

Economic Development Manager Wallner announced that the property at 350 Thayer will be going on the market by the end of this week.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:31 p.m.

Prepared by:

Carly Kirkpatrick, Administrative Assistant II

Reviewed by:

Mandy Wallner, Economic Development Manager

Approved by:

Brad Bricker, Chairman



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/25/2022

Agenda Category: Presentations

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

July Training Topics - BLRF & CFIP

Department:

Development Services

Recommended Motion:

n/a

Summary:

Staff will review the Business License Reserve Fund and Commercial Facade Improvement Program guidelines.

Fiscal Impact:

n/a

Attachments:



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/25/2022

Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

Commercial Facade Improvement Program Application - Habitat for Humanity

Department:

Development Services

Recommended Motion:

Motion for the EDC to recommend City Council approve a CFIP grant to Habitat for Humanity for a new roadside sign.

Summary:

Habitat for Humanity applied for Commercial Facade Improvement Program (CFIP) funds to offset the cost of new signage at their store, located at 309 Wellsian Way. In addition to a new streetside sign, the project includes new vinyl lettering on front doors and windows as well as a new insert in the sign on the rear of the building.

Previously, signage had been funded as part of a larger facade improvement. However, in this case, the addition of new signs creates an improved facade appearance, and as such, staff supports partial funding. Based on program guidelines, only the streetside sign is a permanent fixture eligible for funding.

Project renderings are included as part of the application packet attached.

Fiscal Impact:

The balance available for Commercial Facade Improvement grants is \$89,066. If approved, this project will reduce the amount available by \$3,097.41

Attachments:

1. Habitat for Humanity - CFIP Application Packet



Commercial Façade Improvement Program

Application

Applicant Name	Larry Perez	Applicant Title	Store Manager
Applicant Phone	509-943-1330	Applicant Email	lperez@habitat-tcp.org
Applicant Mailing Address	313 Wellsian Way, Richland, WA 99352		
Applicant Relationship to Business	Employee		
Business Name	Tri-County Partners Habitat for	Business Phone	5099435555
Age of Building	31	UBI Number	601-466-392
Project Physical Address	309 Wellsian Way, Richland, WA 99352		
Project Cost	\$ \$10,559.12	Amount Requested	\$ \$5,279.56
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	E13G Properties LLC	Property Manager	Jim Tucker
Owner Phone	509-948-4838	Owner Email	mpattillo2@gmail.com
Owner Mailing Address	98817 E Canyon View Dr., Kennewick WA 99338		
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.			
N/A			
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.			
Proposed improvements to 309 Wellsian Way in Richland include the installation of a new road sign for our business and new signage for the front and back of the building. These improvements will enhance the area through increased visibility of the shopping area our business is located in and will bring more clarity about the location of our store and donation center in relation to neighboring businesses. Continued on additional page...			
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.			
N/A			

City of Richland Commercial Façade Improvement Program – Tri-County Partners Habitat for Humanity Application

Project Description Continued:

Proposed improvements will brighten up the surrounding shopping area by removing the current signage which is outdated and deteriorating.

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

Yes,

Revenue (Attach additional pages as necessary)	
Source	Amount
Habitat Store Sales	\$ \$10,559.12
	\$
	\$
	\$
	\$
	\$
Total	\$ \$10,559.12
Expenses (Attach additional pages as necessary)	
Source	Amount
Outside Road Sign/120x48/wood frame/stained/proto letters (100	\$ \$5,699.00
Front window graphics/133.3x51.5/installed	\$ \$611.00
Cabinet face/lexan/installed	\$ \$1,145.00
Front Window perf/ shop, donate, volunteer/ installed	\$ \$750.00
Rear of building (wall) 330x57/installed	\$ \$1,509.00
Sales Tax	\$ \$845.12
Total	\$ \$10,559.12

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

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

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

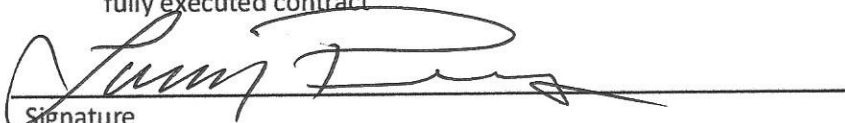
Application Review Criteria

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

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

By signing below, you are affirming that you:

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


 Signature
 Your Name Here
LARRY PEREZ
 Printed Name

07/08/2022

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



Signs By Sue

1215 A SO 10TH
PASCO, WA 99301
509-545-6929

Estimate

Date	Estimate #
6/2/2022	4822

Name / Address

Tri-County Habitat For Humanity
Melinda Davis

Project

Description	Qty	Cost	Total
Front window graphics/ 133.3x51.5/ installed	1	611.00	611.00T
Cabinet face/ lexan / Installed	1	1,145.00	1,145.00T
Front Window perf/ shop,donate/ volunteer/ installed	3	250.00	750.00T
Inside graphics over door way/ shop. donate/ Volunteer / installed	1	804.00	804.00T
Rear of building (wall) 330x57/ installed	1	1,509.00	1,509.00T
Out side road sign/ 120x48 / wood frame/ stained/ proto letters (100 count) / installed	1	5,699.00	5,699.00T
Sales Tax		8.70%	915.07
		Total	\$11,433.07

Customer Signature _____

Mustang Signs
10379 W Clearwater Ave, Ste 110, Kennewick, WA, 99336
info@mustangsigns.com
(509) 735-4607
EIN #: 90-0863746



License #: MUSTASG853J2
www.mustangsigns.com

Quote 15828

Store Signage

SALES REP INFO

Erin Voyles
Project Manager
erinv@mustangsigns.com
509-201-3182

QUOTE DATE

06/16/2022

QUOTE EXPIRY DATE

09/14/2022

TERMS

Payable on Receipt

ORDERED BY

Habitat for Humanity
Habitat for Humanity
309 Wellsian Way
Richland, WA, 99352

INSTALL ADDRESS

Habitat for Humanity
309 Wellsian Way
Richland, WA, 99352

CONTACT INFO

Larry Perez
Store@habitat-tcp.org

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Window Perforation - Front Windows Height: 57 Inches Width: 36 Inches Window Perf- 54" Solvex 50/50 Graphic Design / Layout Vinyl Install (1 Man)	3	Each	\$225.60	\$676.80	Y
2	Spot Vinyl Across 4 Window Panels Height: 51.5 Inches Width: 133 Inches Arlon 3420 (gloss) Laminate Arlon 4600 GLX (gloss)-Removable Adhesive Vinyl Graphic Design / Layout Vinyl Install (1 Man)	1	Each	\$689.16	\$689.16	Y
3	Vinyl Above Doorways Donate. Volunteer. Height: 24 Inches Width: 244.8 Inches High Performance Cut Vinyl Graphic Design / Layout Vinyl Install (1 Man)	1	Each	\$618.23	\$618.23	Y
4	Vinyl Above Doorways Shop. Height: 28.5 Inches Width: 90 Inches	1	Each	\$278.12	\$278.12	Y

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
	High Performance Cut Vinyl Graphic Design / Layout Vinyl Install (1 Man)					
5	Backlit Panel	1	Each	\$1,722.07	\$1,722.07	Y
	- Manufacture & Install a 3/16" White Transparent Panel with Graphics, designed to let light pass through - Dispose of existing sign panel <i>Electrical repairs are not included. If authorized repairs will be billed separately on a 'Time & Material' basis.</i>					
	Height: 45 Inches Width: 143 Inches Translucent 3M 3630 -Cut Vinyl Polycarb - White .150 (52" wide) Graphic Design / Layout Bucket Truck + Journeyman					
	Survey Needed for Backlit Panel VO and Cut Size					
	Bucket Truck + Journeyman					
6	Option A - Dimensional Letters - Donation Center	1	Each	\$2,270.52	\$2,270.52	Y
	- Acrylic Letters and logo - 1/8" depth - Adhered to side of Donation Center					
	Height: 48 Inches Width: 276 Inches Graphic Design / Layout Bucket Truck + Journeyman					
	<i>Material:</i> Acrylic					
	<i>Depth:</i> 1/8					
	<i>Mounting Method:</i> Tape					
7	Option B - Vinyl Letters - Donation Center	1	Each	\$1,760.39	\$1,760.39	Y
	Height: 48 Inches Width: 276 Inches Arlon 3420 (gloss) Laminate Arlon 8200X Gloss - High Tack Vinyl Graphic Design / Layout Vinyl Install (2 Man)					

This handcrafted quote is based on specific information you've given us and is valid for 30 days.
When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimation completion date. The remaining balance is due upon completion of your order.
Need to make changes?
No problem - but please realize changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Setup:	\$25.00
Shipping:	\$0
Subtotal:	\$8,040.29
Sales Tax (8.7%):	\$699.51
Total:	\$8,739.80

Downpayment (50.0 %)

\$4,369.90

SIGNATURE:

DATE:

Mustang Signs
10379 W Clearwater Ave, Ste 110, Kennewick, WA, 99336
info@mustangsigns.com
(509) 735-4607
EIN #: 90-0863746



License #: MUSTASG853J2
www.mustangsigns.com

Quote 15985

Entrance Sign - Double Sided

SALES REP INFO
Erin Voyles
Project Manager
eriniv@mustangsigns.com
509-201-3182

QUOTE DATE
06/29/2022
QUOTE EXPIRY DATE
09/27/2022
TERMS
Payable on Receipt

ORDERED BY
Habitat for Humanity
Habitat for Humanity
309 Wellsian Way
Richland, WA, 99352

INSTALL ADDRESS
Habitat for Humanity
309 Wellsian Way
Richland, WA, 99352

CONTACT INFO
Larry Perez
Store@habitat-tcp.org

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	E-Panel Sign with Zip Track for Letters - Double Sided Installed onto 2 sided custom built frame - shaped with triangles Height: 36 Inches Width: 72 Inches Single Sided Zip Track 10' Bottom Aluminum Composite - 3mm 4'x8' Arlon 4500 GLX (gloss)-Permanent Adhesive Vinyl Arlon 3420 (gloss) Laminate Zip Track 10' Mutual Wood Post - 8ft x 4" x 4" Zip Track 10' Top Sign Install (2 Man) Custom Built Frame Zip track letter set 4" tall	1	Each	\$13,920.138	\$13,920.14	Y

This handcrafted quote is based on specific information you've given us and is valid for 30 days.
When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimation completion date. The remaining balance is due upon completion of your order.
Need to make changes?
No problem - but please realize changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Setup:	\$0
Design Fee:	\$0
Subtotal:	\$13,920.14
Sales Tax (8.6%):	\$1,197.13
Total:	\$15,117.27

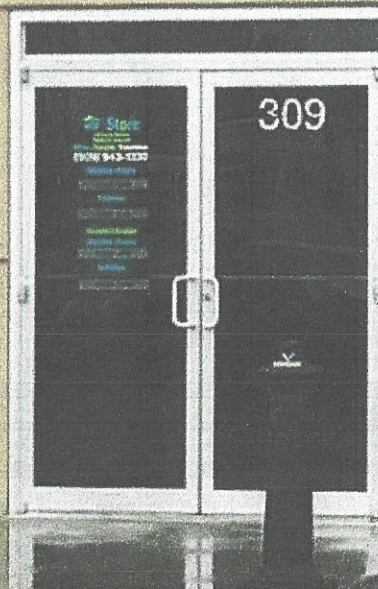
Downpayment (50.0 %)

\$7,558.635

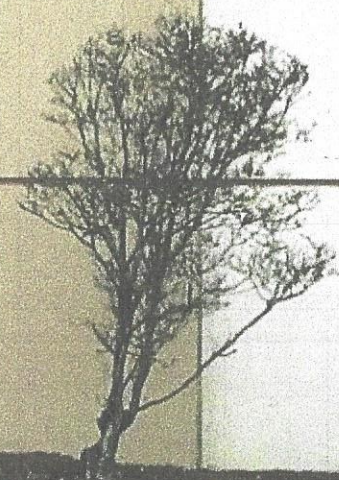
SIGNATURE:

DATE:





Shop.	Donate.	Volunteer.
• Furniture • Cabinets • Appliances • Lights	• Sinks • Flooring • Toilets • Tools	• Building Materials • Doors • Windows





Donation Center



Habitat
for Humanity
Tri-Cities

133.3"

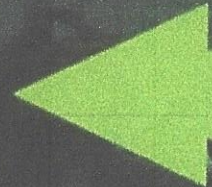
313

Tri-County Partners



Habitat
for Humanity

51.5"



Shop. Donate. Volunteer.

WHITEFIELD.ORG

MAINTENANCE





ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/25/2022

Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

Commercial Facade Improvement Program Application -707 The Parkway (Brian Mair)

Department:

Development Services

Recommended Motion:

Motion for the Economic Development Committee to recommend that Council approve the request for Commercial Facade Improvement Program funds to Brian Mair for improvements at 707 The Parkway.

Summary:

Brian Mair, the owner of 707 The Parkway, applied for CFIP to help pay for new windows and doors on the front (Parkway facing) and back (Jadwin facing) of the building. These upgrades are part of a larger project to upgrade the building. Details about the door and window replacement are included in the attached application packet.

Fiscal Impact:

The balance available for Commercial Facade Improvement grants is \$89,066. If approved, this project will reduce the amount available by \$20,000.

Attachments:

1. CFIP Application Packet - 707 The Parkway
2. Quote 1 - Superior Glass
3. Quote 2 - Perfection Glass



Commercial Façade Improvement Program

Application

Applicant Name	707 Parkway LLC	Applicant Title	Owner
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 Plant Shop)		
Business Name	707 Parkway LLC	Business Phone	5094304821
Age of Building	50 years (estimated)	UBI Number	604-774-258
Project Physical Address	709 The Parkway Richland, WA 99352		
Project Cost	\$ \$40,000.00	Amount Requested	\$ \$20,000.00
Amount of funding requested may not exceed 50% of project cost, and the maximum grant reimbursement is \$20,000.00 per enclosed unit (see graphic within guidelines and procedures document).			
Is the property owner different than the business owner?	☐ Yes ☒ No (If yes, complete section in yellow below)		
Owner Name		Property Manager	
Owner Phone		Owner Email	
Owner Mailing Address			
Have you obtained permission to complete this project from the property owner?	☐ Yes ☐ No		
1) Have you used this program before?	☒ Yes ☐ No (If yes, complete section 1a)		
1a) For what purpose or project did you use this program in the past? Please indicate the year utilized, and the funding amount you received. Attach one photo of the completed project to this application.			
We used the matchings funds on 707 The Parkway for replacing windows and doors (2021). The funding amount we received was \$8,172. See attached photos.			
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 Attachment 1.			
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.			
Greg Sullivan - Richland Energy Consultant will be performing an initial energy evaluation of the building.			

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

Yes, the estimated completion time is 4-8 weeks from date of ordering doors and windows.

Revenue (Attach additional pages as necessary)

Source	Amount
Owner will fund with personal funds	\$ \$20,380.00
City Matching funds	\$ \$20,000.00
	\$
	\$
	\$
	\$
Total	\$ \$40,380.00
Expenses (Attach additional pages as necessary)	
Source	Amount
Windows/Doors Contractor (equipment and installation) - Superior Glass \$34,420 + tax	\$ \$37,380.00
Architectural Plans - DKEI	\$ \$3,000.00
	\$
	\$
	\$
	\$
Total	\$ \$40,380.00

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: 2cbe5589122e25d0971227cd603ce04b

Signature

Katie Mair

Printed Name

07/18/2022

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

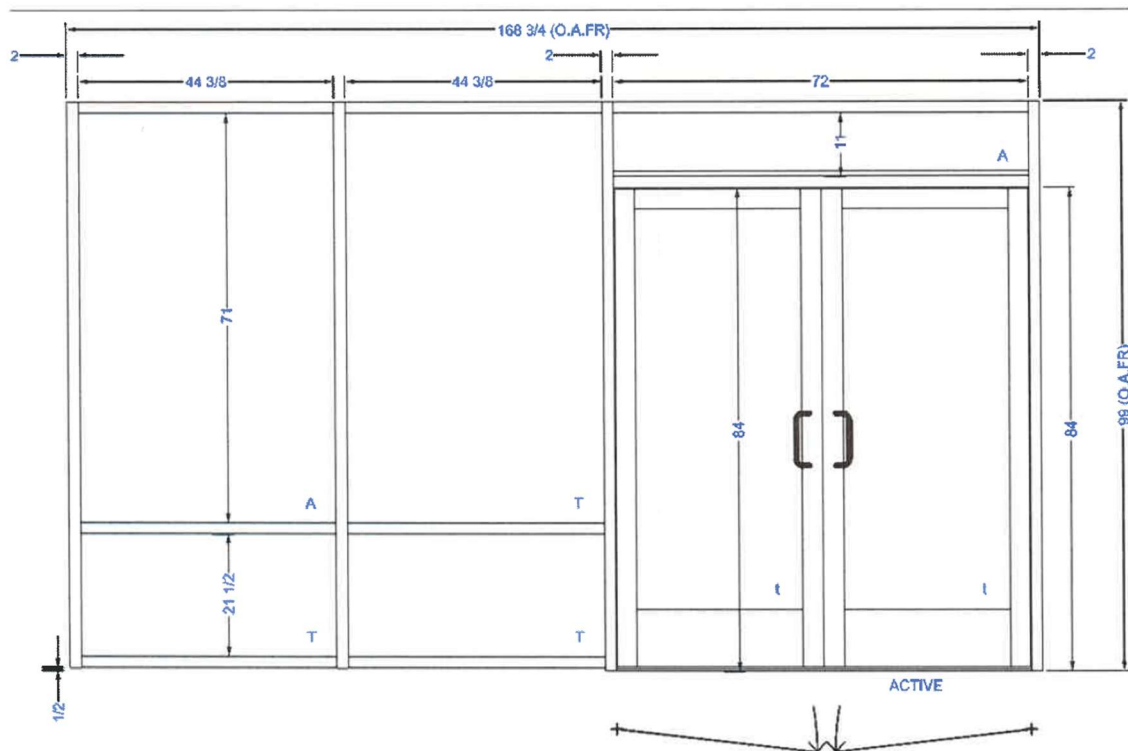




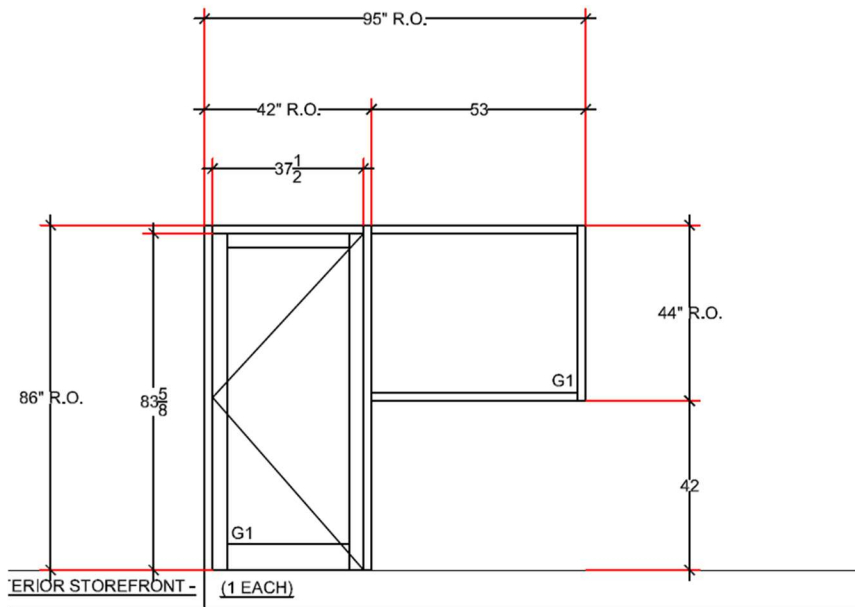


Replace all single pane windows with Commercial Grade, double pane windows. Replace door on the Parkway side of building with Commercial Grade, ADA assessable double door. Replacing the door will increase the width, allowing for a more accessible access into the building. Replace old back window (Jadwin facing) with door leading out to the back patio, which will make the back patio space more usable/assessable and improve the exterior of the building facing Jadwin, which is currently an un-used, not readily assessable patio space. The farmer's market is located in front of the building, replacing the windows and doors will increase the visual appeal of the building.

New layout of the front – parkway facing side of building with new windows and double doors



New back (Jadwin facing) door and window leading out to patio:



Side windows switched like for like.

707 Prior City Matching Funds Pictures:

Before Remodel:



After 707 Remodel:





6476 West Brinkley Rd.
Kennewick, WA 99338
Ph: 509-586-6000
WA #SUPERGL876N7
OR #202278

www.superior-glass.com
office@superior-glass.com

07/18/2022

To:
Attn: Brian Mair
Email: b_mair@comcast.net

Re: 709 The Parkway Storefronts
Richland, WA 99352

Superior Glass Proposes to Provide of the Following Items.

Furnish and Install: Aluminum Framed Entrances and Storefronts.
Glass and Glazing.

Includes: Sizes, Quantities and Descriptions per Site Inspection by Superior Glass.
Manufactures Standard Dark Bronze Anodized Finish.
Kawneer 451T Center Glazed Aluminum Storefront.
Kawneer 350 Medium Stile Standard Doors.
Manufactures Standard Related Door Hardware.
Clear, Low-E Glass, Tempered Where Required by Code.
Related Flashings, Sealants and Anchors.

Excludes: Product Protection, Final Cleaning and Replacement of Good Damaged by Others.
Demolition and Opening Reframing.
Finish Work Around New Storefronts.
Final Keyed Cylinders.
Access Control and Sales Tax.

Price: \$34,420.00

Note: Due to Current Market Conditions, Prices Honored for 30 Days Only
& Material Lead Times Subject to Availability at Time of Order.
Contract Amount Subject to Change Due to Future Cost Increases.

Feel Free to Contact Me if You Have any Questions or Comments.

Sincerely,
Neal Sowell
Neal@superior-glass.com

Project Name:

PROPOSAL IS VALID FOR 30 DAYS FROM:

Name:

Phone:

Email:

Address:



BID:

ALTERNATE #1:

ALTERNATE #2:

QUOTED BY

SIGNATURE

PROPOSAL DETAILS

1. All proposals are good for 30 calendar days. After the 30 day period the provided proposal may need to be revised.
2. The customer is responsible for reviewing this proposal for accuracy to ensure all required aspects of the project are listed.
3. Perfection Glass will not be held responsible for material not listed on this proposal.
 - a. In the case in which material must be provided that is not listed in this proposal, a change order will be issued to the customer.
4. Perfection Glass will provide a one (1) year warranty on all workmanship.
5. Manufacturer's warranties vary depending on the manufacturer. Perfection Glass will honor warranties on material from manufacturers, but labor to replace manufacturers defects will be charged to the customer.
6. Expedited orders may require an additional fee, depending on material availability and production schedule.
7. All lead times given are estimates. **Lead times are subject to change.**